

## BRIARWOOD PRESBYTERIAN CHURCH

### POSITION DESCRIPTION

<b>POSITION TITLE: BIO Campus Ministry Director</b>	<b>REPORTS TO: Global Missions Pastor</b>
<b>EMPLOYEE NAME:</b>	<b>EMPLOYEE DATE:</b> <b>SIGNATURE:</b>
<b>DEPARTMENT: MISSIONS</b>	<b>APPROVAL BY: DATE:</b>

#### I. **POSITION SUMMARY**

This position exists for the purpose of reaching international students and scholars in the Birmingham area for the purpose of evangelism and discipleship. The BIO Campus Ministry Director provides leadership to Briarwood's congregation through our BIO team, towards reaching and discipling internationals. This person serves to give us a greater presence on the UAB campus, and possibly other local campuses. This leader is responsible for identifying and reproducing lay leaders who will be contacting internationals through the various activities/events of this ministry including the International Sunday School Class, Bible Study Meetings, and large-scale Special Events. The Campus Ministry Director will need to be heavily involved in and give leadership to components of our efforts to establish relationships with newly arriving UAB international students. In addition, the individual would need to think creatively and strategically to develop relationships with internationals through various means for the purposes of reaching them with the gospel and providing discipleship for those who have expressed faith in Christ. All this is toward a goal of raising laborers who are equipped to reach others.

#### II. **POSITION REQUIREMENTS**

- Thorough understanding of the gospel message. Training and experience in personal evangelism. Evangelism experience with college students/campus environment preferred.
- Understanding of principles involved in discipling others through one-to-one interaction and leading small group bible studies. Understanding of the concept of developing "laborers" for ministry multiplication.
- Understanding of the importance of involvement in a local church.
- Good understanding of the Bible and Evangelical and Reformed theology.

**Relational & Cross-Cultural Skills:** This leader must understand and relate to people from diverse cultural backgrounds and develop meaningful relationships. In addition, they must demonstrate the ability to welcome as well as integrate people from these various cultures into a cohesive group despite backgrounds and religious beliefs. Hospitality is a key engagement strategy deployed in reaching Internationals.

**Managerial and interpersonal skills:** Solid administrative ability to manage a campus ministry; ability to manage databases, track expenses, and work within a budget. Must have the ability to receive instruction/feedback from manager. Must possess the ability to lead and develop BIO volunteers. Demonstrated ability to take initiative to reach out to others for the purpose of Christian ministry. The Campus Ministry Director will seek opportunities to promote the BIO Ministry and recruit volunteers among Briarwood members toward personal involvement with internationals.

**Written and oral communication skills:** Proficiency in written communication; Strong communication skills, including public speaking and teaching groups of people. Ability to communicate effectively with those using English as a second language.

**Organization and Time management skills:** The individual must be organized and adept at planning and executing large-scale group activities and events. Ability to manage your own time effectively. Ability to work independently without close supervision.

**Analytical skills:** Ability to think creatively, to explore innovative ideas for outreach. Ability to think through effective means of follow-up, spiritual growth, and multiplication ministry to internationals.

**Technology skills:** Basic computer skills including Microsoft Office, social media, apps, and event planning platform.

### III. POSITION RESPONSIBILITIES

List position's major responsibilities in their order of importance (1,2,3,etc.). Indicate the approximate percentage of the total work time spent.

MAJOR RESPONSIBILITIES
1. Meetings in the BIO office (staff meetings, prayer meetings, meeting with manager) and other general times in the office.
2. Give leadership to and attend various BIO events such as International Sunday School, Bible Study/Fellowship time, fellowship dinners, Welcome Picnic, Beach retreat, and International Christmas Dinner for the purpose of developing relationships with internationals and interacting with BIO volunteers.
3. Meeting with students/scholars for purposes of developing relationships, evangelism, discipleship, training, etc... Meeting with administration/faculty members.
4. Prayer/Planning/Strategizing toward effective ministry; phone calls, etc.
5. Running errands/handling details as related to BIO ministry.