

**Job Title:** Campus Director/Pastor - Mercy Providence Road

**Reports to:** Pastor of Campuses

**Position Status:** Full-Time

**Salary:** Commensurate with experience; comprehensive benefits package offered

### **SUMMARY OF POSITION**

Mercy Church exists to make disciples who love God, love each other, and love our world. Under the direction of the Elders, while reporting to the Pastor of Campuses, the Campus Director/Pastor will be the primary leader at his local congregation. His responsibilities will be to provide vision, leadership, and care for the local congregation. He works through staff and volunteer teams to make disciples who love God, love each other, and love our world.

### **QUALIFICATIONS**

- Must meet the requirements of an elder as outlined in 1 Timothy 3:2-7 and Titus 1:6-9
- Must have a minimum of five years of professional church leadership experience (10+ years preferred)
- Must have a strong theological foundation. A bachelor's and seminary degree is required (MA, M.Div or Equivalent)
- Must possess strong leadership, organizational leadership, and communication/teaching skills
- Must be passionate, caring, and approachable, and possess a pastoral heart for church ministry
- Must be evangelistic in ministry approach

### **PROFILE TRAITS OF MERCY CHURCH CAMPUS PASTOR**

- **Catalyst** – They are a self-starter who gets things done and makes things happen.
- **Culture Carrier** – They carry the heart of the DNA / culture of the church. They connect people to the vision of Mercy Church.
- **Multi-tasker** – They are a leader who has the ability to juggle many things at the same time and do each of them well.
- **Influencer** – They love people, and people love to be around them. Their strong character and spiritual passion attract people and lead them to Jesus.
- **Developer** – They don't just attract people; they help them grow. They equip people to do ministry by moving them from contributors to leaders.
- **Effective Communicator** – They are an inspiring and life-giving communicator in large and small environments.
- **Intuitive** – They can handle difficult situations and maintain discretion and confidentiality.

**RESPONSIBILITIES**

We are looking for a campus director who C.A.R.E.S for the local congregation that God has entrusted to them. Below are the outlined responsibilities.

- **C - Communicates**
  - Provide vision, support, and leadership for the campus staff and congregation.
  - Prepare and execute preaching/teaching responsibilities in the weekend worship services.
  - On any given Sunday, host a membership class, starting point, and other various events.
- **A - Administrates**
  - Oversee and supervise the operations and logistics of the local congregation
  - Oversee and supervise the campus staff leaders. Including providing regular performance feedback, prep for one-on-ones, as well as other administrative leadership.
  - Prepare and participate in weekly Campus Pastor gatherings led by the Pastor of Campuses.
  - Help manage campus budget and oversee campus staff budgets
  - Attend all necessary leadership meetings/functions.
- **R - Reproduces**
  - Help lead and oversee the identifying, recruiting, and developing key ministry leaders at the campus level.
  - Oversee the development and discipleship of campus staff
  - Encourage discipleship and spiritual growth through the creation and support of community group involvement
  - Encourage evangelism and equip congregants to share their faith
- **E - Executes**
  - Identify, plan, and execute local outreach opportunities.
  - Implement Mercy Church systems for all ministries at the campus level.
  - Provide leadership, input, and support to church-wide initiatives as needed.
  - Oversee the ongoing administration of baptism, communion, and parent commissioning.
  - Assist with the preparation of annual budgeting and proactively maintain accountability for expenditures and alignment with budget objectives.
- **S - Shepherds**
  - Officiate weddings, funerals, and baptisms for members of the local congregation.

- Provide and ensure pastoral care of the congregation through equipping leaders (elders and deacons and ministry leaders) at the local campus.
- Initiate and facilitate efforts to serve, enrich and reach the surrounding community.
- Help shepherd the local congregation and lead alongside the other campus elders.

*\*Miscellaneous Responsibilities* – This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Therefore, additional duties may be assigned and/or changed without advanced notice.

### **CONDITIONS OF EMPLOYMENT**

Performance Evaluation – It is understood that the performance for this job will be primarily measured and evaluated by the “responsibilities” and the “general expectations” laid out in this job description.

1. Models the biblical standard of personal conduct and lifestyle that is expected of all Mercy Church staff and covenant members
2. Fully participates in the life of the church as an active covenant member
3. Supports and adheres to the mission, vision, values, and philosophy of ministry of Mercy Church
4. Submits to and supports the leadership of the church elders
5. Works well as a team player with the elders, staff, key leaders, and ministry team members at Mercy Church

### **GENERAL EXPECTATIONS**

1. Report to the office during Office Hours (see below). You will also be required to attend various extra Church events relevant to your ministry oversight areas and/or as church needs arise.
2. Should always exhibit professionalism, demonstrated by a well-groomed appearance, conscientious work ethic, teachability, and accountability.
3. Should be willing and able to adapt quickly to changing circumstances, with composure and flexibility.
4. Should be ever conscious of the need for confidentiality.
5. Should always exercise discernment and wise judgment.
6. Should be a person who gives extreme attention to details with an eye for excellence.
7. Should have a willingness to seek new information, training, and resources as needed.
8. Should be a self-starter and good at multitasking and prioritizing projects.

**JOB REQUIREMENTS****Physical Requirements**

1. Ability to frequently stand, sit, and/or walk
2. Ability to occasionally bend, squat, kneel, climb stairs, and/or lift
3. Ability to occasionally lift between 10-50 lbs
4. Ability to continuously communicate with other people
5. Ability to continuously operate a computer in order to complete necessary office work
6. Ability to continuously comprehend both physical and digital documents
7. Ability to continuously prepare/create both physical and digital documents

**Work Environment**

1. May occasionally work in temperatures above 95 degrees and below 32 degrees.
2. May occasionally walk on slippery, wet, or uneven surfaces
3. The noise level in the environment will occasionally be loud
4. May occasionally work outdoors
5. May occasionally be required to travel for work
6. May continuously work indoors in an office space
7. May continuously work in a shared office space with coworkers

**OFFICE HOURS AND WORK SCHEDULE**

- Office Hours: Monday–Thursday (8:30 AM-5 PM), Sunday (7:00 AM-2:00 PM)
- Additional Hours: The CD will be expected to be at key events/meetings outside of the above office hours.
- Overtime and extra work days: Some overtime will be required. Please consult the Mercy Staff Handbook for Overtime Policy.
- Holidays: All staff-wide Holidays are outlined in the Mercy Staff Handbook.
- Time-Off: Please consult Mercy Staff Handbook for time off policy