



## **JOB DESCRIPTION**

**DATE:** January 20, 2021  
**JOB TITLE:** **Associate Campus Pastor of Families**  
**LOCATION:** Cedar Falls Campus  
**REPORTS TO:** Campus Pastor  
**FLSA STATUS:** Full-time, Exempt  
**WEEKENDS:** Yes

### **SUMMARY**

The Associate Campus Pastor of Families will champion the next generation of leaders at Prairie Lakes Church and will cast vision for and implement organizational strategies. This leader of leaders will coordinate and lead staff and volunteer teams who deliver engaging ministry from infants through high school. As the guardian of the DNA of family ministry, the candidate will fight for strategic alignment among all programs and age groups of Family Ministry. He/she will define and protect a holistic discipleship strategy through intentionally designed transitions from one developmental stage to another. The Associate Campus Pastor of Families will be committed to and support the philosophy and mission of Prairie Lakes Church and its Executive Team.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** Other duties, in addition to these may be assigned.

- Serve as the leader for Family Ministry at the Cedar Falls Campus (includes Wee Kids, Kidventure, Family Fusion, and Student Ministry), including the management of Family Ministry staff and programming.
- Lead, oversee and communicate the PLC vision for Family Ministry to leaders and volunteers.
- Lead parents to become confident and equipped in their role as primary disciple makers of their children.
- Develop a Family Ministry calendar and budget for all Family Ministry at the Cedar Falls Campus that requires collaboration and healthy transitions between developmental stages.
- Work with team to recruit, train, coach and develop volunteers needed to implement and maintain the effectiveness of ministry.
- Regularly attend school events and activities and be the face of Prairie Lakes Church Family Ministry in the community.
- Teach regularly in various Family Ministry environments.
- Assist the Campus Pastor with the general leadership and pastoral care of the campus church as assigned. Duties may include strategic planning, events, visitation, weddings, funerals and child dedications.

### **SUPERVISORY RESPONSIBILITIES**

Supervise the Family Ministry Staff and teams of volunteers at the Cedar Falls Campus.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Successful candidate must be a Christian and fully support the philosophy of Prairie Lakes Church and its leadership team. The individual's commitment to Christ will be evidenced in his/her personal life, family relationships and ministry. The candidate's daily walk with God will be an example to all.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

- Bachelor degree required. Advanced/Seminary degree in Theology, Biblical Studies, Family Ministry or other ministry area preferred.
- At least 5 years of pastoral or ministry work in the area of Family Ministry.
- Knowledge and application of the Orange philosophy of ministry preferred.
- Experience in coordinating volunteer and staff teams required.
- Equivalent combination of education and experience acceptable.

### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write routine correspondence. Ability to effectively communicate verbally with church members, vendors, and other employees of the organization, using proper grammar without dialect or slang. Ability to speak effectively before groups.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems efficiently and effectively while maintaining good working relationships.

### **OTHER SKILLS AND ABILITIES**

- Be able to understand and support Prairie Lakes Church's unique vision and effectively apply established systems and processes to guide self and others toward the realization of the vision.
- Possess strong relational and listening skills with the ability to develop effective personal connections.
- Be effective at shepherding and team building, with the ability to lead with a spirit of discernment.
- Be creative, have a passion and heartfelt concern for children and teens, be high energy, hardworking, and possess the ability to motivate others.
- Must understand the maturity levels and developmental stages of children birth through high school and the challenges each stage presents.
- Be able to communicate and establish effective working relationships with other staff members and volunteers.
- Have the ability to effectively present information and respond to questions from parents and volunteers.
- Be able to work efficiently and effectively in team situations as well as to work independently.
- Possess strong interpersonal skills with the ability to relate to both adults and young children.
- Be proficient in digital technologies and social media and be willing to learn new technologies as they become useful.
- Must possess solid time management skills and organizational abilities, with the ability to coordinate several activities at once and to quickly analyze and resolve specific problems.

### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write routine correspondence. Ability to effectively communicate verbally with church members, vendors, and other employees of the organization, using proper grammar without dialect or slang. Ability to speak effectively before groups.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems efficiently and effectively while maintaining good working relationships.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 30 pounds.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The building is multi-level with several sets of stairs, but is handicap accessible and equipped with an elevator. This campus has a nonsmoking environment.

**COMMENTS**

The above statements are intended to describe the general nature of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Approved by Employee \_\_\_\_\_ Date \_\_\_\_\_

Approved by Supervisor \_\_\_\_\_ Date \_\_\_\_\_