

# CEDARCREEKCHURCH

## Job Description

**Position:** Project Manager of Campuses  
**Direct Report:** 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 CedarCreek Church in Campus execution.

### **Position Responsibilities**

- Vision, Values and Standards - Implementing the vision, values and standards of CedarCreek within Campus execution

### **Training and Support**

- Providing Campuses with the appropriate knowledge, training and support for current and emerging technology and programs
- Willing to become an expert in Rock, Planning Center Online, Teamwork, Paylocity, Slack, and other management systems
- Acting as a training representative for new hires within the Campus Teams
- Provides ongoing training and help for Campus Team members in these systems

### **Network Support**

- Building kingdom-minded relationships with other churches
- Research best practices and collect data from churches CedarCreek is benchmarking (Northpoint, Church of the Highlands, etc.)
- Be willing to share CedarCreek best practices by providing information, support and training from within the Campuses to other churches

### **Communication**

- Facilitating and managing a clear line of communication between Central Support and individual Campuses
- Be willing to go the extra mile to find the answers your team needs
- Act as a liaison between Campus and Central Support

### **Resource & Equip**

- Providing all the necessary materials to Campuses for effective execution of weekly vision, values and standards
- Campus Involvement - Having a pulse on the Campuses through attendance at Campus Team meetings and regular weekend involvement
- Work with Logistics to ensure Campus Teams know what is coming in their transfers

### **Weekend Responsibilities**

- Be on call (especially Saturdays between 3 - 5) to troubleshoot problems pertaining to the weekend services at the Campuses

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- Be willing to travel to Campuses to serve Campus Teams in action on the weekend (There is some flexibility here)
- Make sure the Campuses are properly resourced for weekend execution and help track down information and materials needed to make weekend services a success
- Ensure that the correct materials are returned to Central Support from the Campuses in a timely manner after the weekend

## **Leadership**

- Recruit and train 2-3 Central Support volunteers to help with simple administrative tasks
- Train and equip Campus administrative teams

## **General Administrative Support**

- Coordinate daily calendar of Executive Director including scheduling and monitoring of appointments and outside speaking events
- Help monitor email account of Executive Director
- Draft communication on behalf of Executive Director
- May be asked to represent Executive Director in meetings such as Campus Team meetings, project phases, special event planning, and meetings with outside organizations
- Prepare and print documents and agendas for Campus Team meetings
- Process receipts for documentation and reimbursement for Executive Director
- Provide other general administrative tasks at the request of Executive Director

## **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 CedarCreek Church
- Being a tithing, Missional Member in good standing at CedarCreek Church
- Championing the 5 Agreements of CedarCreek Church
- Attendance at a weekend service and participation in a Group
- Obeying the CedarCreek Church Staff 10 Points of Accountability
- Any additional requirements set by the Direct Report and/or Elders

## **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 Campus Team goals

## **Accountabilities**

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

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- Ensuring the safety of all guests and volunteers during ministry activities, setting and maintaining healthy standards of conduct
- Ensuring that the values of CedarCreek Church, Campus, and Ministry 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, Arts, and Campus Staff across all Campuses
- Maintaining a positive mental attitude regarding CedarCreek Church 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