

Job Description for Female Associate Campus Ministry Director
University Reformed Church, East Lansing, Michigan
Start date: Summer 2009

University Reformed Church (URC) is a congregation with an average morning worship attendance of 400, including faculty, staff, graduate, and undergraduate students from Michigan State University (MSU), as well as many who are not a part of MSU. The congregation's buildings are located across the street from MSU, which has 46,000 students, including 4,500 international students. URC is an evangelical congregation, affiliated with the Reformed Church in America. The pastors and church leadership are committed to Reformed theology.

URC is committed to reaching the campus, and one specific way in which that goal is happening is through the ministry of Spartan Christian Fellowship (SCF), the campus ministry of URC. The vision of SCF is "Exulting in the reality that our only comfort in life and death is our faithful Savior Jesus Christ, by making disciples on the college campus." SCF embraces both its close role within the congregation of URC and an aggressive discipleship mentality on campus. There is a strong connection between SCF and the congregation, which enables many students to interact with church families, while still having a strong campus presence through weekly meetings and Bible studies. God willing, at some point in the future URC desires to send a campus team out to plant another ministry at a like-minded church by a college campus.

URC is looking for a Female Associate Director to help with the overall vision of SCF, and specifically to oversee the women's ministry.

Objectives of Position

1. Lead the Women's Ministry of SCF

- a) Provide overall vision for the women's ministry
- b) Disciple senior leadership women/younger women regularly, in small groups and one-on-one
- c) Help equip other staff women in women's ministry, as the Lord so provides in the future.
- d) Be available as a resource for other student women, meeting with them periodically
- e) Identify special needs and issues amongst student women, and network them with other women to encourage growth and accountability. This includes retreats and women's events.
- f) Coordinate discipleship relationships between congregational women and student women

2. Evangelize the students of MSU

- a) Active in meeting new students and sharing with them the good news of Jesus Christ
- b) Train student leaders in the area of evangelism, including contact evangelism
- c) Lead a weekly Bible study on campus
- d) Be an active part in making the weekly large group meeting effective
- e) Help plan and participate in SCF events that help welcome new students

3. Establish students in the truths of Christianity

- a) Help students get plugged into the congregational life of URC
 - i. One on One Relationships
 - ii. Regular Sunday attendance
 - iii. Other ways to enhance the student to congregation dynamic
 - iv. Service/ministry opportunities within the church
- b) Teach the core truths of Christianity to young students so they are solid in the faith
- c) Help them see the importance of godly fruit and how it flows from grace

4. Equip students to be life-long laborers in the church

- a) Be able to articulate to a student the importance and content of URC's theology
- b) Disciple a student with a vision for spiritual reproduction
 - i. Head – what a student should know
 - ii. Heart – what a student should feel
 - iii. Hands – what a student should do

- c) Give a student a vision for world evangelization and mercy ministry through:
 - i. Supporting and/or providing missions training
 - ii. Participating in short term mission trips during spring break/summer break

- 5. Exports students into the world as a Christian who labors in the lives of other people**
 - a) Help a student move from the campus to post-college successfully
 - b) Help students see the centrality of the church in God's redemptive work

- 6. Work closely with campus ministry staff for a team-approach in ministry**
 - a) Meet together weekly with the campus staff team to discuss relevant issues/events.
 - b) Lead other staff women (one-on-one or in small groups) as the Lord provides
 - c) Submit to the greater good of the team and the overall vision of SCF
 - d) Pray together weekly with URC staff for the campus, the church, relevant issues, upcoming events, etc.
 - e) Regularly pray for the ministry and students, including a prayer day each semester

Experience Desired

All staff are to become members of URC. Experience in evangelism, discipleship, and Bible study is desired. Since SCF functions as a team, teamwork, humility, vulnerability and teachability are priorities for the sake of the team. Above all, Christian maturity is a requirement.

Terms of Employment

1. This is a 2-year, renewable position with 3 weeks of annual leave to be taken during school breaks. The position is year round and full time. Different seasons of the year require different hours, but 48 hours a week is average. Flexibility, many nights and an ability to travel for extended periods are all requirements.
2. Benefits are provided and are available upon request.
3. The salary is based on the applicant's education and experience and the salary scale is available upon request.

Application Process

Please send a résumé with a list of 3 references and a cover letter explaining what attracts you to the position, including your background, qualifications, and training relative to the objectives of the position. Four of the confessional statements that URC subscribes to are the Heidelberg Catechism, the Canons of Dort, the Belgic Confession and the Danvers statement. Staff are to be in broad agreement with these standards.

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