



Job Description

Job Title: Campus Pastor		
Division/Department: Campus Ministries	Location: Main Campus	
Reports to: Vice President of Student Engagement & Success	Pos. No.: 204	
Position Type: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Student Worker	FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Hours worked Per Week: 40-48

**POSITION SUMMARY:**

To facilitate daily operations of the Campus Ministries Department by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Coordinate chapel ceremonies twice a week
- Provide leadership to campus spiritual formation plan
- Plan and oversee campus ministry budget
- Create and implement strategic plan for campus ministries
- Coordinate small groups to provide an opportunity for connection and spiritual formation.
- Assist students with pastoral counseling needs
- Make referrals for clinical counseling
- Support prospective student events
- Coordinate echo group structure and training
- Lead campus prayer events as necessary
- Coordinate summer camp teams
- Conduct various ministry activities, including school devotions, leadership training, and personal issues that occur during the semester
- Supervise and evaluate Resident Chaplains
- Provide support for students in grief and crisis situations
- Coordinate community service learning opportunities and run bi-annual required meeting for students
- Chair the community service committee
- Manage contract relationship with Chapel worship leader
- Coordinate spiritual formation opportunities for faculty and staff as needed
- Other duties may be assigned.

**SUPERVISORY RESPONSIBILITIES:**

Directly supervises three employees in the Campus Ministry Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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 the essential functions.

**EDUCATION and/or EXPERIENCE:**

Bachelor's degree (B. A.) from four-year college or university; and two years of Ministry experience and/or training; or equivalent combination of education and experience.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Ordained Minister License

**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 frequently required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee must occasionally lift and/or move up to 25 pounds.



**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.

**Prepared By:** Alison Walls

**Prepared Date:** 6/9/14

**Approved By:** Jessica Rimmer

**Approved Date:** 6/9/14