

Qualifications for employment at The Grove include having made a life commitment to Jesus Christ, agreement in writing with the Beliefs and Governance statements of The Grove Church and having a work history and a lifestyle that are consistent with biblical principles. Must be an active Partner of The Grove or willing to become one.

JOB TITLE: Greet & Parking Coordinator

TIME REQUIREMENTS: Part Time (up to 20hrs)

REPORTS TO: Director of Engagement

CLASSIFICATION: Ministerial

STAFF MISSION STATEMENT: *Encourage and equip every Partner to live a life of full devotion to Christ.*

POSITION SUMMARY: The Greet & Parking Coordinator welcomes our Grove Family and Guests by intentionally creating hospitable spaces for all people to encounter Jesus while removing distractions. This position ensures volunteer team development and care, provides effective communication and schedule management as we steward people, space and time to enhance the church's mission and vision to see lives transformed by the Good News of Jesus for the display of His splendor.

KEY ROLES & RESPONSIBILITIES:

- Develop and care for weekend gathering teams through clear processes, recruitment, equipping and communication.
- Sunday morning on-site leadership and oversight of operations from 7:00 AM–1:00 PM.
- Raise up team leaders and create a coaching structure to care for team leads.
- Recruit and train volunteers as our church family and spaces continue to grow.
- Equip team members through clear communication and quarterly trainings.
- Care for team members through team socials and guidance with next steps to Biblical community and living out BLESS and discipleship.
- Maintain spaces with care, stock, order, and cleanliness.
- Reporting/Tracking: Weekly3, OKRs, 3Thirds Monthly reporting
- Track expenses and submit receipts and reports in a timely manner.
- Coordinate in planning and executing special events or seasonal parking service needs.

MARKERS OF FAITHFULNESS:

- Think with the mind of Christ then act.
- Pray continuously.
- Equip the church for the work of the ministry - Work yourselves out of a job.
- Walk the talk with our weekly 3 (Bless30, Discipleship, Leadership Development).
- Innovate with wisdom and courage.
- Strive for excellence and over-communicate.
- Shepherd with a holy discontentment.