



## Ministry Description

### Project Manager of Experiences, Mountain City Church

#### Principal Function:

The Project Manager of Experiences is responsible for experiences events, providing training, support, and managing workflow and communication between the Experiences teams and other departments in order to help meet and exceed the Vision, Values and Standards of Mountain City Church.

**Working Relationships:** Directly accountable to the Senior Director of Experiences.

#### Responsibilities:

##### 1. Vision, Values and Standards:

- Maintain and facilitate a professional environment which is based in the shared belief in the mission, vision, and values of MTN City. Encourage, motivate, challenge, and lead staff to develop their greatest potential in their respective positions.
- Uphold and live out the strategy of Capture, Inspire, and Equip.

##### 2. Training and Support:

- Provide the Department with the appropriate knowledge, training and support for current and emerging technology and programs.
- Willing to become an expert in Elvanto, Rock, Planning Center Online, and other management systems as needed.
- Act as a training representative for new hires as needed.
- Providing ongoing training and help for Team members in these systems.

##### 3. Network Support:

- Building Kingdom-minded relationships with other churches, providing information, support and training from MTN City as needed.
- Research best practices and collect data from churches MTN City is benchmarking (Watermark, Church of the Highlands, Life.Church, etc)

##### 4. Event Management:

- Assisting the Department in managing and coordinating non-weekend essential events, including, but not limited to, Concerts, Conferences, Christmas and Easter Events, Outreach Events, etc.
- Ensure registration forms along with any supplemental forms needed for Events are accessible. (Consent Forms, Liability Forms and Payments etc.)
- Resource department with the ability to effectively and easily check guests into our event using one of our core databases.

##### 5. Communication:

- Facilitating and managing a clear line of communication between individual Ministries within the Departments and other departments as needed.
- Be willing to go the extra mile to find the answers your team needs.

**6. Resource & Equip:**

- Providing all the necessary materials to Teams for effective execution of weekly Vision, Values and Standards.
- Ministry Involvement – Having a pulse on the Ministries through visits to ministry events including weekend services.
- Maintain portions of our systems and databases to ensure proper collaboration between the teams reaching our mission while making sure the Data Manager has what they need.
- Ensure that all required Serve Team members have their Background Check on file.
- Resource ministries with the ability to effectively and easily check guests into our weekend services using chosen database (i.e.- Elvanto or RockRMS).
- Create, oversee and maintain any events within our core databases.

**7. Leadership:**

- Recruit and train, as needed, Ministries Serve Team members/volunteers to help with simple administrative tasks.
- Training and developing a team of volunteers that will serve the administration needs of events.

**Position Requirements:**

- Demonstrates Character, Competency, Chemistry and Commitment while modeling the virtues of an Ideal Team Player – Humble, Hungry, Smart.
- Modeling and championing the Mission, Vision, Values and Standards of MTN City Church.
- Being a tithing, Member in good standing at Mountain City Church.
- Attendance at a weekend service and participation in a Group.
- Obeying the MTN City Church Staff Policies & Procedures.
- Respond to email, phone call, and text messages in a timely fashion.
- Any additional requirements set by the Direct Report.

**Measurements:**

The Project Manager of Experiences will be evaluated by the following quantifiable measurements:

- Improving the unity between Teams and other departments.
- Communicating the standards and processes between departments.
- Building and maintaining relationships that are needed to support and execute team goals.
- Planning and stewardship of Ministry Budgets and Resources.
- Monitoring that Check-in numbers and attendance numbers for events are accurately reported.

I have read the above job description and agree to fulfill the above-mentioned responsibilities and requirements.

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Signature

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Date