



## **JOB DESCRIPTION**

**DATE:** December 12, 2023  
**JOB TITLE:** **Associate Campus Pastor of Families**  
**LOCATION:** Osage  
**REPORTS TO:** Osage Campus Pastor  
**FLSA STATUS:** Full Time, Exempt  
**WEEKENDS:** Yes

### **SUMMARY**

The Associate Campus Pastor of Families will partner with the Campus Pastor by providing a strong pastoral presence in the church including pastoral care and ministerial functions. They are responsible for managing and executing all aspects of family ministry at the Osage Campus. The Associate Campus Pastor of Families will develop a thriving culture of family ministries that empower volunteer leaders and families. They will be committed to and support the philosophy and mission of Prairie Lakes Church and its Executive team.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Pastor and shepherd the people of the campus alongside the Campus Pastor. Conduct weddings and funerals and oversee baptisms and child dedications, as assigned.
- Works closely with the Campus Pastor to set campus strategy, care, and goal setting.
- Regularly serves as Weekend Host during worship services. Is a presence in our lobby before and after worship services and ministry programming.
- Oversee and manage all aspects of family ministries by leading, overseeing, and communicating vision for Children's Ministry and Student Ministry leaders and volunteers, moving toward PLC Family Ministry/Orange Team model. Administer curriculum, budgets, policies, procedures, and vision for family ministries.
- Oversee and coordinate the activities in PLC's Wee Kids and Kidventure ministries to ensure the physical and spiritual well-being of the children.
- Provide tools for parents to equip them in their role as primary spiritual caregivers of their children, keeping them informed of topics/themes being studied, special events, etc. through printed notices, email, Facebook, text messages, calls, blog, etc.
- Foster strong working relationship with Family Ministry staff at other PLC campuses and coordinate with them on systems, use of curriculum, and leading volunteer teams.
- Primary recruiter and developer of family ministry leaders.
- Coordinate supply lists to maintain an adequate inventory of supplies (i.e. snacks, drinks, diapers, wipes, glue sticks, etc.) and ensure that family ministry spaces are well stocked at all times.
- Responsible for managing the data in Rock RMS as it pertains to family ministry at the Osage Campus; people, connection requests, and activities.
- Provide support, as needed, to other events, classes, and local missions occurring at the Osage 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 essential functions.

### **SUPERVISORY RESPONSIBILITIES**

Supervises the Student Ministry Leaders, Children's Ministry Team Leads.

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

- Bachelor degree in related field required.
- Seminary/theological degree preferred.
- Experience in leading family ministry in a church setting required.
- Experience supervising staff preferred.

### **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. Ability to read, analyze, and interpret general business documents.

### **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 highly relational, effective at shepherding and team building, leading with a spirit of discernment.
- Pastoral shepherding skills for our campus and community as a whole.
- Have the ability to work efficiently and effectively in team situations, as well as work independently.

### **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 regularly required to stand, walk, sit, and talk or hear. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus. Local travel is routinely required.

### **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 a set of stairs. It is 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 \_\_\_\_\_