

Heartland Church of Sun Prairie



POSITION: Associate Campus Director/Pastor (Madison Campus)

DEPARTMENT: Madison Campus

FLSA STATUS: Full Time, Exempt

POSITION SUMMARY: The Associate Campus Pastor/Director helps create a welcoming, engaging, and well-organized Sunday experience where people feel seen, connected, and ready to take a next step. This role focuses on leading guest experience, building and caring for volunteer teams, and helping the campus run smoothly each week. This role will also assist in pastoral care and up-front leadership from the stage.

You'll also play a key role in connecting the church to the local community and supporting key events and next steps, helping people move from attending to engaging in the life of the church.

GENERAL EXPECTATIONS:

- Contribute to Heartland's overall mission to awaken a diverse community to Jesus.
- Commit to pursue full devotion to Jesus Christ in your personal life and faith, ensuring that your faith is not simply a ministry role or career, but a deeply rooted faith in Him.
- Regularly attend weekend services to grow in your own faith.
- Participate in serving opportunities at Heartland.
- Pursue community within the church.
- Understand that as an employee, you are accountable to the Elders.
- Commit to Matthew 18 relational conflict resolution process in all relationships.
- Participate in all staff meetings and staff team functions.

KEY RESPONSIBILITIES

Sunday Operations & Environments

- Participate in pastoral moments as needed, including prayer, follow-up conversations, hospital visits, or care situations alongside the Campus Pastor.
- Be able to serve as on stage presence for leadership moments, announcements and hosting the services
- Partner with the Campus Pastor to help lead and execute weekly setup and teardown
- Deploy and support teams responsible for creating excellent environments (lobby, kids, café, signage, Connection Point) and ensure all spaces are ready before services and properly reset afterward
- Assist with portable church systems, including storage and equipment flow when needed

Guest Experience & First Impressions

- Oversee the full guest experience at the Madison Campus, from parking lot to seating to Connection Point, making sure first-time guests are noticed, welcomed, and guided through their next steps
- Ensure all Connection Point materials are prepared and ready each week at both Sun Prairie and Madison Campuses (connect cards, gifts, signage, etc.)

Volunteer Leadership & Care

- Recruit, train, and lead Madison volunteer teams including:
 - Setup and Tear Down Teams
 - Welcome Team / Café Team / Connection Point Team
 - Safety Team
- Build strong relationships with volunteers, encouraging, caring for, and developing them
- Lead pre-service huddles that bring clarity, energy, and purpose to each team
- Ensure teams are scheduled and set up for success each weekend
- Step in and problem-solve when last-minute needs arise

Events & Administrative Support

- Support campus events through organization, communication, and volunteer coordination
- Assist with:
 - Volunteer recruitment
 - Event registration and follow-up
 - Setup and teardown planning
 - Communication with teams
- Help ensure systems are followed for:
 - Guest follow-up / Prayer requests / Volunteer onboarding

Community Engagement & Local Presence

- Partner with the Campus Pastor to build meaningful connections in the local community, including schools, nonprofits, and local organizations
- Partner with the Lead Pastor to Lead and Execute the yearly Love Your Neighbor Initiative as a church-wide event
- Partner with the Lead Pastor to determine and coordinate the Item of the Month at both campuses.
- Support involvement in city events, service opportunities, and partnerships
- Help people take steps into outreach and community engagement
- Represent the campus at local events and gatherings as needed

WHO YOU ARE

- A growing follower of Jesus who leads with authenticity and humility, and naturally invests in the spiritual growth of others.
- Someone who can communicate on stage and has experience with and a desire for pastoral care
- Relational and people-oriented - you love helping others feel seen and connected
- A strong team builder who enjoys recruiting, developing, leading and caring for volunteers
- Organized and dependable - you follow through and handle details well
- A high energy problem-solver who stays calm and flexible in fast-moving environments
- A strong leader and communicator who can execute plans and systems
- Aligned with Heartland's mission and excited to help people take next steps