

Director of Operations and Discipleship

Friends Church | Anaheim Campus

Salary: \$30.00-\$32.00 an hour

Schedule: Part-Time, 25 hours a week, Non-Exempt

Reports to: Anaheim Campus Pastor

Position Summary

Passion to develop, coordinate and implement Gatherings-including weekend services as well as special events- at the Friends Church Anaheim Campus.

Passionate About Empowering People in Their Faith Journey?

Do you have a heart to help build and cultivate a healthy church culture? This position is called to serve the church by providing management of campus operations and pastoral leadership for Volunteers, Life Groups and assimilation of new attendees.

About Friends Church

Friends Church is a vibrant, multi-campus community committed to building a community of authentic Christ-followers, compelled to change our world. Our Anaheim Campus is one of seven Friends Church campuses. We're dedicated to creating environments where lives are transformed, purpose is discovered, and the next generation is equipped to lead.

Your Mission

As the Director of Operations and Discipleship, you will:

Operations

- Oversee the planning and oversight of the Anaheim facility including the contractual and the aesthetic design of the building that best communicates a culture of hospitality and invitation. Ensure that all facilities are operational, safe, and welcoming. This includes:
- Managing our facility team

- Responsible for coordinating and managing all maintenance and on-campus work projects
- Manage our security system and security team
- Hold responsibility for special elements outside of the service for large weekends (e.g. Easter, Christmas, Fall Kickoff, Mother's Day, Father's Day, etc.)

Communications

- Facilitate maintenance and upkeep for the Friends Anaheim website, Instagram account, and Facebook
- Be responsible for providing promotional print materials for courses, events and campus-wide initiatives

Discipleship and Campus Leadership

- Be a contributing member of the campus leadership team, providing pastoral leadership and creative and strategic help to move the campus forward towards Friends' mission of becoming a community of authentic Christ followers. Ensure that the values and DNA of Friends Church are embodied and lived out.
- Oversee **Life Groups** by developing, coaching and leading Life Group leaders to live out the discipleship rhythms of Friends Church. This includes developing a team leadership structure within life groups.
- Provide leadership for all **affinity groups** (men, women, youth, etc.)
- Empower **Alpha** leaders to run a successful Alpha course 3x a year
- Develop a culture of hospitality by building a **follow-up team** and process for new guests that work within the campus discipleship pathway.
- Develop and lead weekend service teams including **Connections Team, Parking Team, Security Team, Set Up Team** and **Prayer Team**.
- Be evangelistically active and set an example of engaging unsaved and unchurched people in the target area, including leading our **Outreach Team**

What We're Looking For

- **Spiritual Maturity:** A strong personal relationship with Jesus Christ, adherence to Friends Church Statement of Faith, Core Values, and a clear calling to with a passion for discipleship.
- **Ministry Experience:** 3–5 years ministry experience or equivalent combination of education and experience, with demonstrated success in organization and leadership development.
- **Core Competencies:** Activator, executor, designer, change manager, team builder, equipper, detail oriented, interpersonal effectiveness, committed to excellence, collaborative, strategic decisionmaker, winsome in relationships.
- **Strategic Vision:** Skills in program development, event planning, budget management, and team leadership, with the ability to set and achieve measurable ministry goals.

- **Educational Foundation:** Bachelor's degree in theology, ministry, or related field, with commitment to obtain commissioning through Friends Southwest (FSW).
 - **Heart for Friends Church:** Active membership at Friends Church with full alignment to our mission, values, and ministry approach, including participation in church-wide initiatives.
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Why Join Us?

At Friends Church, you'll have the incredible opportunity to shape the spiritual formation of young adults during some of the most influential years of their lives. You'll work with a supportive team that values innovation, authentic relationships, and measurable impact. We offer:

- **Comprehensive Benefits:** Retirement plan with employer match, parental leave, professional development allowance, and generous holiday and sick pay.
 - **Professional Growth:** Opportunities for advancement within a multi-campus church environment, conference attendance, continuing education support, and commissioning assistance through FSW.
 - **Collaborative Team:** Work alongside passionate staff and volunteers.
 - **Pastoral Opportunities:** If commissioned, opportunities to perform weddings, baptisms, and funerals, expanding your pastoral ministry experience.
 - **Ministry Impact:** Lead a ministry with clear goals and metrics for success, including Life Group participation rates and connection to broader church community.
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Ready to Shape the Future?

If you're ready to invest in the Anaheim Community and help people to become a community of Christ-followers to discover their calling to change the world, we invite you to apply and join our mission.

[Click here to apply.](#)

Friends Church is committed to building diverse communities that reflect the kingdom of God. We encourage applications from candidates of all backgrounds who share our mission and values.