

Liberti Church Main Line
Church Operations & Hospitality Director (Part-Time)

104 Louella Ave, Wayne, PA 19087
Libertimainline.org

Liberti Church Main Line seeks to live, speak, and serve as the very presence of Jesus for Philadelphia's historic Main Line and its surrounding communities.

OBJECTIVE

Liberti Church is seeking an Operations & Hospitality Director who will play a crucial role in the smooth functioning and relational connectivity of Liberti Church Main Line community by overseeing administrative tasks, managing resources, and supporting our Pastoral & Volunteer team. We are looking to hire for this position by mid-August 2025.

RESPONSIBILITIES

Executive/Operational Oversight:

- Perform day to day administrative and clerical tasks that will support the overall function and activities of Liberti Church Main Line, including the development of long range planning in coordination with the Staff & Elders.
- Work alongside our Lead Pastor and Next Gen Pastor managing projects, executing or delegating any planned tasks and coordinating staff calendars.
- Implement and oversee effective communications strategy in coordination with staff, including
 - Send weekly church wide email listing all upcoming events and announcements.
 - Managing website content
 - Coordinating with Liberti's social media coordinator for content direction.
 - Manage and keep up to date the church's master calendar of events for all church activities.
 - Check church email regularly and respond, redirect, or flag for future action.
- Maintain and regularly update church records, membership, visitor attendance, baptisms, dedications, and weddings.
- Coordinate all facility needs, including maintaining all supplies needed for the church office and weekly worship/events.
- Supervise background checks on any new staff, interns, or volunteers.
- Attend monthly consistory meetings with Elders and Lead Pastor, record minutes and execute/delegate all next steps from meeting.
- Develop processes to help with the overall function of the church.
 - ie new members, volunteer positions, communication plan etc.

Sunday Morning & Event Coordination:

- Coordinate and oversee all aspects of the Sunday morning experience.
 - Support volunteer teams to ensure all is ready for church service.
 - Order all materials needed for Sunday service and children's ministries.
- Create and implement a system for connecting with visitors during and follow up after a visit.
- Provide support and care for volunteers, resourcing volunteers and coordinating schedules to ensure excellence in our programs and services.
 - Help with children's ministry set-up, curriculum development and safety protocols.

- In coordination with staff & volunteers, plan and execute church events, including monthly Connect Lunches, community outreach programs, and special service.

QUALIFICATIONS

- **Bachelor's degree or prior experience in administrative roles, preferably in a church or nonprofit setting.**
- Highly organized with keen attention to detail.
- Strong written and verbal communication skills.
- **Proficiency in office software (Microsoft Office or Google Suite) and church software.**
- Adaptable and able to handle multiple responsibilities in a small-team environment.
- Ability to work independently without supervision.
- Have a motivated attitude with the willingness to seek new information, training and resources as needed.
- Problem-solving mindset and the ability to make sound decisions.
- Maintain a high level of confidentiality and integrity.
- Approachable and personable, with the ability to connect to staff and church members on a personal level.
- Availability most Sundays; to be onsite before, during and after service for Sunday morning coordination
- Flexibility to work some evenings (mainly for meetings)

COMPENSATION

- Competitive salary consistent with education, experience, and proven success.
- The role is a part time position (up to 15 hrs/week), with an opportunity for increased role in the future.