

Senior Leader - Operations (SLO)

Job Description v5

The **Senior Leader - Operations (SLO)** is a senior leader who sits on the Senior Leadership Team and reports directly to the Lead Pastor. The SLO serves as the primary architect of Coastline Vineyard's gathering and event environments, ensuring that the vision of the church is expressed through well-executed, welcoming and distraction free experiences.

This role carries responsibility for developing the structures, systems, and teams that enable Sunday gatherings and key church events to run with clarity, excellence, and consistency. The SLO ensures that environments are well-led, and well-prepared, allowing people to engage fully with God and with one another.

The SLO develops and oversees leadership structures across operational areas, raising and releasing leaders who coordinate teams and deliver gatherings and events effectively. They combine organisational clarity, attention to detail, and a pastoral approach to leadership.

Key Responsibilities

1. Gathering Operations & Delivery

The SLO provides leadership for the operational delivery of church gatherings, ensuring they are well-organised, welcoming, and effectively executed.

- Develops and oversees systems that support the smooth and effective running of church gatherings, from preparation through to delivery and pack-down.
- Raises and supports leaders who coordinate operational teams, ensuring clarity of roles, responsibilities, and communication.
- Directly oversees leaders of Sunday operational teams to practically provide, setup and teardown, welcome, café, newcomer connection, production, overseers, and offering, while ensuring that these areas work together cohesively.
- Ensures gatherings are accessible, distraction-free, and aligned with the vision and culture of the church.
- Works closely with other Senior Leaders to support the practical aspects of gatherings.

2. Production & Technical Environments

The SLO oversees the development of production and technical environments that support ministry.

- Provides leadership and oversight for production systems including audio, lighting, video, and online presence.
- Raises and supports leaders who coordinate production teams and develop technical excellence.

- Ensures production environments are sustainable, scalable, and appropriate for the life and growth of the church.
- Supports innovation and development in how the church engages both in-person and online.

3. Events & Project Delivery

The SLO provides leadership for the operational delivery of major church-wide events, ensuring vision is translated into well-executed and impactful experiences.

- Develops systems and processes for planning and delivering events of varying scale.
- Provides oversight for major events (e.g. Christmas, Easter, and other significant gatherings), ensuring operational excellence and alignment with vision.
- Works collaboratively with SLT and ministry leaders to resource and deliver events effectively.
- Raises and supports leaders who can take responsibility for event coordination and delivery.

4. Volunteer Systems & Team Development

The SLO leads and develops the volunteer teams that serve within gatherings and events, ensuring they are well-organised, supported, and released to serve.

- Builds and oversees clear systems for recruiting, onboarding, training, and supporting volunteers across operational teams.
- Cultivates a healthy, joyful, and sustainable volunteer culture.
- Raises and develops leaders who oversee teams and take ownership of key operational areas.
- Ensures volunteers are well cared for, well led, and able to serve in ways that align with their gifts and capacity.
- Champions a culture of honour, appreciation, and participation, reflecting the value that “everyone gets to play.”

5. Safety & Stewardship Within Gatherings

The SLO ensures that gatherings and events are safe, well-managed, and responsibly run.

- Oversees the implementation of safety practices within gatherings and events, including coordination of teams such as safeguarding, first aid, and response teams.
- Ensures appropriate processes and accountability are in place for financial handling within gatherings (e.g. offerings).
- Develops and maintains operational policies and procedures that support the healthy functioning of the church.

- Provides senior oversight for safeguarding compliance at gatherings and events, ensuring the robust supervision of all regulated activities involving children, as well as the supervision of those who lead them.

6. Team Leadership & Oversight

The SLO provides leadership, pastoral care, and accountability for staff and volunteers within operational and event-based environments.

- **Staff Oversight:** Provides line management and coaching for any staff connected to operations, production, or event delivery.
- **Volunteer Oversight:** Holds ultimate responsibility for volunteers serving within operational teams, while day-to-day leadership is normally delegated to team leaders and coordinators.
- Leads primarily through a structure of leaders and coordinators rather than directly overseeing all teams.
- Identifies, develops, and releases leaders within operational areas, contributing to the wider leadership culture of the church.
- Cultivates a team culture marked by clarity, ownership, collaboration, and joy.

Coastline Vineyard Senior Leadership Team

The Senior Leadership Team exists to serve, steward, and strengthen the life and mission of Coastline Vineyard Church. Together, the SLT provides spiritual leadership, clear vision, and thoughtful oversight across our teams, ensuring that people are developed, ministries are healthy, and our shared calling is faithfully pursued.

Collaborative Leadership

SLT members lead together, working in close partnership with one another to discern direction, shape strategy, and make prayerful decisions. We value unity, trust, and open communication, believing that we lead best when we listen well to one another and to the Holy Spirit.

Raising Leaders

At the heart of SLT leadership is a commitment to raising and releasing leaders. SLT members invest deeply in people, offering support, coaching, and encouragement so others can grow in confidence, character, and calling. We believe leadership development is essential to the long-term health of the church.

Team Oversight

Each SLT member carries responsibility for the care and direction of their area, providing clear guidance, consistent encouragement, and loving accountability. The goal is not just effectiveness, but health ensuring teams flourish and ministry is sustainable.

Strategic Discernment

SLT members contribute to long-term visioning, problem-solving, and thoughtful planning, helping align daily

ministry with Coastline Vineyard's mission, values, and sense of God's leading. We seek to be both faithful and flexible, responsive to what God is doing now while preparing for what's ahead.

Culture & Values

SLT members are culture-shapers. Through their character, relationships, and leadership, they model integrity, collaboration, humility, and excellence. We aim to foster an environment marked by trust, joy, and generosity where people are cared for, empowered, and invited to bring their whole selves to the work of God.

Requirements

Safeguarding Compliance

Given the nature of this leadership role and its oversight of church environments, this position is subject to an Enhanced DBS disclosure check with a Child Barring List check.