

First Presbyterian Church of Berkeley
University Ministries Coordinator
Non-Exempt, 40 hours/week, Benefits
Estimated Start Date: June 2019
Priority deadline to apply: April 12, 2019, open until filled

Position Title: Coordinator, University Ministries

Date: March 2019

Job Summary

Support the Minister for University Engagement in prayerfully developing and sustaining a Christ-centered undergraduate fellowship that draws college students to Christ, integrates them into the intergenerational communities of the church, and leads them into deeper discipleship.

Major Responsibilities/Activities

Discipleship (35%)

- *FoCUS (Fellowship of College and University Students)*
 - Identify student leaders for the year for Core Groups, Worship, and Hospitality.
 - Conduct approximately eight student one-on-one sessions each week.
 - Plan and lead outreach effort for Christian men and women, working with existing FoCUS students.
- *2:42 House (Residential Vocation Exploration Program)*
 - Participate in weekly program meetings and four retreats, including reading and engaging with vocation study materials.
 - Research and lead new prayer practices for winter retreat (Nov/Dec).
- Support FoCUS and 2:42 House students in off-hour emergencies, as needed.

Planning and Organizing FoCUS Ministries (35%)

- *Event Programming, Marketing, & Outreach*
 - Develop goals, strategies, and evaluation tools to maximize undergraduate student reach and retention.
 - Produce yearly programming calendar (retreats, social outreach, and local service projects).
 - Meet with FoCUS Student Intern weekly to identify upcoming FoCUS events, identify planning needs, and create work assignments.
 - Plan, market, and execute traditional FoCUS events: Welcome Back Dinners (Aug and Jan), Fall Retreat, Spring Retreat, End-of-Year Senior Celebration event (Spring Extravaganza in May), and two 2:42 House Spiritual Retreats (end of Fall and Spring semesters).
- *Weekly FoCUS Gathering*
 - Help identify relevant teaching themes for FoCUS for the year.
 - Create outline for weekly FoCUS gatherings (with Student Leaders), and communicate to all involved in leading weekly gathering (Worship and Hospitality), ensuring an organized and welcoming experience for all students.
 - Lead Hospitality Team: greet students entering on Wednesday evenings, make announcements, and lead ice breakers and blessings (as needed).
 - Prepare and deliver two to four Wednesday night messages per year.
- *Volunteer Support*

- Maintain regular communication with University Ministries Elders, so that they can update FoCUS Partners about student needs and upcoming activities.
- Work with University Ministries Elders to coordinate volunteers for FoCUS events/retreats.
- Identify and work with volunteers to plan, purchase, and prepare event meals.

Mission and Community Service and Outreach (20%)

- *Spring Service-Learning Trip*
 - Work with Minister for University Engagement to identify potential locations, ministry partners, and/or trip themes by September.
 - Provide leadership in preparing for Spring Service-Learning trips, including logistics (recruitment, training, and on-site leadership).

Additional Responsibilities (10%)

- Commit to regular study and professional development: daily prayer and Scripture reading, weekly reflections with the Minister for University Engagement, and one spiritual retreat day per semester.
- Participate in weekly department meetings.

Minimum Requirements

Education: Bachelor's Degree, theology studies or related field preferred

- A growing and deepening faith in Jesus Christ.
- One to two years of direct ministry responsibilities. Ministry staff experience preferred.
- Demonstrated ability to be a mature and engaging presence in the lives of students.
- Demonstrated project management skills, including prioritizing, planning, and executing a wide range of ministry of programs.
- Excellent interpersonal and people skills, discretion, and ability to hold confidentiality.
- Demonstrated ability to motivate and work graciously with volunteers.
- Strong oral and written communication skills, including in e-mail and social media.
- Proficient knowledge of software programs and web-based applications, which may include: Microsoft Office 365 (Outlook, Word, Excel, PowerPoint), Microsoft Publisher, Google Drive and Docs, and familiarity with using database programs. Willing and able to apply advanced features in software and applications, and learn new programs and applications as needed.

Reports to: Minister of University Engagement

Note: Nothing in this job description restricts the right of First Presbyterian Church leadership to assign or reassign duties and responsibilities to this job at any time.

How to Apply:

- Visit www.fpcberkeley.org/employment.asp for our application form.
- Return the completed application form along with your cover letter and resume to Bonnie Rauscher, Human Resources Manager at bonnier@fpcberkeley.org or mail to Bonnie Rauscher, First Presbyterian Church of Berkeley, 2407 Dana St., Berkeley, CA 94704

Priority Deadline: April 12, 2019. Rolling review upon receipt.

Early Applications are encouraged. Position will remain open until filled.

Final job offer will be contingent on passing a criminal record background check.