



## ASSOCIATE DIRECTOR OF CAMPUS MINISTRY

### *Position Description*

Pres House seeks to be a spiritual home at the heart of the University of Wisconsin-Madison campus. In keeping with the teachings of Jesus Christ and the Christian tradition of hospitality, Pres House is dedicated to providing a religious center and purposeful student housing to promote the spiritual, emotional, and intellectual growth of residents and members of the campus community. Pres House is a ministry of the Presbyterian Church, U.S.A. and welcomes individuals of every perspective and background.

Pres House is an open and affirming community where the full diversity of God's people are welcome. Members of our community are from various backgrounds and perspectives including diverse religious traditions (or none), socio-economic status, racial-ethnic identity, political affiliation, gender identity, sexual orientation, and more.

Pres House has four primary communities:

1. [Pres House Campus Church](#) – a worshipping community primarily serving undergraduate students, graduate students, and young professionals. Founded in 1907, current iteration established in 2004.
2. [Pres House Apartments](#) – an apartment community serving students and other residents with purposeful living in the heart of the UW Madison campus. Established in 2007.
3. [GatherX](#) – a community serving young professionals ages 23-30 in the downtown Madison area. Incubated by Pres House with its own advisory board and intent to spin-off as independent organization. Established in 2018.
4. [Candid](#) – a wellness program serving students at UW Madison that fosters connections, activities, and conversations that are relevant, relatable, and raw. Established in 2020.

### **PRIMARY ROLE**

The Associate Director of Campus Ministry (ADCM) provides spiritual leadership and program support at Pres House under the supervision of the Pres House Pastor. The ADCM will work with the staff and student leaders at Pres House to create and implement activities, events, and opportunities engaging community members, as well as the campus at-large. The focus of this work will be on outreach and engaging new students with the Pres House Campus Church community. Pres House has a commitment to serving under-represented students (such as students of color, LGBTQ students, first generation students, etc.) and seeks a person in this role who is equipped to serve these students well.

### **RESPONSIBILITIES & DUTIES**

Pres House seeks to promote the spiritual, emotional, and intellectual growth of students and residents by engaging in the following objectives which will guide and direct the work of the ADCM. The ADCM

will share responsibility for documenting mission outcomes through photography, videography, participant narratives/stories, written observations, surveys, interviews, and other outcome measures.

- ❖ **Help students develop a deeper and more mature faith**
- ❖ **Offer students an experience of gracious welcome and connection**
- ❖ **Invite, identify, and share student gifts in, and outside, of Pres House**
- ❖ **Improve the capacity for students to interact with people different from themselves**
- ❖ **Help students cultivate wellness in community**

### **Outreach**

- Plan and execute outreach events to welcome and recruit new students on campus throughout the year
- Provide primary leadership for semesterly kick off and outreach activities, marketing, and events
- Coordinate social media and marketing efforts for Pres House Campus Church community

### **Relationship Building**

- Serve as a mentor and spend a significant amount of time building relationships with students and help identify potential student leaders
- Work alongside Pastor to engage and support a diversity of students, including students of color, LGBTQ students, and others who may experience marginalization on campus

### **Program Leadership**

- Assist the Pres House staff in planning and running weekly and monthly programs for the Campus Church community including (but not limited to): family dinners, service opportunities, Post-Grad Priorities, social justice events, Fall and Spring retreats
- Organize and help run the Lounge (study/hang out space for students)
- Plan, prepare, and lead annual Break with a Purpose service-learning trip
- Work with the Student Leadership Council to plan and execute programs, including Council Retreat in May, outreach programs at the beginning of each semester, and other programs
- Help support and facilitate small group ministry at Pres House

### **Worship Leadership**

- Assist and lead in Sunday Worship each week, including preaching regularly under the direction of the Pastor
- Coordinate volunteers for Sunday Worship

### **Other responsibilities**

- Participate in weekly staff meetings
- Weekly supervision meetings with the Pastor
- Supporting other Pres House events and activities as directed by the Pastor
- Opportunities exist to develop brand new programs and initiatives based on interest, skills, and passions

## QUALITIES

This position requires a person with experience and enthusiasm for working with young adults in the university setting, willing to take initiative and work independently on program planning, and who can work collaboratively to contribute to achieving mission outcomes.

- A committed and intelligent Christian
- Bachelor's degree required
- Theological training preferred
- Three or more years of experience working with young adults (eg: college residential life, AmeriCorps, Peace Corps, university student activities, student organization leadership/advising, faith community, religious education/formation)
- Demonstrated ability to create welcoming and compassionate community spaces
- Confidence and experience interacting with people from diverse cultural and religious backgrounds
- Upfront leadership and speaking skills in large group settings such as Worship gatherings and outreach events
- Social media skills, verbal and written skills, ease using and learning software and technology
- Experience developing programs that build inclusive, respectful, engaging communities
- Experience planning and participating in community or volunteer service projects
- An understanding of, and appreciation for, creating, supporting, and participating in diverse teams
- Excellent interpersonal communication skills and appropriate interpersonal boundaries  
Able to communicate in a clear, direct, professional manner
- Capacity to develop leadership opportunities for students, including mentoring and guiding them
- Willingness to work collaboratively toward problem solving and conflict resolution
- Open to learning and growing in this position

*This position requires working on Sundays each week and approximately two nights per week.*

## CORE COMPETENCIES

All Pres House staff are expected to demonstrate the following core competencies:

- **MISSION OWNERSHIP:** Demonstrates understanding and full support of the mission, vision, and values of Pres House. Actively works to support the direction set by Pres House Board and leadership.
- **INTERPERSONAL SKILLS:** Demonstrates skills of active listening and openly accepts feedback. Productively engages and resolves interpersonal conflict. Holds others accountable in a spirit of love and maintains healthy boundaries. Engages people positively, with a demeanor of optimism and abundance.
- **COOPERATION/TEAMWORK:** Works harmoniously with others to get a job done; responds positively to instructions and procedures; able to work well with staff and volunteers; shares critical information with everyone involved in a project; works effectively on projects that cross functional lines; helps to set a tone of cooperation between others; coordinates own work with others; seeks opinions; when appropriate facilitates discussion before decision-making process is complete.
- **COMMUNICATION WITH INTEGRITY:** Communicates directly and appropriately with staff, volunteers, and community members; refrains from participating in gossip or inappropriate conversations about other staff, volunteers, and community members. Able to handle sensitive information

appropriately whether concerning community members or the organization. Retains confidentiality and facilitates safe handling of information with others.

- **RELIABILITY:** Personally responsible; completes work in a timely, consistent manner; works hours necessary to complete assigned work; is regularly present and timely; arrives prepared for work; is committed to doing the best job possible; keeps commitments.
- **FLEXIBILITY:** Remains open-minded and changes opinions on the basis of new information; performs a wide variety of tasks and changes focus quickly as demands change; manages transitions from task to task effectively; adapts to varying organizational needs.
- **QUANTITY OF WORK:** Produces an appropriate quantity of work; does not get bogged down in unnecessary detail; able to manage multiple projects; able to determine project urgency and prioritize in a meaningful and practical way; organizes and schedules people and tasks.
- **QUALITY OF WORK:** Produces excellent and high quality work, seeking to provide the best possible outcome for the ministry at Pres House
- **PROBLEM SOLVING:** Anticipates problems; sees how a problem and its solution will affect the ministry and organization of Pres House; gathers information before making decisions; weighs alternatives against objectives and arrives at reasonable decisions; adapts well to changing priorities, deadlines and directions; works to eliminate all processes which do not add value; is willing to take action, even under pressure, criticism or tight deadlines; takes informed risks; recognizes and accurately evaluates the signs of a problem; analyzes current procedures for possible improvements; notifies supervisor of problems in a timely manner.

### **Compensation**

\$46,000-\$52,000 depending on experience and qualifications

403b retirement savings plan with employer contributions

Medical benefits

Flexible time off program

Flexible spending plan

Downtown parking

**Review of applications will begin March 1st and continue until the position is filled. To apply please upload your cover letter and resume at <https://preshouse.org/job-openings/>.**