



## **JOB DESCRIPTION**

**DATE:** June 7, 2021  
**JOB TITLE:** Associate Campus Pastor of Discipleship  
**LOCATION:** Cedar Falls  
**REPORTS TO:** Cedar Falls Campus Pastor  
**FLSA STATUS:** Full-time, Exempt  
**WEEKENDS:** Yes

### **SUMMARY**

The Associate Campus Pastor of Discipleship is responsible for providing discipleship relationship opportunities for adults at the Cedar Falls Campus through groups and classes. The Associate Campus Pastor of Discipleship will also partner with the Cedar Falls Campus Pastor by providing a strong pastoral presence in the church including teaching, pastoral care, and ministerial functions. This leader will be committed to and support the philosophy and mission of Prairie Lakes Church and its leadership team.

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

- Participate in campus services, including greeting guests and regular attenders by being a prominent public figure, helping to make a connection to the local church.
- Assist the Cedar Falls Campus Pastor with the development, shepherding and leadership of volunteers and paid staff at the Cedar Falls campus.
- Participate in the shepherding and care of the Cedar Falls Campus congregation including weddings, funerals and pastoral care and counseling.
- Assist the Cedar Falls Campus Pastor in recruiting, equipping, and monitoring the health of mentors, group leaders and class leaders.
- Assist the Cedar Falls Campus Pastor in overseeing the health of men's and women's ministries, including direct supervisory responsibilities.
- Oversee Care and Missions for the Cedar Falls Campus, including direct supervisory responsibilities.
- Serve as a member of the Cedar Falls Campus Staff Leadership Team, including the coordination of some staff gatherings and executing strategic plans and initiatives at the Cedar Falls Campus.

### **SUPERVISORY RESPONSIBILITIES**

Coach, develop and encourage volunteers and paid staff at the Cedar Falls Campus. Supervise the Women's Ministry Coordinator, Care Coordinator and Missions Coordinator.

### **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's Degree required.
- Master's Degree in Theology, Biblical Studies or Biblical Education preferred.

### **OTHER SKILLS AND ABILITIES**

- Possess strong relational skills
- Be effective at shepherding and team building, with the ability to lead with a spirit of discernment.

### **LANGUAGE SKILLS**

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

### **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 \_\_\_\_\_