

## Assistant Area Ministry Director for (Ministry Focus)

Field Ministries  
Position Description

Supervised by: Area Ministry Director  
Supervises: None  
Status: Exempt (Minister)  
Location: Remote  
National Salary Structure: Level 7

To advance the mission and purpose of InterVarsity as noted above, an Assistant Area Ministry Director has a particular ministry focus to develop within a ministry area, e.g. multiethnicity or training, and is a member of the area ministry leadership team, representing that ministry area focus.

### MAJOR RESPONSIBILITIES

#### Personal Spiritual Duties

- Be a maturing disciple of Jesus Christ: growing in love for God, God's Word, God's people of every ethnicity and culture, and God's purposes in the world.
- Practice daily spiritual disciplines
- Pursue spiritual relationships and involvement in a worshipping community
- Continue learning and growth in spiritual understanding, biblical knowledge, ministry experience and skills
- Experience and live out an ongoing call to ministry service with InterVarsity and its mission

#### Ministry Leadership

- Assist in leading the area's ministry vision and direction in an area of ministry focus
- Participate and be fully engaged in the ministry area leadership team to set spiritual vision and direction, to contribute to the accomplishment of the team's plans for spiritual growth and transformation, and to provide ministry leadership in specific areas, and by helping to lead spiritual growth as a staff community and depending on God in prayer
- Lead discrete projects, as assigned, and help, as directed, in implementing portions of the following:
  - Partnering in setting the spiritual vision and direction for the ministry area
  - Developing area-wide student training programs and opportunities
  - Assisting and advising on staff development
  - Engage regularly in ministry to students
- Engage positively with the supervision you receive from your staff director

#### Pastoral Supervision (as required)

- Supervise staff on a temporary basis, as required

#### Administration

- Provide administrative services and financial oversight, as delegated, that enables staff to do their jobs
- Maintain strong partnerships with National Service Center personnel
- Ensure adherence to national policies, procedures, and reporting requirements

#### Fund Development and Public Relations

- Serve as an ambassador of InterVarsity to individual ministry partners and churches, through prayer, discussion of ministry efforts, mission, and accomplishments
- Assist in maintaining sound financial status of the region through the oversight of budgeting, fund development, and expense control, as delegated

- Develop and maintain a ministry among partners who will fund InterVarsity
- Represent InterVarsity within the broader Christian community

#### QUALIFICATIONS

- Annually affirm InterVarsity's Statement of Agreement (Doctrinal Basis and Purpose Statement). Abide by InterVarsity's Code of Conduct. Believe and behave consonantly with InterVarsity's Human Sexuality Theological Paper. Affirm and behave consonantly with InterVarsity's "Women in Ministry Statement of Affirmation"
- Ongoing call to InterVarsity and its mission  
Bachelor's degree required
- Minimum three years Campus Staff ministry or equivalent work experience required
- Willing to receive ongoing training
- Able contribute to an open and supportive relationship with team members
- Ability to develop a team
- Strong interpersonal skills and demonstrated ability and commitment to work in a diverse team environment
- Ministry skills (including the ability to communicate spiritual vision, teach spiritual and biblical principles, plan ministry programs, and spiritually disciple, coach and mentor)
- Effective oral and written communication skills  
Demonstrated problem-solving skills
- Ability to organize events and manage the details involved  
Ability to maintain accurate records and files
- Ability to take charge of teams and tasks; work independently without close supervision

## InterVarsity Christian Fellowship/USA

### Frame of Reference

All ministers 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 ministers 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 minister 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 ministers to accomplish their work and enhance their focus on the spiritual aspects of their work.

### Team Work:

Each minister 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 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)