

OAKHILLS C H U R C H

Our Mission: *“We are the Body of Christ called to be Jesus in every neighborhood in our city and beyond.”*

Our Values:

- Unity:** We seek to promote unity in the Body of Christ.
- Grace, Truth & Faith:** We offer grace, stand for the truth, and live by faith.
- Family:** We embrace the family as the core teaching and discipling center.
- Inclusivity:** We invite all people to belong to Christ’s community regardless.
- Every Believer a Minister:** We view every believer as a minister.
- Prayer:** We seek God in all decisions through prayer.
- Neighborhood:** We organize our efforts around neighborhoods.

Job Title:	Associate Campus Minister	Status:	Full-Time
Department:	Central Support - Campus Life	FLSA:	N/A
Reports to:	Campus Minister	Job Class:	Professional
Leads:	Designated Campus Staff & Volunteer Leaders	Minister Designation:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Work Week:	Primarily Weekend Services through Thursday	Driving:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

- I. **Job Summary:** This role serves Oak Hills Church (OHC) and their Campus Minister by leading, supporting and encouraging Ministry Teams by providing vision, equipping and ongoing oversight direction to all aspects of the Church at their Campus. Model Campus leadership for lay leaders and staff and promote accountability for meeting OHC Staff expectations.

- II. **Primary Duties and Responsibilities:**
 1. Assist the Campus Minister and provide strategic vision-casting leadership and oversee the planning, development, implementation and assessment of all aspects of ministry at their Campus.
 2. Recruit, equip and lead certain Campus staff and lay-leaders according to established principles, policies, procedures, and guidelines for various staff and ministries.
 3. Assist the Campus Minister with pastoral and ministerial duties including: pastoral counseling, officiating weddings and funerals, hospital visits, baptisms and prayer.
 4. Partner with Campus Minister, Campus Elders and Area Shepherding Team (AST) in shepherding the Campus body.
 5. Assist the Campus Minister in the implementation of Campus assimilation processes including guest follow-up, membership pathways and spiritual formation plans.
 6. Assist the Campus Minister with OHC budget. Ensure compliance and adherence to budget, and OHC policies, and procedures.
 7. Assess and deliver detailed metric reports related to Campus growth, volunteer involvement, ministry resource needs and physical operation needs.
 8. Perform other duties and responsibilities as assigned.

- III. **Minimum Qualifications:**
 1. Bachelor’s and/or Graduate degree or equivalent in Ministry, Biblical Studies or related field.
 2. Five (5) to seven (7) years of professional and administrative experience in Church leadership.
 3. Licensed and/or ordained minister.
 4. Valid Texas driver’s license (Incumbents with out-of-state license must attain Texas license within six (6) months of employment).

- IV. **Knowledge and Abilities:**
 1. Knowledge of Christian biblical foundation and principles.
 2. Knowledge and experience in personal/ project management principles, administration practices, organization techniques, and methodologies.
 3. Knowledge and experience with budget development, expense tracking/reporting and administration.
 4. Knowledge and experience in relational intelligence, grace, and cross cultural sensitivity.
 5. Knowledge and experience in strategic thinking and planning.

Knowledge and Abilities *(Continued)*

6. Ability to develop leaders and team members for effective ministry.
7. Ability to build and promote a team culture through relational collaboration and motivating team members.
8. Ability to communicate clearly and effectively through both verbal and written means.
9. Ability to present and/or deliver weekend message and/or ministerial duties before large congregation.
10. Ability to establish and maintain effective working relationships.
11. Ability to plan, organize projects and prepare detailed reports and presentations.
12. Ability to use computers and a variety of software applications.
13. Ability to establish and maintain effective working relationships with staff, members, and ministry volunteers.
14. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

V. Physical Requirements and Working Conditions:

Occasional lifting/carrying up to 10 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

VI. OHC Staff Expectations:

1. Active and growing in your personal relationship with Jesus Christ.
2. Actively practices personal spiritual disciplines and leads with humility, character, and love.
3. Personally engaged with OHC mission, vision and strategy.
4. Actively engaged in the OHC mission to be Christ in your own neighborhood.
5. Attend Life with Oak Hills and become an OHC member within six (6) months of employment.
6. Partner with other departments to lead, promote, and implement ministry initiatives and events.

Revised: August 2017