

## **Student Ministries Leadership Team**

### ***Student Ministries Director***

The Student Ministries Leadership Team consists of a Student Ministries Director and nine Student Ministry Chaplains assigned to the various residence environments and serving under the direction of staff from the Office of Christian Formation.

The Student Ministries Director (SMD) serves under direction from the Office of Christian Formation to support the overall SMLT program to nurture intentional faith communities among traditional undergraduate students. Primary roles will include the support of Student Ministry Chaplains in conjunction with OCF staff, the oversight of at least one Program Team, and oversight of The Gathering.

Remuneration: Stipend and full workstudy award  
Time expectations: 10-13 hours/week on average

If you have any questions, please contact Frank Huebert, 524-7175 or [fhuebert@jbu.edu](mailto:fhuebert@jbu.edu).

### **Expectations for candidates for the Student Ministries Leadership Team:**

- Demonstrates a growing faith in Jesus Christ.
- Maintains GPA of 2.5 or better.
- Works in no more than one stipend position at a time.
- Is a full-time student (12-18 hrs).
- Possesses teachability, flexibility, responsibility, and a servant's attitude.
- Displays a lifestyle consistent with school standards as stated in the student handbook.
- Able to generate goodwill among peers, develop relational capacity among volunteer and peer colleagues, and engender respect from staff colleagues.
- Possesses the skills needed to carry out the specific job responsibilities.
- Holds no other employment or internships except with approval of supervisor (ineligible for other workstudy positions on campus).
- Has completed at least two years as a JBU student; one year of previous SMLT experience preferred.
- Has completed LDR 2120/1 (highly preferred).

### **Responsibilities of the Student Ministries Leadership Team members:**

#### *General SMLT Responsibilities:*

- Represent and communicate the vision, mission, and values of JBU Student Ministries to the campus and the community.
- Attend and assist with the Fall Breakaway retreat.
- Attend SMLT retreats, trainings, and activities (will require returning early each semester as well as weekly meetings in the spring prior to hire).
- Attend weekly scheduled Student Ministries Leadership Team meetings.
- Meet weekly one-to-one with OCF staff.
- Assist any other SMLT members with their responsibilities as necessary.

#### *Student Ministries Director Responsibilities:*

- Assist OCF staff with pre-fall and pre-spring training sessions and work week activities.
- Partner weekly with OCF staff to develop and implement Student Ministries' mission and vision through planning, execution, and evaluation of SMLT meetings, events, trainings, etc.

- Support SMCs through regular peer mentoring; coordinating and developing spiritual formation, leadership development, and social connection programming; and facilitating beginning of semester training and planning activities.
- Oversee the implementation and development of The Gathering in cooperation with Worship Arts and OCF.
- Assist OCF as a program team lead providing oversight and leadership to one or more program teams (see descriptions below). In consultation with OCF staff:
  - Plan and lead weekly program team meetings
  - Regularly evaluate team programs and performance
  - Empower the program team to execute mission and vision of Student Ministries within their area of focus.
- Serve as the official representative of Student Ministries to the University administration.

### *Program Support Responsibilities*

The Student Ministries Director will serve as a team lead for at least one of the following teams:

- Retreats and Campus Programs Team (3 members)
  - Develop and implement spiritual life programming for campus including:
    - Fall Breakaway Retreat
    - Spring Women's and Men's retreats
    - Monthly prayer event
  - Regularly evaluate spiritual life needs of campus and develop supporting programming to address needs.
- Community Engagement Team (3 members)
  - Support CAUSE ministry leaders to meet their objectives through team meetings, training events, support groups, encouragement, and ministry visits.
  - Coordinate and arrange the Fall Volunteer Fair.
- Action and Engagement Trips Team (2 members)
  - Assist with planning and developing a variety of trips to provide students with opportunities for service, evangelism, awareness, education, and Christian mission.
  - Recruit staff and student trip leaders for all trips sponsored by SMLT.
  - Assist trip leaders with communication, administration, and training for each trip.
  - Make reservations with and maintain contact with host organizations for trips.
  - Coordinate and arrange the end-of-semester care package fundraiser for missions in partnership with the OCF and Student Ministries administrative workstudy.
- Communications and Marketing Team (2 members)
  - Actively promote the various ministries, activities, events, and trips supported by SMLT through:
    - evaluating and implementing effective marketing strategies.
    - maintaining communications platforms and content design.
  - Develop and manage all communications material (digital, video, audio, and print) to highlight student ministries, activities, events, and trips.
  - Develop content to encourage spiritual wellbeing on campus and promote the SMLT mission.