



Director of Programs and Events (35-40 hours)

Purpose: The mission of MVC is to help all people know God more deeply, love others more completely, and live life more fully. The Director of Programs and Events oversees and supports the coordination of church programs and events. They also serve as the point person for church hospitality.

Leadership Responsibilities:

- Demonstrate a commitment to the purpose statement of MVC: Because of God's deep love for us, Maple Valley Church exists to restore people into full life through Jesus Christ.
- Commitment to living out the vision of MVC: Live missional lives that communicate the transformative love of God, through authentic relationships and acts of compassion.
- Attend other MVC programs, activities and functions as possible to demonstrate support for and encourage other ministry leaders.

Functional Responsibilities:

- Lead small group ministry, including recruiting and training leaders, group signups, etc.
- Oversee the planning and scheduling of Compass Point discipleship classes.
- Serve as staff liaison for Women's and Men's Ministry.
- Provide technical support for women's Bible study meeting.
- Provide oversight to Sunday morning hospitality logistics.
- Recruit, train, and schedule volunteers for the Host and Coffee teams, as well as NEXT, (Parking team when needed).
- Lead Sunday morning huddles with the Host Team/hospitality volunteers.
- On Sunday mornings, oversee hospitality functions, such as unlocking exterior doors, placing exterior signage, turning on advertising screens, ensuring facility is organized, etc.
- Serve as staff liaison and coordinator with Safety and Security Team.
- Ensure cleanup and the locking of doors after service on Sunday morning.
- Lead the coordination of major church events such as but not limited to, Fall Kickoff/Ministry Fair, Father's Day BBQ, Mother's Day flowers, Easter (parking, photo booths, etc.).

- Support Youth and Children's Ministry with Trunk or Treat.
- Support Youth with Cashmere mission trip.
- Support Youth, Children's and Worship with Auction/Talent Show.
- Support Children's Ministry with VBS.
- Support Worship with Carols and Cookies and Christmas Eve logistics.
- Work with Senior Pastor and Worship Director to coordinate logistics for Good Friday service.
- Support Senior Pastor with day-to-day, programmatic logistics.
- Work with Senior Pastor to plan staff and elder events (summer gatherings, all boards dinner, Staff/Elder retreat).
- Work with Trustees/Castle Brigade and Senior Pastor to navigate logistics associated with weather events (snow, ice, wind, etc.).
- Provide oversight for special projects related to hospitality and effective ministry.
- Provide regular assessment of spaces for organization and functionality.
- Assist in the coordination of memorials and weddings.
- Other duties as assigned.

Administrative Responsibilities:

- Attend staff meetings and retreats.
- Attend staff chapel.
- Attend regular meetings with supervisor.

Qualifications:

- A clear commitment to Christ, evidence of a mature faith and the ability to model that faith.
- A team player who desires to fosters healthy relationships with other church staff and lay leaders.
- Strong organization skills.
- The ability to recruit, equip, empower and encourage volunteers.
- A passion for creating hospitable environments.
- Creativity, enthusiasm and energy for event planning.
- Initiative, and self-motivation.
- Strong communication skills.
- A desire to implement programs and events that move the mission and vision of MVC forward.
- A current Covenant Partner or willingness to become a Covenant Partner.

Evaluations: Performance evaluations will be conducted annually in accordance with MVC Personnel Policy.

