



**STUDENT CHRISTIAN FELLOWSHIP
ASSOCIATE STAFF JOB DESCRIPTION**

SCF Mission Statement: *making disciples of Jesus who multiply and impact campus, communities and nations.*
SCF is a Christian non-profit organization which is affiliated with the Christian Churches and the Association of College Ministries (www.aofcm.org)

SCF's primary engagement is on the campuses of the University of Evansville (UE) and the University of Southern Indiana (USI).

Essential Job Functions:

- Assist the Lead Staff in enabling and equipping students to see:
 - that they are “the real campus ministers/missionaries” at UE and USI.
 - themselves as flourishing in the DNA of a Disciple/Disciple-Maker
 - that following Jesus flows out of personal engagement with Jesus through prayer, worship, Scripture, and obedience.
- Assist the Lead Staff in fulfilling the following aspects of SCF's Vision:
 - Coaching Student Leadership Teams
 - Leading Discipleship, Prayer Groups and Small Groups
 - Leading and Teaching in Large Group Worship
 - Planning and Leading Mission Trip/Training experiences
 - Providing Pastoral Counseling
 - Enabling and equipping students at USI and UE to flourish in the DNA of a Disciple and follow Jesus through prayer, worship, Scripture, and obedience
- Faithfully pray for SCF's ministry to thrive in all aspects of the mission statement, vision, and goals
- Communicate weekly with a prayer, providing ministry and personal requests
- Attend weekly meetings with all staff, campus specific staff, and student leader team
- Participate in all SCF events (weekly large group, trips, trainings, etc.)
- Participate in quarterly SCF Board Meetings, providing a written ministry and personal update
- Perform additional duties as assigned

Faithfulness:

- Live in the freedom and identity of Jesus, pursue His purpose and vision as an individual, and grow in intimacy with God as an obedient disciple of Jesus
- Recognize the supremacy of Jesus and the authority of Scripture
- Lead your family in Christ's ways by modeling God's sacrificial love and truth
- Express the qualities of faithfulness, availability, and teachable
- Heartily affirm SCF's Core Beliefs (www.studentchristianfellowship.org)

Relational Priorities and Responsibilities:

- Assists Lead Staff to build and maintain relationships with past and future SCF Alumni and supporters, as well as supporting Churches
- Report to Lead Staff
- Be a consistent and visible presence on campuses, meeting and engaging with students
- Have a healthy, stimulating, and fun relationship with all SCF Staff
- Recognize that SCF is a guest on each campus, operate in humility, communicate well with university administration and respect other student organizations
- Be involved in the life and ministry of one of the area supporting Christian Churches

Requirements (knowledge, skills, abilities, education, etc.):

- Previous experience in campus ministry, church planting, or mission engagement in U.S. or abroad (strongly preferred)
- Minimum Bachelor's Degree in related field, continuing to pursue educational opportunities
- Embraces the principles of the Restoration Movement
- Views campus ministry as a strategic mission
- Naturally self-motivated, willing to innovate and problem-solve
- Excellent interpersonal and communication skills, include enthusiastically relating with students, staff, Board of Directors, Alumni, supporters; ability to preach and do public speaking
- Solid organizational skills
- Works well independently and in various team contexts
- Enjoys and functions well in a fast-paced, ever-changing campus environment
- Confidently manages a multi-faceted workload
- Sense of humor required

Expected Hours of Work & Vacation Time:

- During school year, 40–45 hours per week not to exceed 50 hours per week, including 1-2 evenings per week and some weekend events, with hours logged on a personal spreadsheet
- During summer, 20-30 hours per week, focusing on support-raising, administration and planning for upcoming semester
- Vacation and Holiday time is outlined in SCF's Vacation Policy in the SCF Handbook. Vacation begins with 10 work days, then increases at start of year five and year ten, realizing the priority of self-care and family needs, as well as support-raising

Income, Benefits, and Support-Raising:

- Required to raise annual income before beginning work on campus
 - SCF will provide financial assistance to attend Support Raising Solutions Bootcamp
- Maintain Support Team
 - Send monthly newsletter to every supporter and prayer partner
 - Regularly send personal thank you notes to each regular supporter
 - Annual gift and meeting with each supporter is encouraged
- All SCF Staff are responsible for their own health insurance
- All SCF Staff are covered by a Professional Liability Policy

The statements listed are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of duties and requirements. This does not establish a contract for employment and is subject to change at the discretion of the employer.