

Director of Logistics and Operations

Restoration Church Simplified Position Description

Purpose of the Role

The Director of Logistics and Operations ensures that the ministries and gatherings of Restoration Church operate smoothly and effectively.

Primary Areas of Leadership

- Coordinate Sunday worship logistics and setup.
- Support hospitality teams and ministry leaders.
- Serve as primary contact with South Lakes High School and venue partners.

Administrative Systems

- Track attendance and engagement data.
- Maintain church management systems.
- Support communication and follow-up processes.

Financial Administration

- Serve as church treasurer.
- Maintain financial records.
- Support financial reporting with leadership.

Fresh Expressions Support

- Provide logistical support for BreadBreakers, Taproom Theology, Dinner Church, Recovery Church, Running Church, and other FX gatherings.
- Coordinate venue needs and supplies.
- Support ministry leaders preparing for gatherings.

Special Events

- Assist with planning and logistics for church events and retreats.

- Coordinate volunteers and event logistics.

What Success Looks Like

- Sunday worship runs smoothly.
- Ministry leaders feel supported operationally.
- Church systems remain organized and responsive.

Work Rhythm

- Sunday presence for worship operations.
- Weekly collaboration with staff and volunteers.
- Flexibility for church events and gatherings.