



**SKYLINE**  
C H U R C H

Helping people find and follow  
Jesus seven days a week.

**Position:** Guest Services Lead

**Location:** La Mesa, CA | Lakeside, CA

## THE ROLE

The role of the Guest Services Lead is to provide oversight, leadership, and direction to the teams and individuals responsible for providing guests with a pleasurable and hospitable experience during our weekend services at Skyline Church.

This person will require a firm grasp of the beliefs, values, and strategy of Skyline Church and the ability to align with its mission, vision, purpose, core values, and core behaviors (Core Identity). The Guest Services Lead will be responsible for being a model member of a team that helps to ensure every guest that enters one of our campuses on a Sunday morning has the best experience possible by leading the Guest Services Team.

## RESPONSIBLE FOR:

### 1. Modeling Biblical Priorities

Responsible for upholding Biblical priorities and core values of Skyline Church. The Guest Services Lead should represent a growing personal relationship with Christ. The Guest Services Lead models a strong relationship with his or her spouse (if married) and children (if applicable). The Guest Services Lead strives to fulfill his or her purpose while demonstrating integrity in words, relationships and actions. These objectives are accomplished by:

- Committing to a daily quiet-time with God.
- Setting appropriate boundaries to protect character and integrity.
- Developing personal evangelism opportunities with your oikos outside the church.
- Supporting the ministries of Skyline Church by faithfully giving at least 10% of gross income.
- Adhering to and encompassing the qualities and characteristics required of Skyline Church employees, as defined by the Staff Handbook and Core Identity Book.
- Lead with a servant's heart, demonstrate genuine care and concern, while acting with humility and integrity, when encouraging the efforts of all team members (1 Peter 5:1-4).

### 2. The Nuts and Bolts of the Job

- A passion to lead and support the Guest Services Team in creating an unforgettable weekend service experience
- Demonstrate initiative by anticipating needs and solutions
- Demonstrate flexibility in response to unexpected changes in work volume and staffing needs



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### **3. Essential Duties and Responsibilities of Guest Services Lead**

- Cast vision for excellence in Guest Services with an emphasis on welcoming and service to each guest on all of Skyline Campuses
- Oversee the total guest experience on the weekend and during certain special events
- Recruit and train new volunteers
- Schedule regular times of training and vision casting for all volunteers
- Recruit and develop new Guest Services volunteer leaders in each area (Parking Lot, Campus Host, Greeters, and Ushers)
- Coordinate Guest Services for special events (i.e. Christmas Eve, Good Friday, and any other special events as determined by leadership)
- Weekend attendance & auditorium capacity

### **4. Hours and Pay**

- 20 hours per week
- Regular weekend services hours
- Occasional weeknight hours as it relates to programming
- Hourly/non-exempt compensation

## **TO APPLY**

Please submit resumes to Jeremy McGill via email: [jmcgill@skylinechurch.org](mailto:jmcgill@skylinechurch.org)

11330 Campo Rd. La Mesa, CA 91941 | 619.660.5000 [SkylineChurch.org](http://SkylineChurch.org)



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