

**JOB DESCRIPTION**

**Employee:** Cory Smith **Campus:** Duvall Campus

**Hire Date:**  **Department:** Pastoral Staff

**Job Title:** Associate Campus Pastor

1. **Purpose of the Job:**

The Associate Campus Pastor serves Timberlake Church Duvall Campus by playing an instrumental role alongside the Campus Pastor in the building, growing, maintaining, and pastoral care of the Campus.

1. **Experience and Knowledge Required:** 
   * + Ability to communicate effectively in large and small settings
     + Experience in problem solving
     + Ability to handle multiple projects effectively
     + Excellent verbal and interpersonal skills
     + Can effectively build and maintain healthy teams
     + Experience in leading teams, services, as well as people
2. **Essential Functions and Responsibilities:**

A. Weekly Responsibilities

a) Administration

* + - * + Weekly communication with Campus Pastor
        + Assist with weekly collection of all needed supplies
        + Coordinate regularly with all departments leaders
        + Keep running list of needs, upgrades, and goals for campus
        + Assist Campus Pastor and Admin weekly with Connection Card info

(prayer requests, meeting requests, and information requests)

* + - * + Assist in all paperwork processes for campus (purchase reqs, reimbursements, etc.)

b) Weekly Meeting Schedule

* + - * + Weekly meeting with Campus Pastors.
        + Weekly Staff Meetings
        + Meetings with Central Campus as needed
        + Any other meetings as needed
  1. Pastoral Care
     + Assist Campus Pastor with Pastoral appointments (counseling, premarital counseling, weddings, funerals, etc.)
     + Weekly lunch/coffee/on-campus appointments with campus leadership

(small group leaders, volunteers, potential leaders)

* + - Assist Campus Pastor with hospital visitation, and other Pastoral needs within the congregation
    - Continually building teams and developing people.
  1. Facilities
     + Assist Campus Pastor in preparing facility throughout the week for upcoming services, small groups, events, etc.
     + Assist Campus Pastor in maintaining excellence inside & outside the facility
     + Assist in opening/closing of facility for small groups, and other on-campus meetings & activities

1. Sunday Responsibilities
   * Host all services when Campus Pastor is out
   * Assist with opening, closing, and prepping facility for all services/events
   * Available to assist Campus Pastor at every service
   * Assist with planning, implementation, and facilitation of all services
   * Create a high-touch environment (love, encourage, welcome people)
   * Seek out guests and facilitate an exceptional experience for them
2. Worship Ministry
   * Oversee Worship team and leaders when applicable
   * Assist in ensuring that the worship team is moving in the direction of the church vision
   * Assist in recruiting musicians, building set list and general growth through worship ministry
3. Student Ministries
   * Oversee the leaders of student ministries at the campus
   * Work in conjunction with the Student Ministries director for weekly services, planning meetings, and pastoral care
4. Timberlake Kids
   * Oversee the leaders of Kids Ministry at the campus
   * Work in Conjunction with the Kids Ministries Director and team for weekly services, planning meetings, and pastoral care

Page **!2** of **!3**

1. Small Groups
   * + Lead a small group
     + Assist Campus Pastor in area of Small Groups
     + Recruit Small Group leaders
2. **Other Duties and Responsibilities:** 
   * Assist with planning/implementation of weekly staff meetings
   * Be prepared to confidently communicate in small, medium, and large group environments
   * Host campus at all services when Campus Pastor is out
   * Assist with planning, staffing, and implementing all special events at campus
   * Assist with changing of stage/set design as needed
   * Consistent goal setting for all areas of campus growth
3. **Attributes:** 
   * Positive attitude
   * Heart of a servant
   * Fun/enjoyable
   * Loyal
   * Must share the vision of Timberlake Church to fulfill the Great Commission with integrity and passion
4. **Extent of Public Contact:** 
   * Weekly Contact with volunteers
   * Timberlake Pastors and staff members

Employee’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_

Direct Report’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_

Page **!3** of **!3**