

OAKHILLS C H U R C H

The Alamo Ranch Campus upon successfully launching to independence will be renamed Outer West Community Church. In anticipation, job descriptions will reflect the Mission, Vision, and Values of the Outer West Community Church.

- Our Mission:** *We exist to draw people closer to Jesus Christ and each other.*
- Our Vision:** *“We are a diverse Christ-Centered Family who loves people, enables life changes, and serve the community both here and beyond.”*
- Our Values:** *God First: We see God’s purpose through prayer and scripture
Community: We live in compassionate community where everyone belongs
Diversity: We embrace diversity and unity found withing the Body of Christ
Service: We passionately serve our church, our city, and beyond
All-In: We are all-in this together*

Job Title:	Campus Family Ministry Pastor	Status:	Full-Time Salaried
Department:	Campus Life	FLSA:	N/A
Reports to:	Executive Minister for Alamo Ranch	Job Class:	Professional
Direct Reports:	Children and Students staff and 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 as the champion for Family Ministry at the Alamo Ranch Campus by implementing the Ministry Plan for families of children and students. This position is directly responsible for recruiting and equipping volunteer leaders and teams to facilitate healthy ministry. Exercises direct supervision over staff and voluntary personnel.
- II. **Primary Duties and Responsibilities:**
1. Casts vision for Family Ministry and champions for families through active discipleship.
 2. Equips, trains, and fosters a ministry environment which supports parents to be the primary spiritual leaders of their families.
 3. Leads by example, motivates through encouragement, and equips staff and volunteers to implement and deliver the Children (birth-Elementary) and Students (Middle/High School) ministry plan.
 4. Plans, develops, implements, and evaluates weekly Campus programming and events such as worship gatherings, small groups, and serving opportunities.
 5. Ensures compliance with children’s and youth protection policies.
 6. Assists leadership with developing and implementing Church-wide ministry strategies and events to reinforce early learning and faith development. Provides feedback for evaluating, choosing, and training for Children and Students curriculum and initiatives.
 7. Recruits, leads, and equips ministry staff and lay-leaders. Ensures volunteers complete the volunteer application process prior to serving.
 8. Attends assigned staff meetings, solicits and relays information, participates in problem solving, and provides recommendations for policy changes and program development to direct report.
 9. Manages and participates in the annual budget preparation to ensure adequate funds for the assigned area. Attains approval from Executive Minister. Monitors and approves expenditures; directs and implements budgetary adjustments as necessary.
 10. Assists Lead Minister with weekend services and pastoral ministry duties such as teaching, weddings, funerals, baptisms, hospital visits, counseling and prayer as needed.
 11. Other duties and responsibilities as assigned.

Campus Family Minister *(continued)*

III. **Minimum Qualifications:**

1. Bachelor's degree from an accredited college or university. Ministry training or theological degree preferred.
2. Three (3) years of leading Children's and/or Student ministry experience (preferably both).
3. Experience can substitute for education.
4. Current 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 biblical theology and church ministry philosophies.
2. Knowledge of early childhood through adolescent learning development stages.
3. Knowledge of personal project management principles, administration practices, organization techniques, and methodologies.
4. Knowledge and experience with budget development, expense tracking/reporting and administration.
5. Knowledge of relational intelligence, grace, and cross-cultural sensitivity.
6. Knowledge of computer office applications and equipment.
7. Ability to develop leaders and team members for effective ministry.
8. Ability to build and promote a team culture through relational collaboration and motivating team members.
9. Ability to plan, organize projects, and prepare detailed reports and presentations.
10. Ability to use computers and a variety of software applications.
11. Ability to make wise decisions through the consistent display of integrity and discernment.
12. Ability to work independently with limited supervision.
13. Ability to recruit, equip, and lead family ministry leaders.
14. Ability to occasionally work a flexible schedule.
15. Ability to discern and maintain confidentiality.
16. Ability to communicate clearly and effectively through both verbal and written means using English grammar and vocabulary.
17. Ability to establish and maintain healthy working relationships with staff, volunteers, members, and guests.
18. 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 20 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. **Staff Expectations:**

1. Active and personal relationship with Jesus Christ.
2. Actively practices personal spiritual disciplines and leads with humility, character, and love.
3. Personally engaged with our mission, vision, and strategy.
4. Actively engaged in our mission to be Christ where you work, life and play.
5. Attend and become a member within six (6) months of employment.
6. Partner with other departments to lead, promote, and/or implement ministry initiatives and events.