

## Area Ministry Director

Field Ministry

Position Description

Supervised by: Associate Divisional Director and above

Supervises: Campus Staff Ministers, Ministry Team Leaders, Assoc./Asst. Area Directors

Pay Level(s): Levels 7-10

Status: Exempt

### POSITION SUMMARY

An Area Director leads and oversees a ministry team to plant and to grow witnessing communities of students and faculty who follow Jesus on college and university campuses. Through these groups, we believe ever-increasing numbers of students and faculty from all ethnic groups and areas of the campus will be transformed by the gospel. We expect to see campuses increasingly become places where people, ideas, and structures flourish for the common good and to the glory of God. We confidently anticipate that our InterVarsity alumni will be growing disciples and change agents across the country and around the world.

### ESSENTIAL COMMITMENTS/RESPONSIBILITIES

#### 1. Spiritual Growth

The Area Ministry Director models spiritual maturity as a disciple of Jesus Christ so that your life and work increasingly reflects a growing love for God, God's Word, God's people of every ethnicity and culture, and God's purposes in the world.

- Pursue a vibrant relationship with the triune God through engagement with Scripture, prayer, and worship, both individually and in community
- Exercise self-leadership (growing in self-awareness, self-management, relational integrity, and resiliency)
- Embrace and practice Scriptural standards for behavior and attitudes, including those described in the Code of Conduct

#### 2. Campus Ministry Leadership

As an Area Director, you inspire, coach and develop campus staff ministers ("ministers"), students, faculty, and ministry partners to increase the number of witnessing communities, as well as the size, health, spiritual maturity, and campus-wide influence of existing witnessing communities by being a:

- *Visionary Guide:*
  - Create a culture of dependence on God to gain vision for establishing and advancing witnessing communities that reach every corner of every campus in your area
  - Model InterVarsity's vision and Core Values for supervisees
  - Lead staff, students, and faculty through Scripture, prayer, teaching and discipleship experiences in a way that motivates and shapes their ministry around vision
  - Set appropriate annual goals through prayer, research and reflection with your teams
- *Structural Architect:*
  - Lead your team to develop and implement plans to achieve ministry goals
  - Adapt the plan as needed through rhythms of action, reflection and evaluation
  - Develop, align and leverage programs and structures to move the mission forward
- *Missional Developer:*
  - Recruit a diversity of qualified minister candidates
  - Develop ministers to spiritually grow in Christ in intimacy, like Christ in character, and with Christ in his mission to current and new campuses
  - Develop ministers professionally so that they are consistently increasing their gifts and skills as ministry leaders
  - Supervise ministers, using appropriate leadership style for the individual and situation, to help them accomplish assigned tasks. This will require coaching, assessing, correcting and affirming job-related behaviors
  - Proactively establish and develop healthy relationships across racial, ethnic, national background, and gender barriers with staff, students, faculty, and ministry partners to build effective and diverse communities

- Build an effective minister team that collaborates well and accomplishes goals

### 3. Organizational Collaboration

As an Area Director, you are part of a national organization and work in partnership with local, area, divisional, regional, and national InterVarsity ministers and volunteers.

- Participate in regional leadership as determined by the Regional Director, to set ministry vision and strategies, contribute to accomplishing plans, and provide regional leadership in specific areas
- Positively and constructively respond to the direction and coaching of line supervisors
- Build productive ministry partnerships with regional and national collaborative leaders
- Establish systems, processes and protocols to fulfill regular operational and administrative tasks in a timely manner (reporting, finances, human resources, etc.)
- Maintain sound financial status of the area through management of budgeting, expense control and ministry partnership development
- Become familiar with and comply with all InterVarsity policies and procedures

### 4. Ministry Partnership Development (MPD)

As an Area Director, you will develop a team of partners who will resource the ministry financially, in prayer, or with volunteer service that advances the mission.

- Develop and maintain a ministry among partners who will fund InterVarsity
- Ensure ministry budget is fully funded
- Supervise each minister's MPD (collaborating with coaches when applicable) and equip staff to build ministry partners
- Build resource networks with alumni, volunteers, churches, advocacy councils, and major donors, in particular to fund low-network ministers
- Communicate regularly with ministry partners

### 5. Accomplish all other assigned tasks as appropriate

## QUALIFICATIONS

- Annually affirm InterVarsity's Statement of Agreement (Doctrinal Basis and Purpose Statement). Abide by InterVarsity's Code of Conduct
- Bachelor's degree required
- Minimum three years campus ministry or equivalent work experience required
- Strong ministry skills (including the ability to communicate spiritual vision, teach spiritual and biblical principles, plan ministry programs, and spiritually disciple, coach and mentor)
- Proven ability to work well with others and the ability to develop a team of campus ministers.
- Strong interpersonal skills (including ability to minister to diverse ethnic communities and faculty)
- Excellent verbal and written communication skills
- Demonstrated problem solving skills
- Familiarity with word processing, presentation, email, and spreadsheet software

## WORK ENVIRONMENT/PHYSICAL REQUIREMENTS

The AD position leads ministry in a college campus environment. A designated office space may or may not be available. The AD is required to travel to on-campus and off-campus sites as appropriate. Off-campus travel includes, but is not limited to student ministry conferences, MPD meetings, and InterVarsity-sponsored training sessions, meetings, and conferences. The AD is regularly required to communicate with others, and routinely uses standard office equipment such as computers, phones, etc.

## AREA DIRECTOR JOB GROUP CAREER PROGRESSION

### Assistant AD

Level 7

This is an entry-level AD position with a limited or designated scope of responsibilities. The AD is still learning and understanding the Commitments & Responsibilities of the position.

### Associate AD

#### Level 8

This is an entry-level AD position. The AD is still learning and understanding the Commitments & Responsibilities of the position.

#### Area Director

##### Level 9

This begins as a developing AD who demonstrates experience and skill in many of the Commitments & Responsibilities of this position. The aim is to become a proficient AD who is knowledgeable and experienced in all the Commitments and Responsibilities.

#### Senior AD

##### Level 10

This is a Senior level AD who models balanced, biblical maturity in all areas of ministry, and has in-depth and ongoing responsibilities for the Area while influencing the region and its staff. Eight years or more experience with InterVarsity (or other equivalent work experience) is preferred. Graduate degree is also preferred.

#### AD - <Nationally-recognized Group>

##### Levels 7 through 10

This AD position ministers to a nationally identified group of InterVarsity students (graduate, International, multi-ethnic / ethnic, Greeks, nursing, art, or athletes) and/or faculty. This position requires a mature understanding of the university and the particular group of students or faculty as well as skills in effective campus ministry. Prior experience with InterVarsity or another ministry is preferred as stated above.

### CORE COMPETENCIES

- *Manages and Leads Self*  
**Emotional Intelligence:** Cultivates awareness and management of own emotions, strengths, and weaknesses. Observes others' emotions accurately; engages perceptively with others in diverse settings
- *Manages and Leads Mission*  
**Assesses Reality:** Gathers and analyzes relevant facts and data to discern reality within one's scope of responsibility.  
**Catalyzes Diversity:** Seeks out and engages others across diversities effectively, creates an inclusive culture, and leverages differences to advance the organization's mission  
**Communicates Vision:** Articulates a clear, compelling vision, located within organizational purpose and values that motivates others to action  
**Develops Ministry partner networks:** Effectively builds ministry partner networks outside of the organization to enable the development of needed funding and resources. Equips and enables others to cultivate ministry partner networks to acquire needed resources  
**Makes Sound Decisions and Plans Towards Desired Results:** Makes sound, timely decisions and plans that keep the organization moving forward toward desired results  
**Takes thoughtful, strategic risks:** Takes on new opportunities, risks and challenges strategically with a sense of urgency, energy, and enthusiasm
- *Manages and Leads Others*  
**Builds Teams:** Builds cohesive, mutually supportive, diverse teams that apply their skills and perspectives to achieve team goals  
**Develops Staff and Prospective Leaders:** Develops campus ministers and emerging leaders in the areas of emotional intelligence, spiritual maturity, successful performance, and career development  
**Manages Change:** Leads effectively, even in situations characterized by uncertainty or dissonance  
**Supervises staff:** Manages others by providing ongoing direction, coaching, support, delegation and performance feedback as needed to enable staff to complete their work
- *Manages and Leads Organization*  
**Collaborates with Others:** Develops partnerships of mutual trust with leaders and campus ministers across the organization, works effectively and harmoniously to meet shared objectives  
**Executes Administration:** Communicates and reports in a timely and effective way and ably manages expenses and finances

## InterVarsity Christian Fellowship/USA

### Frame of Reference

All staff members subscribe annually to the Purpose Statement of InterVarsity:

*In response to God's love, grace and truth:*  
The purpose of InterVarsity Christian Fellowship/USA is  
to establish and advance at colleges and universities  
witnessing communities of students and faculty  
who follow Jesus as Savior and Lord:  
growing in love for God,  
God's Word,  
God's people of every ethnicity and culture  
and God's purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God's people. Within the context of InterVarsity's purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

### Values:

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

### Maturing Disciple of Jesus Christ:

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22: "The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self control." In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

### Team Work:

Each individual staff person is a vital member of Christ's body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. "Whatever your task, work heartily, as serving the Lord." (Colossians 3:23a)