

Ministry Staff Coordinator - Link (LSC)

Link

Position Description

Supervised by: Director, InterVarsity Link

Supervises: Link Staff in the IFES region(s) assigned to them

Status: Exempt

Location: To be determined

To advance the purpose of InterVarsity Christian Fellowship/USA, a Ministry Staff Coordinator (LSC) will:

- Participate in Link's mobilization efforts focused on sending qualified staff to meet requests from IFES movements
- Select, hire, and place new Link staff in collaboration with the Link Leadership Team (LLT)
- Develop Christian community and ministry partnership with leaders in the IFES region(s) to which they are assigned
- Facilitate ministry partnerships and exchanges between IFES regions or national movements and InterVarsity Christian Fellowship/USA

MAJOR RESPONSIBILITIES

Spiritual Growth:

- Be a maturing disciple of Jesus Christ who grows in love for God, God's Word, God's people of every ethnicity and culture, and God's purposes in the world by:
 - Practicing daily spiritual disciplines
 - Pursuing spiritual relationships and involvement in a worshipping community
 - Continuing to learn and grow in spiritual depth, biblical knowledge, ministry experience, and ministry skills
- Engage in spiritual leadership through teaching, preaching, discipling, leading Bible studies, and/or prayer and worship services in a local church or worshipping community
- Experience and live out an ongoing call to ministry service with InterVarsity and its mission

Provide Member Care:

- Provide spiritual and vocational support to field staff by:
 - Ensuring staff have needed pastoral care and spiritual development in collaboration with IFES supervisors
 - Ensuring staff have ministry training and professional development in collaboration with IFES supervisors
 - Intervening in personal and team conflicts as requested by staff and IFES supervisors
 - Visiting the IFES region(s) annually and including personal visits to new Link staff within their first year on the field
- Oversee the MPD work of Link staff
- Provide regular feedback and evaluation to Link staff

Administration:

- Provide administrative services and financial management that enables Link staff to flourish in their ministry placements
- Interface with InterVarsity departments to serve Link staff's needs
- Ensure adherence to InterVarsity's and InterVarsity Link's policies, procedures, reporting requirements, and financial guidelines

Partnering with the International Fellowship of Evangelical Students (IFES):

- Build strong, trusting relationships with IFES leaders in the region to which the LSC is assigned
- Work with IFES leaders to develop Seconding Agreements
- Attend regional and national conferences (at the request of IFES leaders) to lead in Bible study, worship, prayer, and ministry training
- Be in contact with the IFES Regional Secretary regarding supervisory or pastoral care visits made to the region

Recruiting, Selecting, Placing, and Orienting:

- Develop strong, trusting relationships with InterVarsity/USA staff directors and staff
- Be available to InterVarsity regions to serve at meetings and conferences
- Collaborate in InterVarsity Link's recruitment and mobilization efforts
- Review applications, interview applicants, make hiring decision, and work with the IFES and the applicant to identify placement
- Work with the Link Training Coordinator on Link Orientation and on debriefing resources

The Link Leadership Team (LLT):

- Engage fully as a member of the LLT in order to contribute to the accomplishment of the teams' plans
- Pray actively for Link field staff both personally and in team prayer meetings
- Engage positively with the supervision you receive

Ministry Partner Development (MPD):

- Raise 100% of budget
- Communicate regularly and frequently with ministry partners
- Adhere to InterVarsity's and InterVarsity Link's MPD and deficit policies
- Represent InterVarsity Link to InterVarsity/USA, the IFES, and 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 in accordance with InterVarsity's Human Sexuality Theological Paper. Affirm and behave in accordance with InterVarsity's "Women in Ministry Statement of Affirmation"
- Ongoing call to InterVarsity and the mission of the IFES
- Bachelor's degree
- 2+ years living abroad or its equivalent
- Ministry experience which developed the ability to communicate spiritual vision, teach spiritual and biblical principles, plan ministry programs, and disciple others
- Cross-cultural skills
- Gifts in coaching, pastoral care, and training
- Ability to supervise staff remotely and who live in high stress environments
- Ability to organize ministry and training events
- Ability to take charge of tasks and work independently without close supervision
- Strong oral and written communication skills
- Ability to work under deadlines
- Ability to maintain accurate records and files
- Open to learn new concepts, methods, and skills
- An ability and commitment to work collaboratively on a diverse, distributed team
- A working knowledge of Microsoft software applications (Word, Outlook, Excel, and PowerPoint)

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)