

JOB DESCRIPTION



JOB TITLE: **Campus Pastor**

DEPARTMENT: **Pastoral**

DIRECT REPORT: **Lead Pastor**

EMPLOYEE STATUS: **Full-time (Exempt) – 40 hours/week**

I. PURPOSE OF THE JOB

- To care, coach and develop people by building teams and developing leaders, to help people live out God’s story the way Jesus showed us.
 - Cast Vision – by passionately and skillfully living out and communicating the vision of ALC
 - Create Culture – by creating consistent experiences that reinforce the behaviors, beliefs, and values of ALC
 - Build Teams – by raising up leaders and empowering teams to help grow people and move the campus forward

II. EXPERIENCE AND PRACTICES

- **Care for the Person**
 - Build meaningful relationships
 - Care for people
 - Help people live out their faith
 - Help people realize and reach their full potential
 - Lead by serving others
- **Coach the Gift**
 - Recognize the unique gifts and talents God has given every individual.
 - Help people grow in their gift and purpose
 - Continually developing and increasing circle of influence with people
 - Delegate well
 - Develop a strong sense of team
- **Develop the Leader**
 - Help people develop their leadership
 - Organization/management of leadership teams
 - Raise up volunteer teams and group leaders that help pastor and lead your campus
 - Working with the Pastor of Spiritual Formation, implement labs, cohorts, and opportunities for people to be discipled and grow in Christofirmity.
- **Communicate with the congregation**
 - Comfortable in front of people
 - Speak clearly and intentionally
 - Help guests feel welcome and comfortable
 - Present ALC’s mission, vision, and pursuits clearly
- **Strategize and Execute Outreach Strategies for your Campus**
 - Working with the outreach team and your campus teams plan and execute strategies and events to reach out and serve the community your campus operates in
 - Oversee a campus team that will deliver “welcome to the neighborhood” boxes

III. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- **Weekly Responsibilities** (between Sundays)
 - Attend Bi-weekly meeting with Lead Pastor and the Pastoral Team
 - Appointments with small group leaders, volunteer teams/leaders, potential leadership
 - Evaluate connection cards weekly for prayer needs, info requests, etc.
 - Communicate upcoming events, etc., with campus team
 - Coordinating regularly with departments that affect the campuses
 - Continually building systems that will create opportunities for people to be cared for, coached, and develop their leadership at the campus level
 - Be available for appointments or have team members who are available (counseling, pre-marital, etc.)
 - Respond to emails and phone calls within 24-to-48-hour time frame
 - Plan/Implement monthly meetings with all campus Volunteer Team Leads
 - Create and develop a prayer culture at your campus
 - Prepare campus facility for upcoming weekend services (make sure all rooms are neat and well organized)

- **Weekend Responsibilities** (Services)
 - Have campus facility opened and prepped for services
 - Host (or work with other hosts) at all services on Sunday (Welcome, Transitions, Offering, etc.)
 - Secure campus facility following worship services
 - Love, encourage and pastor people
 - Connect with new people
 - Be available for ministry time with individuals
 - Lead/Assist with Growth Track (*future*)

- **Small Groups**
 - Meet regularly with campus Small Group Leaders
 - Constantly recruiting new small group leaders
 - Locating and developing coaches for each season
 - Communicate weekly with small group leaders to support, encourage, and serve them (with help from Central Groups Pastor)

- **Volunteer Teams**
 - Meet regularly with campus Volunteer Team Leads
 - Continually seeking out potential Team members (help people get connected)
 - Highlight areas of service
 - Consistently encourage all members of the Volunteer Team
 - Implement Team Nights (once year all together at HV, twice a year at your campus)

- **Special Events**
 - Help plan, staff and implement all special events for the campus

IV. ATTRIBUTES

- Strong leadership and team-building skills
- Pastoral heart
- Positive and faith-filled attitude
- Heart of a servant
- Fun/enjoyable
- Faithful
- Must share the vision/mission of ALC to fulfill the Great Commission with integrity and passion

V. SUPERVISORY RESPONSIBILITIES

- Work with Campus and Campus Support staff
- Work with Volunteer Team Leaders
- Work with Small Group Leaders