



## HOCKESSIN LOCATION DIRECTOR JOB DESCRIPTION

**Mission of The Journey:** To help people find Jesus and follow him fully

**General Description:** The primary responsibilities of the Location Director are to champion the culture, build teams, and connect with and care for people. This person will oversee all J-Team areas on weekends at the location under the leadership of the Location Pastor and according to the guidelines and processes provided by The Journey Central Team. In this role, you will work through location leaders to facilitate all Gather-Connect-Serve ministry programming at his/her location and provides direction and pastoral care for leaders, J-Teamers, and Journeyers.

### **Qualifications:**

- Follower of Jesus with strong character
- Bleeds Journey Red - loves The Journey and lives out our mission, vision, and culture
- In alignment with “What We Believe” and “Leadership Core Values”
- A demonstrable calling to ministry
- Consistently practices all public habits (gathering on a weekend, connecting in a J-Group, serving on the J-Team) and personal habits (investing & inviting, practicing a slot & spot, giving your first)
- Healthy relationships with existing staff and leaders (in current position and/or at The Journey)
- Lights up a room - others-focused, attractive personality; fun to be around with a heart for pastoring other people
- Empowerer: able to build relationships, inspire people to live out their purpose, and give them opportunities to lead
- Abnormally high work ethic (a driven, self-motivated executor who consistently makes things happen)
- Provide coaching and development to location staff and leaders; attend regular core team environments to develop leaders and team members.
- Gather, analyze, and interpret location specific metrics included in the total metrics scoreboard, 12 week analysis and other relevant metrics sheet.
- Relationally warm and emotionally intelligent

### **Essential Functions:**

- Weekends
  - Works with leadership teams to run point on Team Nights, prayer experiences and Baptism Weekend
  - Functions as primary host for all non-weekend events and fill in as primary host for weekend gatherings as needed
  - Communicate with Impressions Director and Plugged In Coordinator to ensure all programming and J-Teamers are prepared for weekend gatherings

- o Facilitate engaging weekend gatherings where people can experience God and become followers of Jesus
- o Love, encourage, and pastor leaders, J-Teamers, Journeyers, and guests
- o Compiling/Entering weekly weekend gathering stats, ensuring that all giving/connect cards get returned to broadcast location
- o Purchasing items needed for facility cleaning/supplies, coffee weekly supplies, Special Event carpet supplies
- o Ensure location facility is opened and ready for all gatherings, and then secured at end of day
  - Ensuring each week that the location environment is clean, inviting, and ready for any events or promotions for Sunday.
- Leadership (Weekend & Weekly)
  - o Help coach and develop Impressions Director and Plugged In Coordinator
  - o Develop relationships with attendees, J-Group leaders, J-Teamers, and potential leaders; encourage them to take their next steps
  - o Help communicate with location leadership teams re: weekly huddle points, special events, and schedules for upcoming weekend gatherings
  - o Work with Location Pastor to ensure J-Team is healthy and growing
  - o Continually build and innovate systems that create growth on a location level
  - o Live for the story -- cast vision by sharing stories of life-change with staff, leaders, J-Teamers, and Journeyers
  - o Work with Pastoral Care Team (along with Location Pastor) to help fulfill pastoral needs.
  - o Provide coaching and development to location staff and leaders; attend regular core team environments to develop leaders and team members.
  - o Gather, analyze, and interpret location specific metrics included in the total metrics scoreboard, 12 week analysis and other relevant metrics sheet.
- Perform other leadership functions as assigned

**General Responsibilities:**

- Participate in regular meetings with Location Pastor and Hockessin Core team.
- Attend weekend gatherings, lead a J-Group at least two out of three semesters, and serve in some way outside of essential functions.
- Practice the personal habits of inviting and investing, slot and spot, and giving your first
- Champions gather, connect, and serve

**Position Type:** J-Team

**Reports to:** Location Pastor

**Direct Reports:** Impressions Director, PluggedIn Coordinator, Hospitality Coordinator