

JOB POSTING 2021

Rockharbor Church Costa Mesa

Weekend Hospitality & Event Coordinator

About Rockharbor

Rockharbor is a non-denominational, multi-campus church with campuses in Costa Mesa and Mission Viejo, CA. Our mission is to, “Build communities to reach every community.” Through our 20+ years as a church, we have always strived to be a church where people are encouraged to follow Jesus, become like Jesus and do what Jesus does. Because of this, we focus strongly on evangelism, biblical community, equipping others, pursuing justice and multiplication.

About the position

This position is a part-time, 25 hours a week position. This position reports to Tommy Larson, Creative Pastor. Staff members are expected to adhere to Rockharbor’s leadership guidelines [which can be provided upon request].

How to apply [please read carefully, incomplete applicants will not be considered]

If you are interested in the position, please do the following:

- a. Review the job posting in detail, ensuring you meet the minimum qualifications.
- b. Submit a COVER LETTER and RESUME to hiring manager, Heather Motichko at hmotichko@rockharbor.org
- c. Once your application has been received, you may be contacted for a phone or in-person interview. Due to the high volume of applicants, please allow us time to review your resume before contacting us on the status of your application.
- d. If your application is disqualified, you will be notified via email.

Primary purpose of position

Lead and develop the RHCM Hospitality Teams by bringing energy, anticipation, and excitement to our guest experience at weekend services, special events and RHCM in general. Administrate and assist the Weekend Service teams to make sure logistics and hospitality are covered. Through the development of a lead team, the Coordinator fosters a culture of connection, serving, and community.

Key responsibilities

- Be present at all weekend services [currently 9am, 11am & 7pm] and Churchwide Special Events.
- Oversee Hospitality Teams for Sunday services including: Ushers + Greeters, Coffee + Donuts, and Special Events Teams [also work with Safety + Security Teams]
- Create a warm and welcoming environment for attendees on the weekend in each of the service venues
 - Ready, straighten, and clean up lobby & desks spaces after each service.
 - Be responsible for Décor choice and placement quarterly and seasonally.
- Identify, recruit, train, and empower Hospitality teams (Usher + Greeter, Coffee + Donuts, Safety + Security)
- Pastor and connect with Hospitality Leaders on a regular basis
- Perform mid-week responsibilities to prepare for Sundays (ex. Coffee & donut orders, supplies, etc.)
- Administrate all Sunday Volunteer scheduling and communication
- Manage Weekend Hospitality Budget
- Organize and be responsible for Sunday logistics (communion, giving, set up, tear down, etc.)

- Attend the weekly Celebration Team Meeting
- Oversee Hospitality for Churchwide Events (Christmas, Easter, Mother's Day, Father's Day & Focus Gatherings etc.)
- Organizes and maintains Staff Calendar for Weekend Service responsibilities
- Stay connected to staff ministry leads and identify their current needs and ensure that values of development and appreciation are taking place

RH All-Staff requirements

- Goal of time spent daily reading the Bible and praying
- Attendance at weekly staff meetings
- Intentional time spent weekly in prayer for RH ministry
- Adherence to all leadership and employee guidelines as outlined in the employee Handbook
- RH endeavors to conduct developmental reviews on an annual basis

A candidate should be proficient and confident in the following areas:

- Recruiting, training, equipping, developing volunteer leaders
- Collaborating with a team
- Strategic planning
- Creating hospitable environments
- Leading a team
- Attention to detail
- Budget management

Personal Requirements

- A mature and thriving relationship with Jesus
- Regular practice of spiritual disciplines
- A person with a vibrant prayer life
- Comfortability with the prophetic, being led by the Spirit, and discerning
- Exhibits the fruit of the Spirit and knows how to walk in the power and authority of the Spirit
- Strong relationship skills
- A healthy balance of work and rest in their life
- A person of integrity and character