



Job Description

Job Title: Campus Connections Associate - Mercy Union County

Reports to: Mercy Union County Campus Pastor

Position Status: Full-Time, exempt

Job Summary

Under the direction of the Campus Pastor, the Campus Connections Associate (CCA) ensures that the people of Mercy Union County (MUC) take their next step in following Jesus. This role is primarily accomplished through these three areas: *Campus Connections, Ministry Team Leadership, and Administrative Support* at MUC.

Qualifications

This role is suitable for both male and female applicants who feel led to apply and have the skills and experience desired for this position. In order to be considered for this role, the applicant must:

- Be a person of high character
- Have a minimum of 3+ years of volunteer or vocational church leadership experience (5+ years preferred)
- Have a strong theological foundation; **a bachelor's degree is required**, a seminary degree is preferred but not required
- Have strong leadership, organizational, and communication/teaching skills
- Be a team player, a collaborator, and be flexible; be teachable and eager to develop and grow
- Be passionate, caring, and approachable and possess a heart for church ministry
- Be evangelistic in ministry approach

Responsibilities

Campus Connections Experience

- In cooperation with other campus leadership, the CCA will be a primary connector, helping people get connected further into Mercy life (community groups, serve teams, giving, membership, coordinating baptisms, equip, etc.)
- Oversee the guest experience for Weekend Worship and other campus-specific events.
- Will be responsible for creating and maintaining a culture of gospel hospitality for all Serve Teams.
- Will need to model gospel hospitality and lead our people in connecting with our guests.
- Will be responsible for managing First Time Guest follow-up and engagement.
- Oversee the guest experience on both Sunday mornings and other various events.
- The CCA will be in charge of running Starting Point and any connection type of event at the MUC. Will need to coordinate with other ministry teams (Mobilizations, Discipleship, etc) to ensure that people are connected to their events.
- The CCA will work closely with the Discipleship Team to execute the day of logistics of the Membership Class held at the Union County Campus.
- Will work to coordinate with other key departments to ensure that MUC's environments are relevant and engaging for people to connect with the congregation.
- The CCA will oversee key volunteers and CCB processes necessary for the execution of the Weekend Services.



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Ministry Team Leadership

- They will be the primary leader of the guest services teams, thereby providing leadership and direction to Guest Services at MUC.
- They will be responsible for helping the campus leadership ensure that the vision of Mercy church is carried out within the Guest Services Ministry Team
- Will be responsible for executing and cultivating leadership development within the guest service team.
- The CCA is responsible for assisting the Campus Pastor in his leadership over the weekend services at MUC, including helping lead the volunteer huddles before and between services.
- The CCA will be responsible for working with the campus leadership at MUC to lead the MUC campus' volunteers, including ministry team recruitment, scheduling, and management during events.
- The CCA will be the primary point person for volunteers at MUC during weekend services and other various campus events.
- The CCA will assign tasks and give helpful feedback/critique to volunteers and staff involved in the execution of the weekend services.

Administrative Support

- The CCA will be the primary administrative staff at the MUC campus to ensure that the administrative aspects of the ministry are thriving.
 - These administrative duties will be in many areas of the ministry of Mercy both throughout the week and on the weekend services, such as coordination of weekend service elements (baptism, communion, etc.) and assistance with other various campus-specific functions.

*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 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 the ministry of Mercy Church
4. Submits to and supports the leadership of the church elders
5. Can work well as a team player.

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 or as church needs arise.
2. Should always exhibit professionalism, demonstrated by a well-groomed: appearance, conscientious work ethic, teachability, and accountability.



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

1. **Office Hours:** Office Hours are Monday through Thursday 8:30a-5:00p. Sunday service hours are 7:30a-1:15p // full schedule TBD
 - a. Mandatory meeting day on Wednesdays
 - b. Some work from home/flexible location work is permitted
2. **Additional Hours:** This person will be expected to be at key events/meetings outside of the above office hours. Please see the supervisor for details.
3. **Overtime and extra work days:** Some overtime will be required. Please consult the Mercy Staff Handbook for Overtime Policy.
4. **Holidays:** All staff-wide Holidays are outlined in the Mercy Staff Handbook
5. **Time Off:** Please consult Mercy Staff Handbook for time off policy