



ZION CITY

JOB DESCRIPTION

New
Revised

Full Time
Part Time

Exempt
Non-Exempt

Date Revised: 01/2023

Date Hired:

Employee:

Job Title: Associate Campus Pastor

Department: Campus Kids Ministry

Pastor/Director:

I. Summary of the position:

The Associate Campus Pastor is a collaborative-oriented role that works directly with the Campus Pastor in coordinating campus ministry in the building, growing, maintaining and pastoral care of the Campus. The Associate Campus Pastor supports the Campus Pastor through the vision and mission of Zion City in executing ministry initiatives, goals, and objectives. In addition, The Associate Campus Pastor supports the Campus Pastor in leading and guarding the Zion City spiritual culture for staff, Serve Team Volunteers, guests, and other ministry areas as assigned by the Campus Pastor.

II. Experience and Knowledge Required:

- Minimum of 2 years experience in ministry, a ministry support role, or leadership role.
- Ministry competence in relation to culture, language, biblical teaching relatability to successfully build teams to implement ministry initiatives, plans and venues.
- Sound in Biblical theology and doctrine.
- Ability to build, develop, coordinate and lead serve team volunteers.
- Strong interpersonal skills with ability to develop relationships to care for and pastor people.
- Ability to model, support and lead Zion City ministry expectations, culture and values.
- Experience communicating in large and small settings.
- Effective time-management skills and ability to handle multiple projects with relational tact.
- Ability to learn and use Planning Center Online software.
- Proficient in Microsoft Office, with aptitude to learn new software and systems.

III. Essential Functions and Responsibilities:

- Assist the Campus Pastor plan and execute ministry projects and assist in achieving weekly goals.
- Provide support to the Campus Pastor to enhance the overall service, event, and ministry experience.
- Assist Campus Pastor and Serve Team plan, prepare, and execute campus services and events.
- Help coordinate and develop the Serve Team to facilitate an exceptional high touch guest service experience.
- Assist Campus Pastor with pastoral related ministry appointments, counseling, and meetings.
- Assist Campus Pastor meet strategic ministry goals, objectives, metrics, and budget.
- Help execute campus specific ministry, safety, and operational procedures.
- Ensure Serve team and ministries are aligned with the culture and values of Zion City.
- Meet with guests to help them actively get involved with serving on the Serve Team.
- Maintain and update Serve Team information in Planning Center Online
- Work with Campus Pastor to develop and implement ministry content, initiatives, venues, and communications.
- Pray for campus daily and provide a pastoral spiritual connection with serve teams.
- Assist Campus Pastor with campus specific information, assignments, strategies, metrics, and accomplishments.

- Other projects and duties as assigned.

IV. Attributes:

- Spiritual, Professional, and Relational
- Exemplifies Christian maturity, compassion, and strong leadership skills
- Heart of a servant, enjoyable to be with and devoted to God
- Dedicated to a strong work ethic that is healthy, protective, and aware of impact on others
- Ability to effectively prioritize, execute tasks and remain positive in high-pressure situations
- Trustworthy, faithful, and driven to pursue excellence
- Ability to understand discretion and maintaining confidences
- Ability to build and maintain leadership teams

V. Routine Personal Contact:

- Regular contact with Zion City pastors, staff, Serve Team volunteers, guests and visitors.
- Local leaders, community partners and vendors

VI. Physical Demands:

- Sitting/Standing for extended periods of time
- Frequent light lifting with times of occasional moderate lifting
- Occasional bending, stooping, kneeling, twisting, reaching, pushing, pulling motions
- Ability to drive personal or church vehicle

**This description is not all inclusive, and other duties may be assigned as necessary.*

Zion City does not discriminate in employment opportunities or practices on the basis of race, color, sex, national origin, age, disability, or any other characteristic protected by law as it applies to churches. However, Zion City does discriminate on the basis of religion.

Employment Requirement: Zion City Staff are expected to be or become a partner of Zion City upon employment and have completed or committing to complete all 4 Growth Track classes within 90 days of employment.

Employee Signature: _____

Date: _____

Pastor/Director Signature: _____

Date: _____

Human Resources Signature: _____

Date: _____