



## **Job Description For Campus Pastor / Program Manager Chosen 300 Ministries**

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Job Title: Camp Pastor / Operations Manager

Reports To: Sr. Pastor/Executive Director

Required Hours: Monday, Wed & Friday 1 Noon to 8PM

Tuesday 2PM to 8 PM

Saturday 4PM to 7PM

Sunday 8AM to 12AM

Flex Time 6 hours Per Week

Thursday Off

Pay Range: \$ \$45,000 to \$48,000 plus 100% paid Insurance (health, dental, vision, & life)

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serve as Campus Pastor / Operations Manager for Spring Garden Location/ Pottstown, Reading Locations
- Oversee planning, organizing, and managing worship and program activities for the Congregation.
- Develop / Maintain Church Members Databases
- Maintain paid and volunteer staff schedules, site assignments, and coordinate Sunday worship services.
- Develop, expand, and create the evangelistic work of Christ as well as programs to meet congregational needs. Manage all meal and weekend meal / worship services at Spring Garden, Pottstown & Reading
- Prepare sermons / Bible Study Lessons for Congregation.
- Other duties requested by the Pastor/Executive Director, which are directly related to the operation of the ministry.

### QUALIFICATIONS

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

- Preaching & Teaching Ability
- A born again Christian with protestant doctrinal beliefs and reflected by the holy bible.
- Outgoing personality
- Willingness to work with volunteers
- Willingness to be flexible to meet organization's needs.
- Ability to deal effectively with various branches within the ministry
- Good interpersonal relationship skills
- Ability to multi-task several projects or assignments at the same time
- Ability to work with various races and faith denominations

### EDUCATION

Serve Safe Food Certification Manger License within 90 days of employment

Pursuit or obtaining divinity degree from accredited seminary.

### LANGUAGE SKILLS

The ability to effectively present information and respond to questions from groups of directors, clients, customers, and the general public.

### REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

### WORK ENVIRONMENT

The work environment is high risk to include, but not limited to, crime and poverty, which the employee may encounter while performing the essential functions of this job.

### LIFE STYLE CLAUSE

Expected to live a respectable lifestyle, on and off the job, maintaining values reflective of Chosen

300's Christian witness and will not cause harm to the reputation of Chosen 300 through inappropriate behavior or illegal activities.