

## Oklahoma Baptist University Position Description

**Title:** Director of Student Ministry

**Department:** Campus Life

**Supervision received:** Dean of Students/Vice President of Campus Life

**Supervision given:** Student Ministry Associates, Falls Creek Intern, Falls Creek Hut Staff, Student Workers

### **OBU Mission Statement**

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

### **Expectations for all employees**

- Oklahoma Baptist University achieves its mission based upon its core beliefs. All employees are expected to support these core beliefs and model them in their performance:
- Commitment to the essentials of the Christian faith.
- People are treated with dignity and respect.
- Relationships are built on honesty, integrity, and trust.
- Excellence is achieved through teamwork, leadership, and a strong work ethic
- Efficiency is achieved through wise management of human and financial resources.

### **Purpose:**

The Director of Student Ministry, as a part of the Campus Life department, will work with other departments across campus to provide a comprehensive Student Ministry program expressed in all departments and venues. Campus Life seeks to come alongside students for the purpose of developing the whole student, through spiritual development, social engagement, leadership training, physical challenge, and emotional/psychological support. The Director of Student Ministry is to provide vision, leadership, training and management for all student ministry initiatives at Oklahoma Baptist University in support of all spiritual life initiatives, guiding students through the spiritual formation process from prospective student through the graduate level of study.

**Essential functions:**

- Leadership Team Development – establish, develop, train and empower student leadership for all areas of student ministry
- Special Events – develop and execute events, both short-term and long-term, on campus that strengthens relationships, accountability, discipleship and connection through the OBU student community (e.g. Fall Challenge, Focus Week, Canterbury)
- Falls Creek Hut Staff – provide leadership and oversight of all Falls Creek Hut Staff initiatives providing proactive service for and with the Falls Creek program staff.
- Oklahoma Baptists-BCM Events – recruit for, support, assist, serve and attend Oklahoma Baptists-BCM state events throughout the year.
- Oklahoma Baptists-BCM Liaison – represent OBU in all Oklahoma Baptists-BCM initiatives
- Board of Trustees – assist the Dean of Students/Vice President of Campus Life in the development of reports for the Spiritual Life/Campus Life Committee of the Board of Trustees
- Committees – will serve on active committees within the OBU committee system
- Budgeting – provide leadership in the budgeting process for all student ministry initiatives

**Other duties:**

- Pastoral Care – assist the Dean of Students/Vice President of Campus Life in pastoral care through hospital visits and other contacts with students, faculty and university-related families in need.
- Personal Discipleship – provide specialized discipleship training in a home, apartment, dorm or other venue modeling personal discipleship methods.
- Chapel – work with the President and Dean of Students/Vice President of Campus Life to oversee and implement the chapel program as desired by the Chapel Committee. Oversee schedule and coordinate all logistics. Oversee chapel attendance and credit.
- Perform other duties as assigned by the Dean of Students/Vice President of Campus Life.

**Qualifications****Knowledge, Skills, and Abilities:**

- Vision – ability to see and communicate a vision for student ministry that encompasses all students on a Christian liberal arts university campus
- Discipleship: ability to multiply disciples personally and guide leadership teams and individuals to do the same
- Small Group Development – understands small group principles and strategies and has the ability to lead and train students in small group development
- Organizational Skills – sees, captures and communicates well administratively in data ingathering, requests, reports, budgets and processes
- Communication Skills – comfort is displayed in speaking before large and small groups to motivate, encourage, recruit and empower leaders and participants in student ministry

**Education:**

Required: Bachelor’s degree

Preferred: Master’s degree in a field related to ministry, with significant work experience with college students

**Experience:**

Required: Work with college students in a college, university or church setting; experience with program management and personnel supervision

Preferred: Leadership experience in a college or university student ministry position

**Equipment/Technology:**

Required: Computer skills (word processing, e-mail)

Preferred: Advanced computer skills (presentation software, web page, etc.)

**Physical Requirements:**

- Ability to operate computer and other equipment, answer telephone and direct telephone calls, and communicate effectively with a variety of constituents
- Sufficient mobility and stamina to physically walk and engage in a variety of physical circumstances
- Sufficient ability to work nights and weekends

**Special Requirements:**

- Commitment to the vision and mission of Oklahoma Baptist University
- Active member in a local Southern Baptist church

**Complete this section after reviewing the description with the employee.**

*OBU requires that supervisors review the job description with the position incumbent during the New Employee orientation and the annual performance evaluation.*

The job description was reviewed during  New Employee Orientation or  Performance Evaluation\*.

\_\_\_\_\_  
Employee Signature    Date

\_\_\_\_\_  
Supervisor Signature    Date

*\* If the job description needs to be revised, attach changes to the performance evaluation and submit to the Human Resources Office.*