



# ChaseOaksChurch

First Impressions Director Job Description

## **SUMMARY:**

Develop an environment and process and a team that welcomes people into the life at Chase Oaks and helps them connect to God through the weekend worship experience.

## **FIRST IMPRESSIONS DIRECTOR**

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:**

- Create an open and welcoming environment at the church
  - Be present and available at all weekend worship services
  - Involve people best fit for this ministry
  - Embrace a come-as-you-are atmosphere
- Build and oversee the First Impressions Team that genuinely welcomes people into the church
  - Build a team for each service with team leaders and service coordinators
    - Greeters, Parking Lot Greeters, Ushers, Hosts
- Build and manage the communion, weekend coffee and coffee shop teams
- Oversee the Weekday Host Team and the Weekday Coffee Bar Team
- Work with an Intern who oversees weekend services at Epoch and supervises that team
- Develop effective communications systems for the team
- Develop regular training/vision times for team and new volunteers
- Maintain a clean, unobstructed environment in the lobbies, hallways and building areas under First Impressions
- Commit to doing ministry as a team – develop interdependence among team members and be authentic
- Commit to participate in the core functions of the church
- Advise and care for people using a Biblical grid as appropriate
- Regularly attend and participate in staff meetings and/or trainings
- Be an effective and wise steward of the supplies and equipment provided by the office, and in the use of your budget

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires the ability to multi-task and work independently in carrying out assignments to completion.
- Must have excellent communication / customer service skills and be able to interface with many different teams, the Adult Team and the Chase Oaks Church staff.
- Strong Organizational skills

## **EDUCATION and/or EXPERIENCE**

Education: Minimum of high school diploma or equivalency; college degree preferred

Experience: Minimum 2+ years related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS**

Ability to speak effectively and understandably on the phone. The ability to effectively present information and respond to common inquiries regarding Chase Oaks Church ministries is also required. High attention to customer service.

**COMPUTER SKILLS**

Strong working knowledge of Microsoft Office, Outlook calendaring, and email  
Basic knowledge of Excel  
Data Entry skill & experience  
Familiarity with Databases

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or schedule form. High attention to detail.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk, stand, sit, listen and talk. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.