



CHURCH

CAMPUS CORE TEAM



**Campus
Pastor**

Community

Service

Worship

Outreach

Youth

Children

Admin

Life Groups Pastor

**Service Purpose
Champion**

**Pastor of
Worship**

Youth Pastor

**Director of
Administration**

**Director of
Children's Ministry**

**Director of Local
Community
Outreach**

Campus Pastor

Reports To: SENIOR PASTOR / EXECUTIVE DIRECTOR OF CAMPUS DEVELOPMENT
Direct Reports: CAMPUS STAFF / CORE TEAM / VOLUNTEERS



Job Purpose

The Lifechurch Campus Pastor is responsible for the leadership, management, and pastoral care of their designated campus.

Campus Pastor Responsibilities

- Fill the preaching/teaching responsibilities in the weekend worship services
- Identify, recruit, and develop key ministry leaders
- Oversee the development and discipleship of Campus Core Team leaders
- Cooperate with the Senior Pastor and Executive Director to ensure the implementation of Lifechurch DNA at the local campus
- Manage campus budget
- Participate in weekly Campus Pastor gatherings
- Promote small group growth
- Identify, plan, and execute local outreach opportunities
- Lead and develop campus staff
- Develop and communicate weekly teachings with excellence
- Officiate weddings, funerals, and baptisms for the local campus
- Ensure pastoral care of the congregation personally and through equipping leaders at the local campus

Key Performance Measurements

- Key Campus Indicators:
 - Attendance
 - Giving
 - Life Groups Participation
 - Baptisms
 - Volunteers
 - Community Impact
- Individual goals
- Semi annual self evaluation
- Semi annual performance evaluation
- Compliance to policies and procedures
- Team building
- Self-starter with a managerial work ethic

Qualifications, Criteria, and Required Character Attributes

- Comprehensive knowledge, agreement, and adherence to the mission, vision, and core values of Lifechurch.
- Faithful and committed servant to Lifechurch, Pastors and Leadership.
- Christian lifestyle that is in harmony with clear Biblical standards.
- Support Lifechurch with your tithes and offerings.
- Handle confidential matters with discretion.
- Self-motivated, results-oriented, independent worker with the leadership skills necessary to engage and lead a team.
- Strong communication skills, both written and oral.

- Organizational leader (builder) with strategic thinking gifts
- Capable of executing systems and processes
- Team leader with the ability to attract, develop and retain staff and volunteers.



KidsLife Campus Coordinator

Reports To: Campus Pastor / Director of Children's Ministry

Direct Reports: Children's Volunteer Staff

Purpose

To implement the organizational vision and mission for children's ministry at the campus level. The Kids Life Campus Coordinator will provide guidance, leadership, support, and pastoral care for campus children and volunteers.

Responsibilities

- Pastoral Care/Mentorship
 - Primary care responsibility is for the campus Elementary, Early Learning, Nursery, Volunteer, and Administrative Coordinators.
 - Secondary care responsibility is for all Campus KidsLife Volunteers.
 - Third level of care is KidsLife parents and families.
 - Fourth level care is for KidsLife kids.
- Operational Responsibilities
 - Ensuring KidsLife programming is executed at each classroom in accordance with established curriculum, classroom procedures, and child safety policies.
 - Operational oversight of all classrooms, including but not limited to - registration/check in, teaching, activities (crafts and games), snacks, and child safety.
 - Attend Campus Core Team meetings
 - Participate in a Small Group
- Volunteer Recruitment
 - Responsible for all new volunteer interviews and all new volunteer staff training and development
 - Responsible for volunteer staffing levels so that all classrooms are open for maximum capacity
 - Responsible for all ongoing staff training and development.

Qualifications & Required Character Attributes

- Comprehensive knowledge, agreement, and adherence to the mission, vision, and core values of Lifechurch.
- Christian lifestyle that is in harmony with clear Biblical standards.
- Support Lifechurch with your tithes and offerings.
- Handle confidential matters with discretion.
- Self-motivated, results-oriented, independent worker with the leadership skills necessary to engage and lead a team in this manner.
- Communication skills, both written and oral, at all levels.
- Professional ability to recruit, train and supervise volunteers.
- Team player with positive, servant-motivated attitude.



Campus Youth Leader

Reports To: Campus Pastor / Youth Purpose Champion
Direct Reports: Youth Volunteer Staff

Purpose

To implement the organizational vision and mission for youth ministry at the campus level. The Campus Youth Leader will provide guidance, leadership, support, and pastoral care for campus youth and volunteers.

Responsibilities

- Provide a weekly youth experience that engages youth in a relevant worship experience. The Campus Youth Leader will help provide an environment that will encourage relational, spiritual, and biblical growth for youth and youth volunteers.
- Ensure pastoral care for youth directly and/or through appropriate volunteer staff
- Build a volunteer team and provide ongoing support and communication
- Participate in a Small Group
- Regular communication with Campus Pastor and Youth Purpose Champion
- Attend Campus Core Team Meetings

Qualifications & Required Character Attributes

- Comprehensive knowledge, agreement, and adherence to the mission, vision, and core values of Lifechurch.
- Christian lifestyle that is in harmony with clear Biblical standards.
- Support Lifechurch with your tithes and offerings.
- Handle confidential matters with discretion.
- Self-motivated, results-oriented, independent worker with the leadership skills necessary to engage and lead a team in this manner.
- Communication skills, both written and oral, at all levels.
- Professional ability to recruit, train and supervise volunteers.
- Team player with positive, servant-motivated attitude.



Campus Worship Leader

Reports To: Campus Pastor / Pastor of Worship

Direct Reports: Worship Team

Objective

The Worship Leader role exists to provide leadership and development of a strong Worship Team to lead weekend and special event worship with consistent, high quality vocals to encourage the congregation to enter into the presence of the Lord.

Responsibilities

- Oversee weekly worship set selection.
- Provide input and recommendations for process improvements, people who participate on the Worship Team
- Attend weekly Production Meetings prior to the weekends when leading. When unable to attend, connect with the Creative Director for updates.
- Attend weekly practice to prepare for weekend services
- Oversee and assist in scheduling the Worship vocalists utilizing Planning Center
- Support ministry activities involving training and development, team building, Bible studies
- Build, train, and schedule and maintain a volunteer staff to carry out the weekend worship experiences
- On weekend not scheduled, ensure worship lead and vocalists are scheduled
- Receive periodic training to enhance skills in leadership, worship and creative arts--
- Perform other duties as assigned.

Qualifications & Required Character Attributes

- Christian lifestyle reflecting worship that is in harmony with clear Biblical standards.
- Comprehensive knowledge and in agreement with and adhere to the mission, vision, and core values of Lifechurch.
- Regularly attend Lifechurch services
- Support Lifechurch with your tithes and offerings.
- Professional ability to recruit, train and supervise volunteers.
- Good relational people skills; ability to build and maintain positive effective relationships with other employees and volunteers
- Be a faithful and committed team player with a positive, servant-motivated attitude (willing to work for the good of the department)
- Must be highly organized, teachable, and open to feedback
- Good oral and written (English & grammar) communication skills
- Working knowledge office software (Word, Excel, Planning Center and FellowshipOne)
- Ability to work independently & responsibly
- Ability to be flexible in work flow and work schedule



Campus Service Connector

Reports To: Campus Pastor / Service Purpose Champion

Direct Reports: Campus Service Volunteers

Purpose

Attract, Connect, Train & Sustain volunteers for Lifechurch Campus. The Service Connector oversees a team of leaders who are champions of these key service areas: Ushers, Greeters, Welcome/Info, Hospitality, Security and Parking Lot.

Responsibilities

- Attend one ALL team huddle once a month with the Service Purpose Area Leadership Team. This meeting connects all campuses and activities
- Lead one campus specific huddle every 4-6 weeks for designated campus.
- Regular Monthly connection with each service area leader to connect and develop.
- Responsible for ensuring the consistency, continuity, and integrity of Lifechurch service areas for designated campus.
- Regular connection and communication with Service Purpose Champion

Qualifications & Required Character Attributes

- Comprehensive knowledge, agreement, and adherence to the mission, vision, and core values of Lifechurch.
- Christian lifestyle that is in harmony with clear Biblical standards.
- Support Lifechurch with your tithes and offerings.
- Loves people and connecting with new people
- Self-motivated, results-oriented, independent worker with the leadership skills necessary to engage and lead a team in this manner.
- Communication skills, both written and oral, at all levels.
- Professional ability to recruit, train and supervise volunteers.
- Team player with positive, servant-motivated attitude.



Campus Outreach Coordinator

Reports To: Campus Pastor / Local Community Outreach Director / Global Missions Director

Direct Reports: Outreach Volunteer Staff

Purpose

To implement the organizational vision and mission for outreach ministry at the campus level. The Campus Outreach Coordinator will provide guidance, leadership, and support for campus outreach initiatives.

Responsibilities

- Work with the Local Community Outreach Director to research and evaluate local outreach opportunities suitable for campus involvement.
- Oversee project management of local outreach initiatives for the campus
- Provide both logistical and communication support for campus global outreach initiative
- Build a volunteer team for outreach projects and provide ongoing support and communication
- Participate in a Small Group
- Regular communication with Campus Pastor, Local Community Outreach Director, and Global Missions Director
- Attend Campus Core Team Meetings

Qualifications & Required Character Attributes

- Comprehensive knowledge, agreement, and adherence to the mission, vision, and core values of Lifechurch.
- Christian lifestyle that is in harmony with clear Biblical standards.
- Support Lifechurch with your tithes and offerings.
- Handle confidential matters with discretion.
- Self-motivated, results-oriented, independent worker with the leadership skills necessary to engage and lead a team in this manner.
- Communication skills, both written and oral, at all levels.
- Professional ability to recruit, train and supervise volunteers.
- Team player with positive, servant-motivated attitude.



Campus Community Coordinator

Reports To: Campus Pastor / LifeGroups Pastor

Direct Reports: Campus Small Group Leaders

Purpose

To implement the organizational vision and mission for small group ministry at the campus level. The Campus Community Coordinator will provide guidance, leadership, support, and pastoral care for campus small group leaders.

Responsibilities

- Provide pastoral care and oversight to small group hosts/leaders
- Be the direct contact and support from Life Church for resources, i.e., books, DVDs, training, facilities
- Provide counsel and guidance to small group leaders through existing or potential challenges in their group
- Help the small group leader select curriculum
- Assist the small group leader in the implementation of the Lifechurch ministry model for small group health and growth
- Regular communication with the LifeGroups Pastor
- Assist in providing regular reports of campus community activity
- Be available to the LifeGroups Pastor for planning, training and consultation.
- Attend Campus Core Team meetings

Qualifications & Required Character Attributes

- Comprehensive knowledge, agreement, and adherence to the mission, vision, and core values of Lifechurch.
- Christian lifestyle that is in harmony with clear Biblical standards.
- Support Lifechurch with your tithes and offerings.
- Handle confidential matters with discretion.
- Self-motivated, results-oriented, independent worker with the leadership skills necessary to engage and lead a team in this manner.
- Communication skills, both written and oral, at all levels.
- Professional ability to recruit, train and supervise volunteers.
- Team player with positive, servant-motivated attitude.

Campus Administrative Assistant



Reports To: Campus Pastor/Director of Administration
Direct Reports: NONE

Job Purpose

Provide administrative support as well as serve as a representative and liaison for the Campus Pastor.

Administrative Assistant Responsibilities

Responsibilities include but are not limited to the following:

- Exercise discretion in dealing with the public and have the ability to handle confidential information.
- Take minutes of meetings and distribute to appropriate individuals via email
- Assist with coordination of events
- Prepare purchase orders as needed and acts as liaison for purchase order process
- Maintain and provide reports of Fellowship One data for your Campus
- Maintain campus calendar and announcements for the campus section of the Lifechurch website.
- Coordinate mailings
- Responsible for communicating strategies and vision determined by the Campus Pastor(s) and Service Production Team to the campus Core Team.
- Reserve rooms - Sanctuary, Café, etc. for meetings and/or events
- Retrieve messages from voicemail and handle or re-direct to appropriate person
- Answer all telephone calls in a professional, friendly and timely manner
- Provides information by answering questions and requests.
- Transfer calls to the requested staff person promptly. Use discretion when screening telephone calls and walk-ins.
- Type routine correspondence.
- Prepare bulk mail processes, outgoing mail and correspondence, including e-mail and faxes
- Provide necessary communication detail regarding campus activities/events for Lifechurch communication outlets such as The Pulse, Lifechurch Facebook page, and the weekly newsletter.
- Arrange travel and hotel accommodations for any campus guest speakers.
- Performs other duties as directed.

Qualifications, Criteria, and Required Character Attributes

- **Skills/Qualifications:** Reporting Skills, Administrative Writing Skills, Microsoft Office Skills, Process Management, Organization, Professionalism, Problem Solving, Supply Management, Inventory Control, Verbal Communication, Knowledge of Fellowship One Systems.
- Comprehensive knowledge, agreement, and adherence to the mission, vision, and core values of Lifechurch.
- Faithful and committed servant to Lifechurch, Pastors and Leadership.
- Christian lifestyle that is in harmony with clear Biblical standards.
- Agree to abide by all Lifechurch employee policies.
- Support Lifechurch with your tithes and offerings.
- Handle confidential matters with discretion.
- Communication skills, both written and oral, at all levels.
- Professional ability to work with volunteers across sites/venues.
- Ability to administrate and prioritize varied workloads, executing appropriate judgment and confidentiality.
- Continuous growth and development as it relates to the administrative field of expertise.
- Team player with positive, servant-motivated attitude.