



MISSION

We exist to help people find and follow Jesus.

CONTACT

Real Life Church
23841 Newhall Ranch Rd
Valencia, CA 91355

661-775-7401
hr@reallifechurch.org

Service Program Director

Full Time | Exempt | Simi Valley

OVERVIEW

Coordinates with excellence all assigned services and events at the Simi Valley campus of Real Life Church.

PRINCIPAL ROLE & RESPONSIBILITIES

The essential functions include, but are not limited to the following:

Responsibilities:

- Leads the Campus level creative process for Simi Valley in keeping with the RLCM creative process for weekend service programming and special services.
- Works closely with the (Central Services) RLCM Creative Team to fulfill the RLCM Worship vision for all services and special events at the Simi Valley Campus.
- Fills the role of Service Programming Director and/or Events Manager for worship & weekend services at the Simi Valley Campus
- Provides direction and oversight of all musicians and worship leaders for Simi Valley campus.
- Prepares Planning Center Online for weekend/additional services for Simi Valley campus.
- Manages and verifies that all logistics are in good order for weekly services and special events.

Volunteer Assimilation:

- Carries out implementation of Leadership Pipeline for worship dept.
- Leads the volunteer assimilation and audition process for the Simi Valley Campus.
- Makes sure everyone who contacts Weekend Services is followed up within a timely, professional manner and is given next steps toward their area(s) of interest.

Administrative:

- Works closely with the Weekend Service team at Simi Valley Campus to fulfill the programming/production needs.
- Takes notes on behalf of the Simi Valley Campus at all meetings and submits updates, plans of action and executes needs that arise from meetings.
- Responds to emails, phone calls and other administrative tasks including making copies creating documents, using Excel, Microsoft, and Google docs as necessary.
- Submits purchase orders for Simi Valley Campus as needed.
- Oversees the ordering or purchasing of service giveaways for the Simi Valley Campus.
- Oversees the purchase/rentals of props needed for Simi Valley Campus.
- Attends meetings when appropriate.
- Provides ongoing communication and evaluations of Worship Service programming processes to (Central) RLCM Creative Team to support the RLCM creative process.
- Any additional duties as assigned

Minimum Qualifications (Knowledge, Skills, and Abilities)

- 2-3 years of related ministry leadership or worship leading experience.
- Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying.

Spiritual Requirements

- Abide and adhere to RLC's Statement of Faith Acknowledgement #1 and #2 as referenced on the application.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required:

- To talk or hear
- The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls.
- The employee is occasionally required to stand; walk; sit; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus.
- The noise level in the work environment is usually low to moderate.

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