



OAKHOUSE CHURCH

HOSPITALITY + CONNECTION COORDINATOR

This position motivates and empowers Oakhouse to embody our motto that everyone is “most welcome here.” From setting up systems that connect with visitors, developing teams of volunteers to host Sunday services, and individually following up with opportunities for involvement, this role sees and represents every person who we engage with.

ABOUT OAKHOUSE:

The story of Oakhouse is one of love, perseverance, and most importantly obedience to Jesus. There is no perfect church, because there are no perfect people. But our hope is that we, as individuals and as a church, encourage and compel one another to love God, love others, to be witnesses for Jesus, and to make disciples of Jesus.

We originally started as a campus of Rockharbor, which was launched in 2009. Over the next 12 years, Rockharbor Mission Viejo found its identity as a place of authentic, creative, and Spirit-led worship and justice; a space for people to love God and others near and far. In January of 2022, we became Oakhouse, an independent, non-denominational church in Mission Viejo, CA.

WHAT WE LOOK FOR IN EVERY STAFF MEMBER:

- A mature and thriving relationship with Jesus
- Regular practice of spiritual disciplines including a vibrant prayer life
- Strong relationship skills
- A healthy balance of work and rest in their life
- A person of integrity and character

OUR STAFF VALUES:

- Spending time with Jesus is the most important thing we can do as someone in ministry
- We are a community that knows how to create, have, and share fun experiences
- Risk pushes us out of our comfort zone into a place where Jesus can show off
- We do things with excellence to represent our church and faith well
- You are a whole person, not just a staff member





POSITION DETAILS:

Supervisor: Operations Director

Position: Part-time, Regular, non-exempt (hourly)

Hours/schedule: Approximately 15 hours per week. Sundays will be a regular work day.

WHO WE'RE LOOKING FOR:

If this sounds like you, we think you'll love this position!

- Welcoming to any and all
- Team leader who is able to inspire and pass on vision
- Systems thinker (to maximize how many people can be welcomed and involved)
- Observant and has a heart for seeing people
- Passion for community
- Good conversationalist

PRIMARY RESPONSIBILITIES:

Welcome

- Oversee all hospitality teams (Ushers and Greeters, Parking, Yard Table Hosts, Online Hosts, Cafe Hosts, and Baking). This includes recruiting, training, scheduling, and ensuring the volunteers are equipped, cared for, and informed. Continually develop team leaders and give ministry away.
- Coordinate the flow for weekend services, planning and overseeing the attendees' experience from the time they enter the parking lot (or, for the online crew, from the time they log in) to the time they leave.
- Coordinate welcome events for visitors. This includes gatherings as well as occasional service elements.
- Manage "the yard," our connection space where helpful and up-to-date information can be found.
- Assist with hospitality details that go into Sunday services.

Involvement + Connection

- Maintain and execute strategy for involvement and connection with Oakhouse.
- Follow-up and connect with new attendees.
- Administrate all sign-ups from the yard to ensure people get everything they need for connection.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of Oakhouse. Revised in 02/24.

