



College Ministry Director

Part-Time Position Specifications

Job Definition

For the glory of God and the building up of the Body of Christ, the College Ministry Director is responsible for the leadership, teaching, and administration of the HBC college ministry.

Reports to: Executive Pastor

Responsibilities

Teaching and Vision

1. Establishes the vision, philosophy, and methodology for the group
2. Develops teaching plan for the weekly college meeting
3. Serves as the primary teacher
4. Coordinates leadership with the Heritage elder in the class

Administration

1. Oversees the sponsor team and leads regular meetings
2. Plans and organizes special events and retreats
3. Oversees and defines student leadership responsibilities
4. Mobilizes students for service to the HBC body and the Greer community
5. Regularly communicates with students via email and social media

Relational Development

1. Develops student leaders
2. Engages in one-on-one counseling and discipleship
3. Connects students with sponsors and church members for counseling
4. Establishes and strengthens relationships with leaders at local colleges

Qualifications

Biblical

1. Must be a born-again, baptized believer
2. Must possess the spiritual gifts and maturity appropriate for this position, including **shepherding** (Eph. 4:11), **teaching** (Eph. 4:11), **exhortation** (Rom. 12:8), **faith** (1 Cor. 12:9) **administration** (1 Cor. 12:28), **leadership** (Rom. 12:8), and **discernment** (1 Cor. 12:10)

Education/Training

1. Prefer educational degree and/or other training specific to college ministry
2. Prefer biblical coursework completion and/or other training specific to Christian doctrine and practice
3. Prefer training or experience in relational evangelism and communications

Experience/Skills

1. Must have demonstrated effectiveness in ministry of the Word and discipling
2. Should be an effective communicator and have significant interpersonal skills, including the ability to clarify and resolve a variety of objectives and plans
3. Should have a growing understanding of current culture and the discernment to bring God's Word to bear upon it
4. Should be able to wisely delegate to appropriate people
5. Should have a working knowledge of the HBC Confession of Faith, Constitution, and Ministry Philosophy
6. Prefer proficiency in Microsoft Word and related programs

General

1. Must agree with the HBC Confession of Faith
2. Must support the HBC Constitution and Ministry Philosophy
3. Must be a member or willing to pursue membership at Heritage Bible Church
4. Should have an understanding of Heritage's diverse biblical and theological orientation

Resumes and inquiries should be sent to staffing@heritagebiblechurch.org.

NOTE: The appropriate church leadership has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. The church reserves the right to change this job description and/or assign tasks for the employee to perform, as the church may deem appropriate. The church operates under the concept of at-will employment.