



Position Profile

Guest Experience Director/Campus Coordinator (Part-Time)

Reports To: Mt Juliet Campus Pastor

Guest Experience

Guest Experience Purpose

Lead the strategies and tactics to support the vision of helping people find and follow Jesus by ensuring everyone who attends our church has a remarkable guest experience.

Guest Experience Skills & Abilities

- A proven leader in corporate, public and/or church leadership roles
- Experienced at coaching/developing other leaders
- A team player capable of fostering relational influence
- Developing and executing systems
- Execute events and strategies with attention to detail
- Embody and champion the mission and vision of Cross Point, the multi-site strategy and the Cross Point staff values

Guest Experience Primary Responsibilities

- Oversee the Guest Experience on Sundays and during special events.
- Build relationship, lead, and care for Guest Experience volunteers.
- Recruit, train, and cast vision to new volunteer team members.
- Maintain the weekly volunteer schedule and assignments for Guest Experience volunteers.
- Work with campus staff to “give ministry back” by building relationships and equipping strong volunteers to both lead and execute ministry
- Collaborate with the Guest Experience Directors of our other campuses to discover best practices and contribute to the overall health of the entire church
- Oversee the budget and process of ordering all necessary supplies for the Guest Experience team and the Sunday experience

Campus Coordinator

Campus Coordinator Purpose

Assist, resource and come alongside the Mt Juliet campus team to help coordinate special events, outside building usages, organizational campus needs and other ministry duties.

Campus Coordinator Skills & Abilities

- A team player capable of fostering relational influence.
- Strong in developing and executing systems
- Strong in executing events and strategies with attention to detail
- Commitment to embody and champion the vision of Cross Point, the multi-site strategy and the Cross Point staff values

Campus Coordinator Primary Responsibilities

- Come alongside ministry leaders in being the chief advocate for quick and intentional follow-up that allows people to feel noticed and keeps people from falling through the cracks.
- Anticipate, communicate needs, and coordinate events with the Mt Juliet team for Cross Point events that are outside a specific staff ministry responsibility (examples: baptism, open houses).
- Help provide a great experience for creative volunteers on Sunday, including meals for Worship and Production.
- Point person for all payments, invoices and charges related to the Mt Juliet Campus.
- Build relationships with key ministry leaders and volunteers.
- Work with campus staff to “give ministry back.”
- Assist the Mt Juliet campus pastor and team with tasks as needed.
- Collaborate with fellow staff members to steward our resources well.
- Primary contact for all building rental and usage conversations when they sound like a potential fit.