JOB TITLE **Campus Leader – Renaissance Campus**

ACCOUNTABLE TO: **Senior Pastor**

DIRECT SUPERVISOR **Senior Pastor**

TYPE OF POSITION

__ Full-time (Staff-Paid) ___ Exempt
_x_ Part-time (Staff Paid) ___ Nonexempt
__ Volunteer (___Stipend or ___ Non-Paid)

GENERAL DESCRIPTION

To connect people with God in practical ways by managing and overseeing the day to day ministry of the St. James-Renaissance Campus.

RESPONSIBILITIES

1. Communicate the vision and values of St. James UMC.
2. Be the "face of the campus" on Sundays and throughout the week.
3. Support and oversee the campus staff.
4. Create and oversee ministry teams to do the work of ministry.
5. Plan and oversee the campus calendar and budget in collaboration with ministry leaders.
6. Develop growth groups and lead as needed.
7. Meet, invite and welcome people from the surrounding community to connect with St. James.
    a. Develop relationships with community leaders, neighborhoods, and business leaders.
8. Meet and collaborate with the Directors and staff from the Paseo campus.
9. Perform other duties as assigned by Senior and Executive Pastors.

Knowledge, Skills, and Experience

- Exhibit professionalism through a well-groomed appearance, conscientious work ethic, teaching ability and accountability.
- Should be willing and able to work at a fast pace within a variety of settings, groups/ teams and circumstances with composure and flexibility.
- Should be willing to work evenings and weekends occasionally.
- Should be ever conscious of the need for confidentiality.
- Should always exercise discernment and wise judgment.
- Should be a person who gives extreme attention to details with an eye for excellence.
- Should have the willingness to seek new information, training, and resources as needed.
- Should be a self-starter, good at multi-tasking and prioritizing projects.
- Should possess strong administrative skills and the ability to work independently without supervision.

Qualifications

1. An active follower of Jesus Christ.
2. Able to lead Bible studies.
3. Able to relate to and connect with people from various walks of life.
4. Self-starter (who is both consistent and dependable).
5. Service oriented team player.
6. Committed to the vision of St. James UMC.
7. Ability to perform work with a high level of accuracy and confidentiality.
8. Detail oriented with strong organizational, prioritizing and multi-tasking skills.

Please submit resumes to Pastor Linda Settles at lsettles@stjamesumc.com by Friday, April 7, 2017.