

CHURCH at CARBONDALE

GATHERING CENTER MINISTRY DIRECTOR JOB DESCRIPTION

VISION

The Gathering Center Ministry Director will embrace and champion the Vision of the Church at Carbondale, establishing a fun place to get serious with God where people develop a life-transforming relationship with Jesus Christ.

PURPOSE

The Gathering Center Ministry Director shall be responsible for coordinating and managing the use and maintenance of the Church facilities and grounds and for shepherding and caring for the Gathering Center Ministry leaders, volunteers, and employees.

REPORTING

The Gathering Center Ministry Director will report directly to the Associate Pastor.

RESPONSIBILITIES

FACILITIES

Operational Responsibilities

1. The Gathering Center Ministry Director shall strive to be a positive community leader within Church at Carbondale, the Roaring Fork Valley, and beyond as a representative of Church at Carbondale and the Body of Christ.
2. The Gathering Center Ministry Director shall be responsible for seasonal and other designs/decorations and assure their uniformity and support of the Church's mission & purpose and general Gathering Center aesthetics.
3. The Gathering Center Ministry Director shall establish and maintain a base inventory of consumable products.
4. The Gathering Center Ministry Director shall establish and be responsible for all operations of a coffee shoppe. This shall including but not be limited to:
 - a. Establishing hours of operation,
 - b. staffing/scheduling employees and volunteers,
 - c. providing a product variety,
 - d. ordering products and maintaining an inventory of products,
 - e. establishing a schedule of charges/donations for products,
 - f. obtaining and maintaining required licenses and certifications,
 - g. creating and implementing a marketing plan to attract commerce to the coffee shoppe, and
 - h. submitting reports, budgets, and sales plans as required by the Associate Pastor.

5. The Gathering Center Ministry Director shall provide Church ministry leaders and volunteers (including the various Sunday ministry leaders and volunteers) and Church staff with the tools and equipment needed to fulfill their ministry/staff functions. This shall include providing, tracking and scheduling use of:
 - a. audio-visual equipment,
 - b. sound equipment, and
 - c. chairs/tables.
6. The Gathering Center Ministry Director shall maintain a schedule of conference and class room usage and availability and work with Church Staff and the various ministry leaders and volunteers to provide the space and rooms as required for their various ministries and programs.
7. The Gathering Center Ministry Director shall work with the various Church leaders to identify and nurture volunteers within the various ministries.

Event Programming

1. The Gathering Center Ministry Director will work directly with the Pastor, Associate Pastor, Church leaders and volunteers and the community at large to facilitate, coordinate and maximize the use of the Church facilities by the Church community and the community at large. This includes:
 - a. developing a marketing plan,
 - b. maintaining a fee schedule for use of the Church facilities, subject to prior approval of the Associate Pastor; and
 - c. maintaining a Church calendar and a community calendar.

In establishing the schedule of events, the Gathering Center Ministry Director shall give priority of use to the Church community.

2. The Gathering Center Ministry Director shall develop and coordinate programs and events that allow the community at large to interface with the Church at Carbondale community and the Body of Christ. By way of example, this may include:
 - a. open mic night,
 - b. after-school programs (all ages),
 - c. high school power lunches,
 - d. chamber events, and
 - e. middle school ministry.
3. The Gathering Center Ministry Director shall provide the room arrangements including table and chair setup as required for the scheduled events and programs.

Sunday Ministries

1. The Gathering Center Ministry Director shall be responsible for a Sunday morning coffee ministry.
2. The Gathering Center Ministry Director shall work with the various Sunday ministry leaders and volunteers to maximize the effectiveness of the facilities in support of their ministries.
3. The Gathering Center Ministry Director shall be responsible for operation of the Coffee Shoppe during and after Sunday services.

FINANCIAL

The Gathering Center Ministry Director shall establish and maintain a fee schedule for use of the Church facilities and charges for products sold, subject to prior approval of the Associate Pastor.

2. The Gathering Center Ministry Director shall be responsible for purchase orders/agreements with local vendors to ensure competitive pricing. This shall include, but not be limited to, purchase orders and agreements for:
 - a. cleaning supplies,
 - b. communion supplies,
 - c. sound equipment,
 - d. computing equipment,
 - e. audio-visual equipment,
 - f. food supplies,
 - g. kitchen/coffee supplies, and
 - h. cleaning and maintenance of Gathering Center.
3. The Gathering Center Ministry Director shall submit an annual budget for approval to the Associate Pastor. The budget shall detail expenses and income associated with the Church Gathering Center.
4. The Gathering Center Ministry Director shall be responsible for maintaining the expenses associated with the Church Gathering Center within the approved budgeted amounts.
5. As requested by the Associate Pastor but at least monthly, the Gathering Center Ministry Director shall provide financial reports detailing income and expenses associated with the Church Gathering Center and the relationship of the income and expenses in relation to the approved budgeted amounts.
6. It shall be a goal of the Gathering Center Ministry Director through marketing efforts and other means to establish income, including income through the coffee shoppe operation and through charges for use of the Church Gathering Center, at a level equal to the total expenses associated with the Church Gathering Center including the cost of the salary and benefits of the Gathering Center Ministry Director. The timing of meeting this goal shall be as follows:
 - a. The annual income rate shall equal the salary and benefits of the Gathering Center Ministry Director by the end of twelve months from the hiring date of the Gathering Center Ministry Director and
 - b. the annual income rate shall equal the total expenses associated with the Church Gathering Center including the cost of the salary and benefits of the Gathering Center Ministry Director by the end of twenty-four months from the hiring date of the Gathering Center Ministry Director.

KNOWLEDGE, SKILLS AND ABILITIES

The Gathering Center Ministry Director requires the following knowledge, skills and abilities:

1. Strong inter-personal skills,
2. Strong organizational abilities,
3. Marketing skills,
4. Financial acumen,
5. Ability to operate independently, and
6. A gracious, Christ-like demeanor in demanding situations.
7. A strong commitment to Church at Carbondale discipleship ministry.

COMPENSATION AND BENEFITS

Salary Range will from \$42,000 – \$46000 per year

Benefits the same as other fulltime staff