

# CEDARCREEKCHURCH

**Position:** Project Manager of Campuses  
**Reports to:** Executive Director Campuses  
**Average Hours Per Week:** 40

**Department:** Campuses  
**Campus:** Central Support

## **Position Summary:**

The Project Manager of Campuses is responsible for providing training and support, and managing workflow and communication between Campuses, Central Support, and other teams in order to help meet and exceed the Vision, Values and Standards of CEDARCREEKCHURCH in Campus execution.

## **Position Responsibilities**

- **Vision, Values and Standards** - Implementing the Vision, Values and Standards of CEDARCREEKCHURCH within Campus execution
- **Training and Support** - Providing Campuses with the appropriate knowledge, training and support for current and emerging technology and programs
- **Network Support** - Building Kingdom-minded relationships with other churches, providing information, support and training from within the Campuses
- **Hospitality & First Impressions** - Assisting the Campuses in executing and maintaining a welcoming G.U.E.S.T. based first impression that helps every guest feel connected
- **Communication** - Facilitating and managing a clear line of communication between Central Support and individual Campuses
- **Resource & Equip** - Providing all the necessary materials to Campuses for effective execution of weekly Vision, Values and Standards
- **Local Outreach** – Building and maintaining relationships that are needed to support local outreach initiatives
- **Campus Involvement** – Having a pulse on the campuses through attendance at Campus Team Meetings and regular weekend involvement

## **Position Requirements:**

- Demonstrating Character, Competency, Chemistry and Commitment and modeling the virtues of an Ideal Team Player - Humble, Hungry, Smart
- Modeling and championing the Mission, Vision, Values and Standards of CEDARCREEKCHURCH
- Being a tithing, Missional Member in good standing at CEDARCREEKCHURCH
- Championing the 5 Agreements of CEDARCREEKCHURCH
- Attendance at a weekend service and participation in an adult LifeGroup
- Obeying the CEDARCREEKCHURCH Staff 10 Points of Accountability
- Any additional requirements set by the Direct Report and/or Elders

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## Measurements:

The Project Manager of Campuses will be evaluated by the following quantifiable measurements:

- Improvement in unity between the Central Support and Campus Teams
- Communication of standards and processes between the Central Support and Campus Teams
- Providing the Campus Teams with the information they need to pull off weekend services, groups and events
- Building and maintaining relationships that are needed to support and execute local outreach initiatives

## Accountabilities:

In addition to the quantifiable measurements, the Project Manager of Campuses will also be held accountable for the following:

- Ensuring the safety of all guests and volunteers during ministry activities, setting and maintaining healthy standards of conduct
- Ensuring that Church, Campus, and Ministry values are upheld personally, as well as within all campus activities, and among volunteers
- Maintaining good fiscal responsibility, stewarding resources with excellence
- Maintaining unity with Ministry Services, Ministries and Campus Staff across all Campuses
- Maintaining a positive mental attitude regarding CEDARCREEKCHURCH and its leaders and in the presence of guests, staff and volunteer leaders at all times

## Disclaimer:

Nothing in this job description restricts the right of the Project Manager of Campuses' Direct Report to assign or reassign duties and responsibilities to this job at any time. This is an at-will position and can be terminated at any time.

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Employee Signature Date

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Executive Director of Campuses Signature Date

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Director of Human Resources Signature Date

cc.  
Direct Report  
Employee File