

MINISTRY COORDINATOR JOB DESCRIPTION

THE ORGANIZATION

UKirk Birmingham exists currently as a Campus Ministry through the Presbyterian Church (USA), located in the Presbytery of Sheppards and Lapsley. We seek to be a “theologically Reformed and socially progressive” community of faith, rooted in our weekly gathering where we celebrate the gifts and mystery of God’s love and grace.

THE ROLE

The Ministry Coordinator for UKirk Birmingham will work directly with the Student Minister(s) who is hired to serve at local Birmingham-area colleges and universities. The role will be formed out of the Presbytery and will oversee the students in a way that fosters supervision and discipleship. This person will also be responsible for the administrative and organizational tasks of UKirk.

THE RESPONSIBILITIES

- Work alongside and under the supervision of the UKirk Steering Team and the Executive Council of the Presbytery including preparing a monthly report for the Steering Team, attending monthly Steering Team meetings, and preparing a quarterly report for the Executive Council.
- Serve as the direct administrative supervisor and support to UKirk Student Ministers.
- Assist the Steering Team in hiring UKirk Student Ministers for the forthcoming school year based on previous UKirk ministry involvement and special gifts and interests that will grow both the Student Minister and the ministry of UKirk Birmingham.
- Check-in with UKirk Student Ministers weekly to review administrative needs and offer support.
- Check-in weekly with the Supervising Pastor for coordination of the ministry.
- Coordinate monthly Service Learning and Social Justice programming.
- Communicate with the Supervising Pastor, Student Ministers, and local organizational leaders regarding UKirk’s weekly programming. The Ministry Coordinator is expected to attend 2/4 of the program offerings each month. Social Justice/Service Learning weeks are required as the Ministry Coordinator will be the primary contact/coordinator.
- Alongside the Steering Team, oversee the use of UKirk financial & material resources.
- Conduct annual and semi-annual reviews of UKirk’s programs & Student Minister staff alongside the Steering Team.
- Create the annual UKirk calendar in conjunction with the Student Ministers & academic calendars of all area campuses.
- Provide event management oversight to any UKirk Birmingham sponsored event including coordinating meals & supplies for UKirk’s weekly programming.
- Organize promotion of UKirk on campuses, especially at fall organizational fairs and coordinate UKirk’s standing with college administrations as needed.
- Oversee UKirk social media and weekly communication with students and followers.

- Coordinate registration, housing, transportation, meals, and attendance of UKirk Birmingham to Montreat College Conference as well as local Fall & Spring retreats.

QUALIFICATIONS

Prior Experience and Education

- Bachelor's degree
- Theologically grounded in the Reformed Tradition
- Strong understanding of the vision and mission of More Light Presbyterians
- Ability to communicate effectively in writing and in person
- Passionate about communicating God's love and grace on college campuses and in local congregations
- Ability to nurture spiritual growth in college students and young adults
- Ability to collaborate with colleagues in ministry
- Experience working with college students or young adults in times of transition or discernment (preferred)
- Strong interpersonal skills

Work Demands

- Reliable transportation, clean driving record, and insurance
- Ability to work some nights and weekends
- *Can commit to one academic year*

Desired Skills and Qualities

- Self-motivated
- Organizational Skills
- Strong written and verbal communication skills
- Scheduling events
- Coordination and communication with schools, student ministers, and supervising pastors
- Proficiency with Google Suite (Docs, Sheets, Forms, etc.) and Microsoft Office
- Understanding of Presbytery operations, including contacts at local churches

SALARY AND BENEFITS

- \$20,000 annually
- 10-15 hours per week on average (with more hours needed when fall semester begins and for Retreats.) 15 hours/ week maximum.
 - Hours will be reviewed semi-annually by the Steering Team

APPLY

Resume and cover letter can be sent to Robert Newman (rnewmanspc@gmail.com) or Emily Burt (eaburt93@gmail.com) by August 30th, 2021.