

## Church of the Nativity Job Description

**Date:** August 31, 2018  
**Title:** **Director of Operational Ministers**  
**Department:** Nativity Volunteer Ministers  
**Reports To Title:** Nativity Volunteer Ministers Department Head  
**Hours:** Full time (weekend work required)

### **General Description:**

To recruit, train, and lead all Nativity Volunteer Ministers across Operational Ministries including Café, Ops, Safety and Security, Tech, Live, and Office Support.

### **Primary Responsibilities:**

- Drive vision, mission and values of Nativity through all Nativity Operational Ministry environments.
- Collaborate with The Director of Hospitality Ministers in all areas of the position including recruitment, retention, communication, training, events, and budget.
- Ensure accessibility to every person eligible to serve in all Nativity Operational Ministries, through annual Ministry recruiting weekends, efficient ongoing Ministry onboarding processes, and consistent Ministry Orientations and trainings.
- Provide direction to Nativity Operational Ministry leaders, ensuring leader development, coaching, and evaluation through cornerstone events.
- Steward communications with Nativity Operational ministers through consistent, relevant and clear communication.
- Collaborate with the The Campus and Event Manager to ensure all Nativity Operational Ministries are creating irresistible environments.
- Recruit Nativity Operational ministers for special events, including conferences and off-campus celebrations.
- Handle operational details related to Nativity Operational Ministry management, including tracking of data and statistics regarding Virtus and areas of service.

### **Qualifications:**

**Education:** Bachelors Degree preferred

**Experience:** Serve at Nativity or Home Church

**Special Skills or Knowledge Areas:** Prior volunteer mobilization

**Supervisory responsibilities:**

- **Positions:** Weekend Staff
- **Ministries:** All weekend volunteers

## **Competencies:**

### Builds Relationships

- Develops and leverages effective working relationships with other members of Nativity Staff as well as ministers and church members
- Acts with respect toward others
- Gains acceptance by understanding the viewpoints of others and seeking win win solutions

### Communicates Effectively

- Provides clear, consistent and timely communications
- Gives compelling reasons for ideas and recommendations

### Strategic Focus

- Continually works to create an irresistible environment at Nativity
- Works to see around the corner to anticipate future trends and consequences
- Translates Nativity vision into clear and effective plans

### Delivers Results

- Develops and consistently executes performance objectives
- Can be counted on to achieve goals successfully
- Consistently performs and adds value

### Leads Effectively (Only include this Competency for positions that manage other positions or Ministry Leaders)

- Assesses and fills positions with qualified individuals
- Sets clear and measurable goals; coaches staff to do the same
- Monitors progress and results; Provides ongoing performance feedback
- Rewards for accomplishments
- Provides challenging assignments as well as development activities

*Church of the Nativity offers a comprehensive benefits plan and competitive salaries.*

Submit your resume to:

[lskeen@churchnativity.tv](mailto:lskeen@churchnativity.tv)

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