

Central United Methodist Church
Fayetteville, Arkansas

JOB DESCRIPTION

Job Title:	Director of University Ministries
Reports to:	Director of Student Ministries
Job Status:	Full Time/Salary
Job Classification:	Program
Date Sr. Pastor Approved:	
Date SPRC Approved:	

Job Summary:

The Director of University Ministries is responsible for developing and implementing a ministry and program at Central United Methodist Church that will enable CUMC to reach its mission of: *“Making Christ Central to Life for people of Northwest Arkansas and around the world”*; and helping people to: Connect to Christ, Grow in Christ, Serve with Christ and Reach Others for Christ. CUMC seeks to accomplish this by ministering to the needs of college-aged students and building meaningful relationships with them.

Essential Duties and Responsibilities:

- Assess the needs of university students and incorporate these needs into the planning and implementation of a comprehensive ministry to college-aged students.
- Intentionally seek to connect with college students and build relationships with them in an effort to help them grow in Christ.
- Communicate with the congregation the needs of this ministry and enlist support.
- Create and maintain an ongoing leadership team consisting of college students and lay members.
- Develop nurturing relationships with the CUMC high school students, especially seniors, in order to encourage successful transition between high school and college.
- Develop a program of support and nurture to students from Central attending college in Fayetteville and elsewhere.
- Create fellowship opportunities to allow students to meet and connect.
- Develop a Sunday morning opportunity for university students that will help them connect with each other, with the church, and with Christ.
- Develop other small group opportunities for university students that encourages spiritual growth through discipleship.
- Explore ways to engage college-aged young adults in worship opportunities at Central.
- Encourage, plan and offer service and mission opportunities, locally and abroad, for university students.
- Work with CUMC leadership to ensure uniformity of ministry goals.
- Work cooperatively with the Wesley Foundation on the University of Arkansas campus.
- Keep up with trends by researching other model churches, reading available literature and participating in continuing education events.
- Attend and participate in meetings of Central’s Council on Ministries and Administrative Board.
- Attend weekly CUMC program staff meetings.
- Help prepare and administer the University Ministry line item budget with the oversight of the Director of Student Ministries.
- Other duties as assigned.

Supervisory Responsibilities:

This position will provide direction, support, and supervision to students and their families, as well as with volunteers in a leadership capacity.

Required Competencies, Gifts and Passions:

- A growing knowledge and profession of the Christian faith.

- Interest in and love for college-aged students
- Strong organizational skills
- Effective relationship-building skills
- Professional and courteous demeanor
- Ability to work with a team
- Strong written and verbal communication skills

Required Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- **Education and/or Experience:** A bachelor's degree is required. A degree and/or training in Christian education or related field is highly desirable. A minimum of two years experience working with a college-aged ministry group in either a lay or paid staff capacity is necessary.
- **Computer Skills:** Working knowledge of Microsoft Office (including Outlook, Word, and Excel), and of social media.
- **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 is regularly required to sit and use hands to handle, or feel. The employee is frequently required to walk, reach with hands and arms and talk or hear. The employee is occasionally required to stand and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Work Environment:

The noise level in the work environment is usually moderate but may be considered loud at unusual times. Driver's license required for travel between church and applicable functions, as well as, student trips. Exposure to weather during mission trips, student outings, etc.