



JOB DESCRIPTION

Job Title: Director of Young Adult and College Ministries
Hours: 20 Hours per Week
Primary Job Location: Christ Church Episcopal, Greenville, South Carolina
Date Revised: March 9, 2018

Ministry Summary

Consistent with all other positions at Christ Church, the goal of this position is to enable others to obtain a closer union with God.

The Director of Young Adult and College Ministries will collaborate with Clergy, Staff and the Faith Development staff to execute the ministry goals and strategic plan for Faith Development while working to achieve the Parish vision of creating and sustaining a "Joyful Community Sharing Life in Jesus Christ."

The duties of the office will be performed with a focus on teamwork, service, communication, collaboration, and engagement with staff and parishioners alike to foster an environment of Christian service with an emphasis on ways to continuously improve.

Essential Job Functions and Primary Responsibilities-

The Director of Young Adult and College Ministries has responsibility for:

1. Planning, attending, and promoting Young Adult and college events including fellowship events, Bible studies, service projects, and mission trips
2. Working collaboratively to integrate Young Adults and college students into the life of the parish
3. Developing and overseeing the Young Adult and College ministries annual budget
4. Working collaboratively with the Faith Development team in writing, executing, and assessing goals and action plans
5. Visiting Christ Church Episcopal students on Upper South Carolina college campuses and connecting them to campus and Diocesan ministries
6. Promoting Diocesan Young Adult and College opportunities including Vocare', Cursillo, and participation in Church governance
7. Facilitating and collaborating with the Young Adult Council
8. Preparing weekly devotionals for college students
9. Organizing the packing and distribution of care packages for college students twice each year
10. Organizing and executing a Life Skills class for Young Adults
11. Maintaining an accurate data base of College Student and Young adult contact information
12. Other duties as assigned by the Rector or his designees

Reporting Relationships

This position reports to the Priest Associate for Faith Development

Other Key Relationships

Internal: Rector, Faith Development team, Young Adult Council, Church Staff, Vestry, Parishioners

External: Diocesan leadership, Upstate Colleges and Universities

The Director of Young Adult and College Ministries duties and responsibilities outlined above may be changed or altered as parish needs change and/or at the discretion of the Rector or Wardens of the parish.

Required Competencies

- Must be a practicing Episcopalian
- Must pass background/drug/motor vehicle screening
- Computer literate with knowledge of MS Office and the ability to learn new software quickly

Required Minimum Education and Experience

- Bachelor's Degree
- Experience in event planning, team leadership, and/or non-profit program management
- Experience with group facilitation and public speaking

Personal Qualities

- Lives out his/her faith and actively seeks growth opportunities
- Self-motivated, organized, detail-oriented and able to prioritize, plan and manage multiple tasks
- Excellent verbal and written communication skills
- Excellent interpersonal skills and collaborative management style
- Excels at operating in a fast-paced, diverse community environment
- Excellent people manager, open to direction and commitment to task completion
- High comfort level working in a fluid environment