



Campus Ministry Leader (Fellowship Leader)



PURPOSE: The Campus Ministry Leader is a student extension of the Assistant Dean of Spiritual Formation who helps create an area that is consistent with the mission of Rochester College, The Center for Student Life, and Spiritual formation. The Campus Ministry Leader serves fellow students by creating a *hospitable* environment that creates space for other student leaders to develop to their fullest potential intellectually, ethically, socially, morally, and spiritually in the context of a community. A Campus ministry leader is pastorally present to other students. In addition, the Campus Ministry Leader aids in developing intentional programs, events, that promote healthy spiritual exploration for students in the RC community. The specific qualifications and responsibilities for a Campus Ministry Leader are outlined below:

QUALIFICATIONS:

- Be in good academic and judicial standing with Rochester College
- Exhibit an active and growing Christian faith
- Senior or Junior with prior leadership experience at RC
- Positively supports the mission of Campus Ministry and demonstrates enthusiasm for the college, students, faculty, staff and co-curricular programming
- Posses an in-depth knowledge of the institution and its resources
- Communicates effectively both verbally and written; as well as interactively with various technologies
- Be willing to help students with personal concerns (including, but not limited to: housing, parking, social interactions, self-care, academic pressures, loneliness, etc.)
- Demonstrate sensitivity/interest in diversity/cultural differences; ability to effectively communicate with a variety of personalities
- Function effectively in a team environment
- Exhibit strong analytical and problem-solving skills
- Have the ability to prioritize multiple tasks and responsibilities
- Displays high moral character and models Christian Spirituality with his/her actions
- Participates in an active community of Faith

RESPONSIBILITIES:

Practice Sabbath: The Campus Ministry Leader must practice self care and balance in order to be an effective leader in a pastoral role. Proper self-care is an essential spiritual quality that produces longevity in ministry and models healthy living, and spiritual responsibility.

1. Utilize 7 hours per week to attend to your personal care. (This should be a fast from social media, and an intentional time spent in inactivity.)
2. Participate in the annual shared rhythm of life agreed upon by all Campus ministry staff

Ministerial Leadership: The Campus Ministry Leader Senior will serve other students ministry leaders by mentoring them, encouraging them to become involved in the campus community, and support and affirm the students to discover and foster their unique strengths.

1. Work collaboratively with the ADSF and ministry staff to plan and execute spiritual programming, and events.
2. Develop and maintain positive relationships with student ministry leaders through availability, accountability, creativity, credibility, and confidentiality.
3. Conduct regular organizational meetings with Campus ministry leaders who you directly support.
4. Support and challenge ministry leaders in their spiritual growth and development.
5. Promote and support campus ministry events on and off campus.
6. Be available to help assist with chapel set-up most Tuesdays and Thursdays.

Pastoral Presence: The Campus ministry Leader will be a student leader of peer pastoral care, and assist the ADSF in being pastorally present to the Rochester College Community.

1. Be a good listener
2. Keep a journal/log of spiritual conversations, and intentional relational ministry activity
3. Maintain regular weekly office hours for pastoral presence for other students
4. Be available to pray with students as they express need

Administrative Tasks: The Campus Ministry Leader will be responsible for administrative duties related to the day-to-day operations of the area in which they serve. All responsibilities will be conducted with guidance and assistance from the Campus Ministry Leaders direct supervisor.

1. Maintain a log of student intentional relational ministry interactions.
2. Facilitate the planning and implementing community building programs each semester.
3. Perform assigned tasks in a timely and professional manner and meet assigned deadlines consistently. (24 hour email response time for external emails)
4. Perform other duties as assigned by the ADSF

Staff Training and Development: The Campus Ministry Leader is expected to participate in staff training, which is designed to develop the Campus Ministry Leader to have the necessary skills to perform their job and meet expectations.

1. Arrive early to campus for Fall Training.
2. Participate with the ADSF in mutual performance evaluations based on job description.

Student Life Fellowship: Student Life Fellowship Leaders are at the heart and soul of Rochester College. The Campus Ministry Leader position is a part of the Center for Student Life's Fellowship program. Fellowship Leaders gain leadership and real world experiences in the areas of marketing, public relations,

public speaking, branding, team building, pastoral care and the management of others. Working in the Center for Student Life and closely with the Admissions office, Fellows are genuinely interested in the development and success of the college and students, new and continuing.

1. Support the Admissions Office in the early stages of onboarding potential and new “admit” students through calling admitted students, giving campus tours, hosting admitted students on campus visits, and connecting with admitted students through social media platforms.
2. Actively participate in the organizing and shaping of the Admission Office’s RC Warrior Fridays.
3. Actively participate in the organizing and shaping of the Advising Center’s Crimson Days.
4. Support the Center for Student Life in planning and executing Warrior Week (new student orientation) for new incoming students which includes attending and participating in all Warrior Week activities.
5. Attend a First Year Experience training session prior to new student move-in
6. Actively participate in move-in day by helping new residential students move into their residence hall and helping families navigate the campus under the oversight of Rochester College’s Community Living office
7. Support the Center for Student Life’s First Year Experience (Seminar) as cohort leaders during the Fall semester of new students by facilitating bi-weekly small group discussion, outings and/or service projects through the Fall semester for assigned learning community connected to the First Year Seminar.
8. Attend an annual leadership retreat during the Spring Semester.
9. Attend a weekly 1-hour Leadership Course for Fall semester (TBD)
10. Attend Refresh Retreat in Spring semester
11. Be committed to an ongoing mentoring relationship with members of an assigned learning community through the end of the Refresh Retreat that encourages and supports new students’ spiritual, academic, social and personal growth and development as they acclimate and transition to RC.
12. Fellowship leaders may not hold other leadership positions through the Center for Student Life. Due to the responsibilities and time commitments of Fellowship Leaders, extracurricular involvements (i.e. off campus jobs) beyond the role need to receive approval from the Assistant Dean of your area (Community Living, Spiritual Formation, Student Engagement)

TIME COMMITMENT: Although it is difficult to quantify a ministry role, a Campus Ministry Leader can expect to put in at least an average of 20 hours/week. Extra-curricular activities should not conflict with the time needed to effectively perform the assigned duties of the Campus Ministry Leader position throughout the year. Campus Ministry Leaders are to be available and accessible to commuting and residential students throughout the academic year.

The Campus Ministry Leader position is a one academic year commitment. Reappointment is not guaranteed, but is based upon an exemplary performance record and the successful completion of all interviews and applications required for returning staff. The Campus Ministry Leader's performance will be evaluated to maintain the highest possible standards. Failure to meet any of the qualifications or responsibilities listed in this agreement or specified by the Spiritual formation team, may result in personnel sanctions which could include, but are not limited to, verbal or written warnings, probation, or possible termination.