

U of A Wesley College Ministry Job Description

Job Title: Associate Director	FLSA Status: Exempt
Reports to: College Pastor	Work Schedule: Full Time
Program/Department: Program Staff	Position Held by:
Benefits: Full	Salary/Pay: Commensurate with experience, and health insurance if needed. This position is a 12 month contract starting summer 2020.
Approved by: Wesley College Pastor	Date Approved:

SUMMARY

The Associate Director will support the ministry broadly in the areas of outreach, discipleship, service, and leadership development, with primary responsibilities in one or more of the following areas: worship leadership, AV Team, summer outreach, freshmen community ministry, small group ministry, and graduate student ministry.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist in worship leadership, including liturgy, prayer, preaching, and/or music leadership.
- Attend college ministry events, leadership team meetings, and other functions as needed.
- Do one-on-one outreach to university students, particularly developing relationships with students who have leadership potential and also students who are new to the ministry.
- Support the College Pastor and student leadership in ministry events and emphases in the three areas of CONNECT, GROW, and BEAR FRUIT. Primary program responsibilities will be designed around the Associate Director's gifts/interests and the ministry's needs and in conversation with the College Pastor.
- Support student leadership in gender-specific ministry efforts.
- Lead a small group/s of college students. This group/s may be co-ed or gendered. It may be relationally or spiritually focused. This may include leading Bible study one or both semesters.
- Be a weekly presence at worship at one of Central United Methodist Church's two campuses and actively meet, greet and connect with students present for worship, especially those not connected with the Wesley ministry.
- Initiate timely follow-up contacts with new student recruits to the ministry as assigned. These contacts would be primarily email and text, but occasionally phone calls.
- Be a weekly presence on the U of A campus to be in relationship with students.
- Create informal fellowship opportunities outside of scheduled college ministry events.
- Plan, attend and support out-of-town retreats and mission trips.
- Share in the recruitment, nurture, and support of student leaders, including serving as the primary staff support for one or more areas of the student leadership team.
- Share in outreach to incoming students through University of Arkansas orientations and/or outreach to United Methodist churches or youth groups, including speaking in such venues. This may also include helping design and/or coordinate the design of promotional materials.
- Promote Wesley to local congregations through making presentations about the ministry in worship and/or small group contexts. This may also include recruiting, prepping and supporting students to help with this task.
- Support and assist with outreach events on campus such as student organization fairs and any special outreach events planned by the student leaders.
- Assist with producing monthly e-newsletter, particularly with photography and writing articles.
- Assist with outreach events and promotional opportunities at the Conference and District level, as assigned.

- Assist with social media and/or other communications to promote Wesley and its ministries to students.
- Assist with Wesley Alumni and Friends events and development area emphases.
- Participate, along with the College Pastor, in the Council of Religious Organizations, an ecumenical group of college ministries at the U of A. This may include serving as U of A Wesley's primary representative to the group and helping with special projects sponsored by CRO.
- Other duties as assigned.

FOCUSED MINISTRY RESPONSIBILITIES

The Associate Director will carry primary responsibilities in one or more of the following areas:

- Worship Leadership
- AV Team
- Summer Outreach
- Freshmen Community Ministry
- Small Group Ministry
- Graduate Student Ministry.

EDUCATION AND/OR EXPERIENCE

A bachelor's degree and previous participation in a college ministry is required. Leadership experience in college ministry is preferred. Maintain a faithful membership in the United Methodist Church.

SKILLS AND ABILITIES REQUIRED

- Must possess a growing knowledge and profession of the Christian faith and an active, maturing walk with Christ.
- Must possess an interest in and love for college age students.
- Must possess strong organizational and event planning skills.
- Must possess effective relationship building skills.
- Must possess a professional and courteous demeanor.
- Must possess the ability to work with a team and provide leadership to students.
- Must possess strong written and verbal communication skills.
- Must possess cash management skills.
- Must possess the ability to maintain appropriate boundaries with students.
- Must possess the ability to learn and master new computer programs needed in the execution of regular duties.

COMPUTER EQUIPMENT AND SOFTWARE REQUIREMENTS

Working knowledge of Microsoft Office (including Outlook, Word, and Excel), and of social media. Trainable on other programs, including Ministry Tracker, Constant Contact, Vimeo, Flickr, etc.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a driver's license.

LANGUAGE SKILLS

Ability to read and interpret documents such as curriculum guidelines, applicable State /Federal Regulations and procedures manuals. Ability to write schedules, curriculum and correspondence. Ability to speak effectively before groups of students, parents, committees and employees of the church. Ability to effectively communicate one-on-one or in small group settings with students and parents is essential.

PHYSICAL DEMANDS

While performing the duties of this job, the employee must be able to move freely in and out of different settings. Must have excellent command of English language and grammar, both verbal and written. Must be able to manually operate and use a computer and other standard office equipment. Must be able to clearly hear and understand phone conversations.

WORK ENVIRONMENT

The employee will work both in an office environment as well as public and private venues beyond the office setting.

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

I acknowledge that I have read and understand this job description.

Employee Signature

Date

Mission Statement:

The mission of U of A Wesley is to help students CONNECT, GROW, and BEAR FRUIT in their life in Christ during their college years.