

Christ Presbyterian Church Job Description  
Director of Hospitality & Office Manager

**POSITION PURPOSE:** The Director of Hospitality and Office Manager oversees campus hospitality, including but not limited to Sunday morning for the campus as well as Party on the Lawn and other celebrations, executive administration for the senior pastoral team, office management, communications interfacing and facilities usage working closely with Shared Services.

**POSITION HELD BY:** Open

**DIRECT REPORT:** The Director of Ministries

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**POSITION OUTCOMES/EXPECTATIONS:**

**Leadership:**

- I. Lead and oversee our Hospitality process from the parking lot to the pew, campus wide, especially but not limited to Sundays and campus wide Parties.
- II. Provide Executive Administration and calendar ownership for the Senior Pastor and Director of Ministries and provide administrative support to the pastoral staff.
- III. Manage the office personnel, either directly or indirectly including bulletins, communications, supplies, hospitality for guests and visitors, financial accountability and overall office environment.
- IV. Partner with the Sr. Pastor, Director of Ministries and Pastor of Missional Living to provide Hospitality for city wide events: Forums; Public Faith initiatives, Faith & Work and Mercy & Justice events.
- V. Collaborate in making Sunday Worship hospitable, intelligible, and 'Connecting' for those who attend.
- VI. Oversee, manage and support the Hospitality Team and its mission to make CPC a welcoming, easy-to-navigate campus on Sundays and specifically to oversee the Welcome Center, Children's Sunday School area volunteers and all areas of the campus/volunteers in their roles related to campus-wide hospitality.
- VII. Oversee our Café and other connecting spaces.
- VIII. To uphold and actively promote the vision, mission and philosophy of ministry of CPC, specifically to engage and cultivate hospitable and intelligible Sunday Worship, champion Missional Communities who are united around life together and common service and witness in Nashville and the world, and celebrations through Parties and other activities.
- IX. Proactively assist in the development of Parties to ensure we are successful in using these as a means of assimilation and outreach.

**Administrative:**

- I. Manage and execute the daily responsibilities of the office, including reports, bulletins, executive expense accounts, executive calendars and office phones.
- II. Offer Communications Department information for communicating effectively on the website various means toward executing the vision/mission of CPC with special attention towards Hospitality and Parties.

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- III. Lead and manage a diverse volunteer staff to execute our processes for providing Hospitality.
- IV. Responsible for Office supplies, coverage, guests, visitors, and general interface to the public.
- V. Approval of facilities requests including Event-U approvals.
- VI. Provide hospitality and support for all ordained leadership and MAT meetings and gatherings, including invitations, food and logistics.

**QUALIFICATIONS AND REQUIREMENTS:**

Education

- A bachelor's degree required

Experience and Skills

- Strong computer skills including Word, Excel, and Outlook.
- Ability to manage and think logistically while simultaneously interacting with members/visitors in an encouraging, welcoming, hospitable manner.
- Analytical thinker who can draw conclusions and develop processes.
- Ability to interact effectively (including providing direction and in essence managing the process) with the pastors, elders, deacons and laity as it relates to their role in the cultivating and providing a hospitable and welcoming environment.
- An extraverted personality and skill set that loves interacting with people, through personal verbal relationships, able to influence, inspire and lead by example.

Requirements

- All employees must commit to performing their duties in accordance with the stated mission and purpose of the church, CPC Policies and Procedures Manual, and the Westminster Confession of Faith. All employees must be evangelical Christians.
- Willing to become a member of Christ Presbyterian Church
- Appreciation and sensitivity toward varying backgrounds of those seeking membership at CPC
- Agreement with the CPC staff covenant
- Highly relational, outgoing personality

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All of the above duties and responsibilities are essential job functions for which reasonable accommodation will be made. All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. The position description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees may

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be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

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