

TIMBERLAKE CHURCH JOB DESCRIPTION

Job Title: Campus Pastor **Level:** Full-time

Department: Discipleship

Employee Since:

Reports To: Lead Pastor

Issue/Revision Date:

Requirements:

- This person must love God and have a personal relationship with Jesus Christ.
- Have a heart to see people come to know Christ.
- Is Wesleyan in theology.
- This person shall have made the Discipleship commitments to weekly worship at and tithing to Timberlake Church.
- Hard worker who is results driven.
- Ability to discern needs and respond appropriately, sensitively and proactively.
- High degree of professionalism.
- This person must have read and assent to the Timberlake Church Employee Manual.

General Functions:

- The Campus Pastor serves as the primary leader at the Issaquah Campus of Timberlake Church. As such, they champion the vision of the church while creating the systems and structure to handle the growth of fulfilling the mission of Timberlake Church.

Supervises:

- All site staff and volunteers.

Supervision Received:

- Reports directly to the Lead Pastor.

Scope and Dimensions:

- The Campus Pastor represents the principal leadership at the Timberlake Church, Issaquah Campus, influencing the entire congregation through his leadership, team building, communication and relationships.

Essential Responsibilities

- **Create the Sunday Experience** – All preparation and execution of the campus and service elements to accomplish the Sunday Church experience at the highest possible level of excellence.
- **Lead First Impressions' Teams** – Team recruitment and development for ushers, greeters, parkers.
- **Leadership of Set-up & Tear-down** – Oversight of set-up and tear-down regiment in the adult auditorium & kids' rooms.
- **Growth Groups** – Recruit group leaders and groups native to the Issaquah campus. Goal being 1 group per 20 adults each group semester.

Role Requirements –

- **Catalytic Leader** – High energy, self-starter who not only gets things done, but makes things happen.
- **DNA Carrier** – Bleeds and defaults to the mission, vision, values, and senior leadership of Timberlake Church.
- **Team Builder** – Can recruit and develop teams of people to fulfill the mission of Timberlake Church.
- **Multi-Tasker** – High capacity to juggle a lot of balls simultaneously and love it.
- **Communicator** – Doesn't have to be a Bible teacher, but is comfortable and articulate speaking to a room full of people.

Working Conditions/Physical Requirements:

- Office hours to be spent at the Issaquah campus location
- Additional hours for work from home and weekly Staff meetings at the Issaquah Campus
- Additional hours as required by ministry needs, in coordination with supervisor

Salary and Benefits

- Salary negotiable
- Medical, Dental, Life and disability insurance
- Cell Phone
- Seminar and Continuing Ed. reimbursement as approved by Lead Pastor
- PTO accrual in accordance with Employee Handbook
- A salary adjustment will be considered annually based on job performance

Terms of Employment:

- As a staff person at Timberlake Church, The Campus Pastor agrees to abide by all the provisions of the Employee Handbook.
- Timberlake church reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.
- The Campus Pastor position is classified by Timberlake Church as a salary paid position and is exempt from the overtime provisions, as stated in Employee Handbook.
- The position of Campus Pastor reports directly to the Lead Pastor of Timberlake Church.

Lead Pastor: _____

Issue/Revision Date: _____