



Reports to: Executive Pastor

Employee Status: Exempt

Reviewed by: Executive Pastor

Review Date: June 2022

Director/Pastor of College and Career Ministries

Full Time

MINISTRY SUMMARY

The **Director of College and Career Ministries** will oversee all aspects of the college and young adult ministry at HOPE Church.

MINISTRY SCOPE AND DESCRIPTION

The **Director of College and Career Ministries** will work with the diverse young adult community in the Greater Grand Forks area. This includes the University of North Dakota, a Division I athletic school, with a student body of over 10,000; Northland Community and Technical College, a comprehensive two-year college offering over 80 programs; as well as the Grand Forks Air Force Base. The Director of College and Career Ministries is a full-time staff member of HOPE Church and will work closely with HOPE Church staff members.

MINISTRY DUTIES AND RESPONSIBILITIES

- Oversee college and young adult ministry activities such as:
 - Organize weekly large group gatherings including teaching
 - Organize and encourage Life Groups throughout the week
 - Organize, lead, and encourage mission trips
 - Coordinate with local college ministries
 - Organize and execute service projects as part of the young adults ministry
- Oversee Discipleship Groups
- Identify and train Leadership Team Members
 - Meet as a group twice a month
 - Provide training for growth in desired ministry areas

- Provide training to Leadership Team to grow those in their groups
- Help set the direction of the ministry with the Leadership Team
- Meet with young adults seeking guidance and discipleship throughout the week
- Oversee online ministry team
 - Recruit and train volunteers for the online ministry team
- May be a part of the teaching team of HOPE Church with qualifications met
- Additional duties and special projects as assigned by the Executive Pastor

QUALIFICATIONS

- Commitment to Jesus Christ, His church, and excellence in His service. This includes maintaining personal Godly values
- Agree with the doctrine, mission, vision, and values of HOPE Church
- Possess familiarity, training, experience, skills, and gifts in a variety of ministry settings related to the specific ministry area
- Be able to respond to crisis situations in a calm, gracious, and confident manner
- Experience in recruiting and training volunteers
- Be able to relate to people in a variety of settings, demonstrating excellent interpersonal skills (i.e. groups, individuals, all ages, etc.)
- Communicate effectively with staff, church members, people in the community, and others
- Possess and utilize leadership skills
- Bachelor's Degree with further education preferred. Degree does not have to be ministry or seminary related.
- Experience in managing a team

TRAINING & DEVELOPMENT

For growth and development, the Director of College and Career Ministries will take advantage of national training or local training opportunities offered by HOPE Church or other local organizations.

TIME COMMITMENT

Full-time position: 45-50 hours per week (typically from Sunday-Thursday with occasional evenings) with an understanding that more or less hours could be needed during certain time periods.

WORKING RELATIONSHIPS Responsible for:

Engage Leadership Team and Engage Life Group Leaders

Responsible to:

Executive Pastor

Works closely with:

All HOPE staff members, Adult Ministries staff team, Engage Leadership Team, and Engage Life Group Leaders

LENGTH OF SERVICE

The length of service will be indefinite.

HOPE STAFF TEAM EXPECTATIONS

- Be present and/or participate in weekly worship services
- Function as part of a team; working to maintain and develop relationships within the staff, to exercise care in disagreements, and to be supportive of one another on the staff team. Any concerns should be communicated in a timely and biblical manner
- Available on some evenings for various meetings and events
- Attend staff meetings as scheduled
- Facilitate or attend other meetings that pertain to needs of ministry area
- Support the mission, vision, values, and spirit of HOPE Church
- Because we value the teachings of Matthew 6:19-20, it is expected that all HOPE Church staff give a tithe of their income to the ministry of HOPE Church
- Maintain confidentiality in all personal, church, and financial matters
- Maintain an atmosphere that is built on trust and is friendly and above reproach
 - This includes working to protect the reputation of each of the staff and the entire church
- Because HOPE has a high volunteer ethic it is expected that specific attention will be given to cultivate volunteers in the areas of ministry and responsibility
- When appropriate, lend help and skill to other areas of HOPE Church ministry
- Maintain a neat and efficient personal and office environment and appearance
- Keep the immediate supervisor and/or Executive Staff team informed of important developments, potential problems, and related information for effective ministry
- Coordinate and communicate ministry plan and activities with other staff to ensure a coordinated work and a team approach

- Not performing these duties or meeting the expectations may result in evaluation of the position and potential termination
- If requested to surrender the staff position, do so in such a way as to not damage the reputation, ministry, and unity of HOPE Church

HOPE Church is an Evangelical Covenant Church (ECC) in Grand Forks, ND.