
EXECUTIVE & PLANNING MANAGER

SOJOURN CHURCH CARLISLE

Mission Connection

The Executive Planning Manager at Sojourn Carlisle will exemplify the mission, vision and values of Sojourn Church Carlisle while ensuring that the daily operations and annual ministries of Sojourn Church Carlisle run both efficiently and with excellence. As the first point of contact with potential visitors and those within our local community, we expect this role to help accentuate our church's vision to continue to build bridges that renew our local neighborhoods and restore the intrinsic value of every person bearing the "Image of God" through their written, verbal and personal interactions.

Responsibilities

The Executive & Planning Manager will provide excellent administrative service to the church-at-large, but specifically the pastoral team. Moreover, they will help to plan, recruit, and execute our church's major annual events: Easter Egg hunt, Juneteenth, Fall Festival, etc.

Office Management & Event Planning

- Be the first person of contact: respond to calls, emails, visitors of Sojourn Carlisle
- Provide excellent customer service to all via phone, email or in-person interactions.
- Create a warm and welcoming culture for Sojourn Carlisle Staff and visitors.
- Maintain Sojourn Carlisle's inventory and restock office supplies, as needed.
- Manage and maintain Sojourn Carlisle calendar.
- Help establish a standardized process for event planning for Sojourn Carlisle, which will include a post-event evaluation process to be implemented by various ministry leaders.
- Aide ministry leaders in event execution, as needed.
- Serve as the main point-person for our annual events, such as: Easter Egg Hunt, Juneteenth, Fall Festival, etc.

Operations Management

- Oversee and develop count team.
- Process weekly giving: scan and input checks to Pushpay; update weekly giving numbers to help with reporting.
- Deposit checks, when necessary.
- Process and pay invoices.
- Help staff and members to process reimbursements.

- Handle various printing needs: church bulletins, inserts, handouts, etc.
- In conjunction with Pastors, send out weekly church-wide emails and announcements.
- Help set-up registrations for ministry leaders, as needed.
- Help process background checks, as needed.
- Ensure Rock Calendar is up-to-date and functional for pastoral team and staff members.

Facilities Management

- Maintain facility requests from current (including McFalls Academy, Comfort Missionary Baptist Church) and future partners
- Help identify and manage facility requests from new potential partners
- Work with facilities manager to schedule repairs and facility maintenance

Character and Competencies

- Fulfills the character and qualifications of a staff member as outlined in the Sojourn Carlisle Bylaws and staff Handbook.
- Leadership and volunteers development is key to this role.
- High capacity - able to handle a diversity of projects in an ever-changing organization.
- Willingness to serve in humble, mature ways knowing everything we do serves the Lord.
- Strong organizational skills to organize and delegate actions and plans to others.
- Excellent written and oral communication skills.
- Ability to handle sensitive issues, maintaining confidentiality, as needed and directed.
- Experience in Microsoft Office suite and Google docs along with a technological intuition and adaptability to new programs.

Reporting and Supervising Roles



Expectations

- Adhere to Sojourn Staff Covenant
- 10 hours per week
- Support the mission, vision and values of Sojourn Carlisle
- Champion our values: Maturity; Multi-ethnicity; Missionality.
- Commitment to collaborate with staff members and promote unity amongst the team

Classifications

- Category: Part-time
- Staff Level: Support Staff
- FLSA: Non-exempt
- Pay: Hourly

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DATE

LEAD PASTOR

DATE

This job description is not designed to cover or contain a comprehensive listing of responsibilities and tasks required for this role. Roles, outcomes, responsibilities and tasks may be assigned, changed or removed at any time.