



## Gathering Coordinator

### Church and Job Summary

#### A bit about us:

The mission of Cedar Hills is **for every person in our community to experience full life in Jesus Christ**. Balancing a strong commitment to Jesus with a reckless commitment to create a “come as you are” culture, Cedar Hills is a thriving and outward-focused church located in Sandpoint, Idaho. Started 20 years ago in the living room of our founding pastors, Eric and Nicole Rust, Cedar Hills has grown into one of the largest churches in the area. In addition to its weekly in-person gatherings, CH has a strong online presence and is looking to become a multisite church over the next few years. Discover our DNA by checking out our vision, values, and beliefs at <https://www.cedarhillchurch.com/vision>.

#### Why live here:

Located in the northern part of Idaho, Sandpoint is nestled amongst three mountain ranges, on the shores of magnificent Lake Pend Oreille (*Idaho's largest*) and at the foot of Schweitzer Mountain Ski Resort (*Idaho's biggest*). Sandpoint is an outdoor enthusiast's paradise with a wealth of activities that its lake, streams, trails and mountains provide. With a vibrant arts community and an authentic small-town vibe, the local feel is one-of-a-kind, earning Sandpoint the title of one of the "*most beautiful towns in America*." To learn more visit <http://www.visitsandpoint.com>.

#### The right hire:

We're looking for a passionate team leader who loves to empower others while managing complex problems. Savvy people skills are a must, along with a proven ability to help others grow. As a Gathering Coordinator, it's important to know what's happening in the AVL world, and have the skill set to transfer that knowledge to the ministry of Cedar Hills. While our church leadership is serious about growth for God and expanding our reach, we're not-so-serious to be around all the time. We smile a lot and has fun together. A successful candidate will match our high energy, drive, and "get it done" approach. This would be a great position for someone who enjoys bringing various people and pieces together to make something wonderful. If this sounds like you (or if it sounds like someone you know), contact Weston at [weston@cedarhillchurch.com](mailto:weston@cedarhillchurch.com).



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<b>Job Title:</b>	Gathering Coordinator	<b>Classification:</b>	Non-Exempt
<b>Designation:</b>	Ministry Team	<b>Category:</b>	Part Time, 20 hrs/week
<b>Location:</b>	Main Campus	<b>Travel Required:</b>	Infrequent
<b>Reports To:</b>	Gathering Ministries Leader	<b>Date:</b>	3/1/2022

## Job Description

### POSITION SUMMARY

The Gathering Coordinator serves the mission and vision of Cedar Hills Church by providing leadership to the church’s gathering ministries teams, ensuring team leaders have the necessary support and resources to succeed so that together, they can create engaging, transforming spiritual environments.

Two primary target areas are:

- **As a Coordinator** – The Gathering Coordinator establishes leadership teams that are critical to the success of the church’s front door—our gathering ministries. His/her focus is on coordinating team leaders so that their teams are deep, well trained, and ready for anything. Under his/her leadership, our gathering ministries can move from good to great.
- **As a Team Member** – The Gathering Coordinator has the opportunity and responsibility to interface with many teams within the church including the staff team, the gathering ministries team, and his/her developed teams to accomplish church-wide objectives and goals.

### ROLE AND RESPONSIBILITIES

#### 1. Provide direct leadership to Gathering Team Leaders. (70%)

- Own the unity, growth, and expansion of gathering ministries teams, ensuring not only that teams are healthy, but that they understand their interconnectedness to all other gathering teams.
- Lead and Support Gathering Team leaders currently including Audio, ProPresenter, Lighting, LIVEPro and Band, while readily developing new teams/structures as needed.
- Recruit and provide leadership to a Technical Director who oversees AVL (audio/visual/lighting) equipment, technology, and processes.
- Coordinate scheduling for all gathering teams.



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**2. Collaborate with other church-wide ministries to support them in creating effective environments. (20%)**

- Support and recommend team involvement for events that occur outside of weekend gatherings (eg: seasonal events, Jingle Jam, Easter sunrise gathering, memorials, offsite events, etc).
- Work with other Cedar Hills’ ministries to reach their AVL goals.
- Work with the Gathering Ministries leader to establish priorities for hosting and supporting local community events who desire to utilize the CH facility. These events are evaluated on a case-by-case basis.

**3. Fulfill staff functions as needed, based on requirements and spiritual gifts. (10%)**

- Collaborate with the Gathering Ministries leadership team on a regular basis.
- Look for opportunity to add value to other CH ministries and leaders.
- Participate in various staff meetings and other monthly meetings, as needed.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Passionate about the mission, vision, values, and core beliefs of Cedar Hills Church.
- Meaningful relationship with Jesus, expressed by a deep love for God and others.
- Computer & Software Experience: Proficiency with Mac OS & IOS, preferred experience with audio and video software, etc.
- Able to lead and coach others toward a common goal.
- Experience building teams that are unified and effective.
- Caring Leadership: able to see people as priorities and eager to build into their lives. Interacts with people sincerely and effectively.
- Self-starter, who can recognize needs, trouble shoot problems, and work independently to find creative solutions.
- System thinker who knows how to bring multiple pieces, leaders, and teams together.
- Future minded, always looking ahead and finding better ways to lead others towards Christ.

Approved By:	Weston Grillo	Date: 3/1/2024
Last Updated By:	Weston Grillo	Date: 3/1/2024

I acknowledge receipt of this job description and agree to abide by the terms described within.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_