

**POSITION DESCRIPTION**  
**DIRECTOR OF CAMPUS MINISTRY AND**  
**ADULT SPIRITUAL FORMATION**  
(Session Approved 3-27-18)

**The mission of Collegiate Presbyterian Church is...**

**To worship and serve God**

**To welcome all people into the community of Christ**

**To grow in Spirit**

**To live Christ's love for the world**

**Reports to:** Head of Staff

**Status:** Full Time

**FLSA:** Exempt

**Purpose:** To support the mission and vision of CPC by providing leadership for programming for campus ministry and adult spiritual formation.

**Essential Functions:**

- Develop, implement and evaluate the campus ministry program for students in collaboration with the Campus Ministry Committee.
- Engage prospective and current students to be involved in the life and ministry of The Vine student group.
- Work with the Adult Spiritual Formation Committee to provide ongoing opportunities for adult spiritual formation.
- Serve as resource to the Board of Deacons and related committees.
- Serve as member of the staff team planning, coordinating, and leading worship and programs in support of CPC's mission and vision.

**Other Responsibilities:**

- Preach a minimum of once a quarter.
- Provide pastoral care for members in consultation with the head of staff.
- Serve as an active member of presbytery if an ordained minister or Certified Christian Educator.

**Minimum Qualifications:**

- Ordained minister in the PC (U.S.A.) or Certified Christian Educator or their equivalent.
- 3 or more years of experience serving a congregation in a similar position preferred.

**Physical Requirements:**

- Able to move in and out of different small group settings (home, church, businesses).
- Able to speak in a public forum.

**Core Competencies:**

- **Compassionate** – Able to suffer with others; being motivated by others pain and is called into action as advocate; is motivated by caring for others while concurrently keeping the organizational goals clearly in focus.
- **Spiritual Maturity:** Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk and by responding with faithfulness of purpose; is seen by others as trustworthy and authentic; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is able to articulate a clear and consistent theology.

- **Teacher** – Creates learning environments where students are active participants as individuals and as members of collaborative groups; designs lesson plans that teach concepts, facts, and theology; effectively uses multiple learning tools to reach a wide variety of learners; revises instructional strategies based upon ministry/organization context.
- **Collaboration:** Has a natural orientation toward getting people to work together; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their work; creates strong feelings of belonging among group members; is a good judge of talent and can accurately assess the strengths and limitations of others.
- **Interpersonal Engagement** - Displays a consistent ability to build solid relationships of trust and respect inside and outside of the organization; engage people, organizations, and partners in developing goals, executing plans, and delivering results; use negotiation skills and adaptability to encourage recognition of joint concerns, collaboration, and to influence the success of outcomes.
- **Initiative:** Demonstrates ambition; is highly motivated; is action oriented and full of energy for things seen as challenging; seizes opportunity; pushes self and others to achieve desired results.
- **Personal Resilience:** Learns from adversity and failure; picks up on the need to change personal, interpersonal, and leadership behaviors; deals well with ambiguity; copes effectively with change; can decide and act without having the total picture; comfortably handles risk and uncertainty; seeks feedback; expresses personal regret when appropriate