

WESLEY FOUNDATION, THE COLLEGE OF WILLIAM & MARY
POSITION DESCRIPTION – DIRECTOR

The Wesley Foundation at The College of William & Mary is a mission of the Virginia Annual Conference of the United Methodist Church with primary attention given to the William & Mary community- students, faculty, and staff- and to a lesser degree, the larger community of Williamsburg, the York River District of the United Methodist Church, and opportunities around the world.

Administered by the Board of Directors on behalf of the Annual Conference, the ministry's offices and program facilities are provided in the Wesley Foundation building (a Conference-owned facility). The Director is a commissioned or ordained Deacon or Elder in the United Methodist Church, and serves under episcopal appointment. The Director is accountable to the Board of Directors of the Wesley Foundation at William & Mary (through their Personnel Committee) for conducting the overall ministry of the Wesley Foundation and is a moving force in all aspects of Foundation life. The Director's duties fall into the following areas:

A. The Greater Church

The Director will:

1. Fulfill ordination obligations to Word and Sacrament by offering opportunities for worship and celebration of the sacraments on campus, and making him- or herself available to preach at other United Methodist congregations.
2. Establish and maintain some form of contact with all known United Methodist students, faculty, and staff who have indicated an interest.
3. Serve on the York River District and Virginia Conference Committees, as possible.
4. Seek opportunities to communicate with Annual Conference, District, and local churches to inform and involve them in campus ministry and the Wesley Foundation at William & Mary.
5. Fulfill all denominational obligations applicable to the Director's episcopal appointment.

B. Direct Ministry to United Methodist Students, Faculty, and Staff

The Director will:

1. Provide assistance to the Young Adult Council in planning, implementing and evaluating its overall programs of worship, study, fellowship, service, and leadership development.
2. Provide pastoral care, counseling, and spiritual direction to individuals, providing comfort to the afflicted and afflicting the comfortable.

3. Lead and/or facilitate opportunities for discipleship formation and growth such as small groups, one-time events, and retreats addressing aspects of discipleship, the Bible, ethics, and spiritual faith issues.

C. Working with the Board, Young Adult Council, and Staff, and other administrative functions

The Director will:

1. Share responsibility with the Board of Directors for fulfilling the obligations and responsibilities to provide a comprehensive campus ministry to the College of William & Mary.
2. Be a resource to the Board and the Young Adult Council as they seek to provide opportunities for service and mission locally, statewide, regionally, and globally, and to be involved in such mission and service opportunities on a regular basis.
3. Provide students with vocational counseling, particularly those interested in pursuing full-time Christian service via careers in the church's various ministries; and keep students informed of various job possibilities that exist in the church for summer, part-time, or full-time employment.
4. Provide assistance to the Property Committee of the Board as it develops guidelines for selecting residents in the Wesley Foundation, and administers the selection process.
5. Develop, maintain, and nurture the residential program, with the cooperation of the Property Committee.
6. Have responsibility for administrative operations of the Wesley Foundation.
7. Supervise the work of the Administrative Assistant, delegating duties as appropriate; support the work of the Board of Directors and its Committees; submit money and bills received to the Treasurer for deposit or payment.
8. Work with the Development Committee of the Board to secure and maintain sources of funding for the ministry.

D. Personal Development

The Director will:

1. Develop his/her spiritual life as a foundation for living as well as a model for students and others in the College community; take time for rest, retreat, and vacation as well as continuing

education each year, following the provisions of the Book of Discipline of the United Methodist Church and Virginia Annual Conference.

2. Participate in statewide and national professional and academic organizations.

E. Greater College Ministry

The Director will:

1. Stay informed of issues in campus ministry and higher education through systematic study and reading; as able, to publish articles and/or reviews in these areas; and participate in opportunities to teach in the church and the academy.

2. Participate in a range of activities on campus beyond the Wesley Foundation in order to establish contacts and ministry with persons not affiliated with the Wesley Foundation, and to enhance the visibility of the ministry.

QUALIFICATIONS

Applicants should be commissioned or ordained United Methodists (Deacons or Elders) who are passionate about serving college students, dedicated to connecting campus ministry to the broader church, dedicated to connecting the ministry to the campus and campus ministry at large, and willing to work with students from a variety of backgrounds to foster a broad sense of Christian community. Qualified candidates must have skills associated with developing, leading, and equipping others for worship, spiritual formation, mission, and social activities; possess strong organizational skills and good team management experience. Experience with campus ministry preferred.