

COMPASSION CHRISTIAN CHURCH JOB DESCRIPTION

Position Title	Department	Reports to
Logistics Manager	Worship Experiences	Exec. Pastor of Worship Experiences
Employment Status	FLSA Status	Effective Date
☐ Temporary ☒ Full-Time ☐ Part-Time	☐ Non-Exempt ☒ Exempt	08.2026– cdb/HR

WHO WE ARE

We are guided by our fundamental values, our **CORE4**, which define our culture, but it's our mission that drives everything we do: to **LEAD OTHERS TO A LIFE-CHANGING RELATIONSHIP WITH JESUS**.

- Roof Wrecker (RW): Willing to go above and beyond to help others connect with Jesus.
- Game Changer (GC): Committed to doing whatever it takes to advance the Kingdom.
- Ephesians 4 (E4): Focused on raising others up to fulfill their potential and contribute.
- We Over Me (W/M): Prioritizing the good of the team over personal gain.

POSITION SUMMARY

Manages logistics operations to provide reliable support for weekly ministry activities across campuses. Oversees purchasing, inventory, distribution, and scheduling, ensuring supplies and resources are coordinated efficiently and delivered where and when needed. Enables ministry teams to serve effectively through organized, timely, and cost-conscious logistical support.

ESSENTIAL DUTIES & RESPONSIBILITIES

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

- **Strategic Vision & Values Alignment (E4, GC, W/M):** Develop and maintain simple, effective processes for purchasing, inventory, distribution, and scheduling to support central ministry operations and weekly programming, with a primary focus on Generations ministries.
- **Volunteer Team Development (E4, GC):** Recruit, train, oversee, and organize a volunteer team to assist with inventory, distribution, and other responsibilities related to the objectives of this role. Develop clear expectations that enable volunteers to serve effectively and consistently.
- **Ministry & Campus Collaboration (W/M, E4, GC):** Act as primary contact for central ministry support and campus launches, coordinating supplies, deliveries, and "furniture, fixtures, and equipment" (FFE) for new campuses and spaces.
- **Systems & Vendor Management (W/M, GC, E4):** Manage vendor relationships and internal systems to sustain reliable operations for weekly campus programming and special events. Manage vendor relationships and internal systems to support reliable operations for weekly campus programming and central ministry needs.
- **Physical Ability & Additional Responsibilities (W/M, GC, E4):** Able to lift, pull, bend, carry, and push as needed to perform duties effectively. This position may include other duties as assigned supporting the overall mission of the church.

COMMITMENT TO CHRIST and CCC

- Demonstrates a personal relationship with Jesus Christ and actively engages in spiritual growth.
- Participates in regular accountability with a designated staff partner or approved individual.
- Adheres to the Mission, Vision, Core Values, Philosophy of Ministry, and Statement of Faith of CCC.
- Supports and upholds the policies and procedures outlined in the CCC Employee Handbook.

TEAMWORK and PROFESSIONALISM

- Embraces a collaborative team mindset and actively contributes to the objectives of the Vision & Strategy Team (VST).
- Maintains the highest standard of personal conduct and lifestyle, as outlined in the Team Assumptions.
- Demonstrates a commitment to excellence in all work, recognizing its significance.

MINIMUM QUALIFICATIONS

- **Experience:** Minimum of 3 years of progressively responsible experience in operational logistics, supply chain, vendor management, or a related field.
- **Education:** Bachelor's Degree from an accredited college or university preferred. Consideration will be given to candidates having experience and demonstrated proficiency in the field.

Knowledge, Skills, and Gifts:

- **Spiritual Character & Stewardship:** Demonstrates a Christ-centered, servant-hearted attitude; lives with integrity, humility, and reliability; and faithfully stewards the church's resources, including its finances, equipment, supplies, and relationships, in alignment with the church's mission and values.
- **Organizational Judgment & Initiative:** Able to prioritize competing needs, anticipate requirements, follow through on commitments, and bring practical, thoughtful solutions to day-to-day operational challenges.
- **Process & Resource Management:** Understands how to create and improve simple, consistent processes that support the responsible use of supplies, equipment, space, time, and financial resources.
- **Analytical & Administrative Skills:** Strong attention to detail and ability to manage budgets, maintain accurate records, track inventory, evaluate needs, and use relevant purchasing, inventory, scheduling, or project-management tools.
- **Communication & Collaboration:** Clear, dependable communicator who works effectively across ministries and campuses, listens well, responds promptly, and builds trust through respectful collaboration.

EMPLOYEE ACKNOWLEDGEMENT: I understand and acknowledge that my employment with Compassion Christian Church is "at-will," meaning it can be terminated by either party at any time, with or without reason, and with or without notice. This job description, along with any other provided documents, does not constitute an employment contract or guarantee of continued employment.

I have read and understand the contents of this job description. I understand that it may be subject to change and does not alter my "at-will" employment status.

Reviewed with employee by

Signature: _____ Name (print): _____

Title: _____ Date: _____

Received and accepted by

Signature: _____ Name (print): _____

Title: _____ Date: _____