

POSITION DESCRIPTION

Position

Responsible to

Full-time:

Church Experience Lead

Everton Park Campus Pastor

30 hours per week (Mon-Thurs)

This is a part-time position that will include some Sunday hours. This role also includes voluntary commitments consistent with that expected of an engaged member of Nexus Church.

INTRODUCTION

Nexus Church is a vibrant, multi-generational Christian church gathering in three North-Brisbane locations that seeks to outwork the welcome invitation of Christ, cultivate a strong sense of belonging and a down-to-earth community amongst its members.

The Church Experience Lead works closely with church and ministry leaders to provide effective heartbeat communication and Church experience strategies for events, projects and activities across all church locations.

POSITION IN CONTEXT

The Church Experience Lead will collaborate with both the creative team, graphic designer, and hospitality coordinator through the annual event calendar. This team works for the success and cohesive expression of community across weekly Sunday and mid-week services and all major events/projects by Nexus Church.

You will lead the delivery of communication, events (whole church or large events), key projects, event budgets, timelines, promotion and from time to time, contractors and volunteers.

PRIMARY PURPOSE

The primary purpose will always remain to provide a consistent Church wide experience across our communication, gatherings and projects that are cohesive with the direction and vision of Nexus Church as a whole.

Key responsibilities:

- Lead, plan and delegate roles and tasks for the effective delivery of the annual calendar
- Work with ministry leaders to communicate messages, promote events or create successful initiatives to our wider church members
- Manage our external and internal communication mediums including website, print, social media, Google, LED screens are delivered through clear and effective messages
- Coordinate the Big Five events, including coordinating details with the graphic designer and hospitality coordinator.
- Provide advice and expertise to church leadership regarding timing, direction and details of church events and communication initiatives
- Coordinate event expressions with locations Pastors and be lead point of contact for Everton Park
- Liaise with Nexus Care and Northside Christian College, our key public ministries, to ensure cohesion to greater vision.
- The position is highly creative, organised, relational, adaptable and swift.

EVENT OVERVIEW

Annual major events, special initiatives and campaigns include:

- Our Heart Sunday
- Vision offering - Our Heart Offering
- We The Church, Volunteer Nights (x3)
- Easter, Christmas, Mothers and Father's Day
- Baptisms and New to Nexus Dinners
- + Other whole church events that come up.

REQUIRED ATTRIBUTES

- A Christian based lifestyle and ethos
- Experience in delivering a portfolio of various campaigns/projects delivered to an excellent standard.
- A passion for excellent written (including editing and proof-reading), verbal and non-verbal communication skills, creating a common voice for all Nexus Church media (EDM, Social platforms)
- Demonstrated effective leadership of teams to implement strategies
- Demonstrated experience in creating and managing events
- An understanding of effective, creative and aesthetically-pleasing graphic design
- Ability to understand and interpret vision across multiple platforms
- Highly organised, administrative, ability to multitask with effective time-management skills
- Excellent interpersonal skills
- Demonstrates time management, budgeting, and planning skills
- High attention to detail
- Can do attitude! Demonstrating adaptability and flexibility

DESIRABLE ATTRIBUTES

- Qualification in Communications or Events or similar, or, 3-5 years experience in a similar role
- Proficient in website content management (wordpress)
- Experience with Google Suites, Adobe products, online event software
- Experience with marketing and promotion
- Sound understanding of brand hierarchy and development

ADDITIONAL REQUIREMENTS

- Be in agreement with the articles of faith documented in the policies of Nexus Church and the [Australian Christian Churches United Constitution](#)
- Exemplifies and communicates the Nexus Church values and culture.
- Membership of Nexus Church, or an application for membership within 3 months of commencement within the position
- Be willing to undertake extra tasks that may arise in the day to day needs of Nexus Church

RELATED DOCUMENTS

This position description is a primary document outlining the requirements, nature, function and relationships of the nominated position. It is to be read by the successful applicant in conjunction with the following documents (as appropriate):

- the individual's employment contract
- Nexus Church's policies and procedures
- ACC volunteers agreement