

## THE CULVER EDUCATIONAL FOUNDATION

### JOB DESCRIPTION

**Job Title:** Protestant Campus Minister

**Department:** Spiritual Life

**Reports To:** Director of Spiritual Life

**Classification:** exempt

### JOB SUMMARY

Under the supervision of the Director of Spiritual Life, the Protestant Campus Minister helps create an environment which encourages all Protestant students and seekers to investigate and nurture their own Christian identity and the formation of a faith community which responds to the spiritual needs of other students, teachers/staff, and members of our local community. In collaboration with the Spiritual Life Department and the local parish, the campus minister provides pastoral support for the students, faculty and staff, and brings to life a campus rich in spirit, prayer, discipleship, social justice and preparation for Christian leadership in the Church and in society.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- The Protestant Campus Minister provides vision and coordination for the Culver Academies' ministry to young people from 9th through 12th grades in a boarding school environment. The primary focus of this position is to forge and maintain meaningful relationships with students. Depending on the student, this will include:
  - Loving and sharing the Gospel with a student unfamiliar with the Christian faith
  - Encouraging and connecting a student who is new to the Christian faith
  - Teaching and discipling students who want to go deeper in the Christian faith
  - Training and empowering students ready to lead within the Christian faith

The Protestant Campus Minister will be responsible to:

- Lead the network of programs designed to minister to students:
  - Lead *The HUB* - Protestant Youth Group
  - Coordinate Bible studies and small groups

- Pastoral Care of students
- Working with adult volunteers
- Help lead worship services and oversee Praise Band
- Attend regular staff meetings and participate in staff planning
- Communicate to staff about youth ministry activities and seek staff input in planning youth ministry activities

In addition to regular duties, is expected to perform student supervisory and chaperone duties and engage in other such duties as may be assigned by the proper authorities.

## **QUALIFICATIONS**

### **Experience, Education and Licensure**

The ideal candidate will possess an M.Div. or equivalent degree. Candidates with a Bachelor's Degree in theology, ministry, or related field, or commensurate experience will also be considered.

The employee must have knowledge of current youth culture and current trends and issues within those cultures, as well as knowledge of the Church's teachings and practices.

Requires the ability to maintain confidentiality.

This person must be well-organized, flexible and enjoy the administrative challenges of supporting a program of diverse people and faith traditions – open to supporting interfaith initiatives.

## **GENERAL EXPECTATIONS**

- Adheres to CEF Policy and Procedures.
- Acts as a role model within and outside CEF.
- Performs duties as workload necessitates.
- Maintains a positive and respectful attitude.
- Communicates regularly with Director of Spiritual Life about department issues.
- Demonstrates flexible and efficient time management and ability to prioritize work load.
- Consistently reports to work on time prepared to perform duties of position.

- Meets department productivity standards.

## **AMERICANS WITH DISABILITY SPECIFICATIONS**

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT:**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Modern office environment including access to computer facilities is provided. Travel to attend outside meetings and conferences may be required. Additionally, the physical capability to access various locations on campus, which involves walking and climbing stairs, is also necessary.