

**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

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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:\_\_\_\_\_\_\_\_\_\_\_\_

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