

FRIENDS CAMPUS MINISTRIES DEPARTMENT - JOB DESCRIPTION

Position Name: FCM Coordinator- Part-time (10-15 hrs per week on average)

Appointed by: FCM Board

Given Oversight by: Daily oversight by FCM Board

Ex-officio Committee Member: FCM Board, Young Adult Committee,

Qualification and Responsibilities:

1. Be spiritually mature and committed to a relationship with Jesus Christ.
2. Knowledge and commitment to Christian faith as expressed by Friends Church of North Carolina (FCNC) *Faith and Practice*.
3. Awareness of and have ability to minister to a broad spectrum of students.
4. Preferred experience in working with Christian education, youth and young adult religious programming.
5. Demonstrate ability to work in teaching and preparing others to articulate their personal faith and identify their spiritual gifts in service.
6. Demonstrate ability in oral, written and listening communication, computer competency required
7. Be creative, open-minded, self-motivated, team player, and knowledgeable about FCNC programs and practices.
8. Articulate a passionate and compelling vision for Friends Campus Ministry.
9. A four-year degree and two years experience in young adult ministry preferred.

Specific Duties:

1. Encourage. Mentor and support Campus Pastors and their ministries at FCM chapters including but not limited to FCM - Boone, FCM – Raleigh, and FCM – Wilmington. Have regular monthly check-in and planning sessions with all FCM Campus Pastors. Assist with identifying and establishing new campuses / sites.
2. Make recommendation to the FCM board regarding potential candidates for campus pastors.
3. Develop a networking system for Quaker students to connect with each other at all FCM chapters.
4. Assist campus pastors in obtaining curriculum in the areas of spiritual development and spiritual leadership to train and equip them to be spiritual leaders.
5. Attend each FCM Chapter a minimum of once per semester or more as necessary.

6. Empower campus pastor and interns in their ministry to campus and community.
 - a. Coordinate service and outreach projects with Campus Pastors.
 - b. Equip campus pastor and intern to share the gospel of Jesus Christ as experienced by Friends at each chapter.
7. Assist campus pastors in maintaining a connection with fellowship and service opportunities that are available through FCNC (Young Adults, etc.)
8. Maintain connection and involvement with FCNC ministries and opportunities with specific attention to ministries relevant to young adults.
9. Provide administrative assistance to the campus pastors when necessary to help promote FCM ministries and opportunities.
10. Meet with FCM Board to provide updates on FCM activities and bring issues or concerns that need the board's attention.
11. Assist FCM board in maintaining connection with FCM campuses, campus pastors and students.
12. Report to the FCM Board at least quarterly on campus' activities and needs.