



## DETAILED MINISTRY DESCRIPTION

*Living God's Word,  
Sharing God's Love*

*College Age Ministry Coordinator*

### ***College Age Team Vision***

To provide effective and challenging learning experiences for church members of all ages so that they may grow in understanding the gospel and become fully engaged in daily living as faithful disciples.

### ***Title***

College Age Ministry Coordinator.

### ***Purpose***

For our young adults who are in college to feel connected to LUMC by our prayers support and contact as they are in college.

### ***Responsible to***

Chair of Christian Education Work Area and Nurture Team Leaders.  
Church Staff – Minister of Christian Education.

### ***Description of duties***

- Send mailings to students during fall and spring finals.
- Organize and sponsor the Graduation Brunch for recent high school and college graduates in the Spring.
- Set at least one goal to be accomplished for the year.
- Attend meetings called by the Chair of Christian Education.
- Publicize in the church bulletin or the Household of Faith activities planned for the college age and graduates.
- As our young adults are in transition from high school to college and away from home, twice a year at the stressful final exam time they will receive a mailing from LUMC offering them a reminder of our love and support and prayers with a \$5.00 gift card to a fast-food restaurant.
- When students graduate from high school and college celebrate their accomplishment.
- A brunch on graduation Sunday prior to them being recognized at the church service.
- For those not able to attend we make announcements in the bulletin and Household of Faith to share with the congregation our support of these young adults.

### ***Background Check***

Not required for this position.

### ***Budget Responsibilities***

Prepare an annual budget as needed to carry out the mission of the Higher Education Team.

### ***Annual Charge Conference Attendance***

The annual Charge Conference meeting is an important connectional meeting between our church and the conference. You should make every effort to attend this meeting. If your position requires that you report to the Charge Conference, make preparations for this report well ahead of the meeting date.

### ***Time requirements***

- Obtaining the students college addresses at the beginning of each semester and preparing mailing list 3 to 5 hours twice a year.
- Obtaining gift cards, preparing the letter, doing the mailing 5 to 8 hours.
- Organizing the graduation brunch, invitations, food, gifts, decorations bulletins between February to the brunch 10 to 15 hours.
- Weekend of the brunch set up and food prep 2 people 4 hours, the brunch and ceremony clean up 2 people 5 hours.

### ***Term***

- Three-year term.

### ***Training and resources***

- [The Book of Discipline](#) - ¶254
- Cokesbury Guidelines: [Higher Education & Campus Ministry](#) – Available on the LUMC Equipping Ministry webpage.
- UMC Division of Higher Education, PO Box 340007, Nashville, TN 37203-0007; (615) 340-7402.
- Assistance and guidance from prior college age coordinator.

### ***Ministry Description Updates***

It is your responsibility to review this ministry description at least once each year for changes and updates. The Leader Orientation Meeting that is held in January is a good time to do this. You are also responsible for updating the ministry description for your team members if one is available. Your team members should provide input for those updates.

### ***Qualifications, skills, and gifts***

- A personal and growing relationship with Christ.
- Computer skills in requesting addresses, doing mailings, requesting assistance & information from staff and congregation via email and phone.
- Requesting assistance for food and speakers for brunch.
- Obtaining feedback from our students.
- On a personal spiritual journey.
- One or more of the following Spiritual Gifts:
  - Administration (R)
  - Hospitality (D)
  - Shepherding (D)

\* R - Required; D - Desirable

***Benefits to the Servant***

You will increase your knowledge of the many college age level students are involved in our church. Experience the joy of helping to keep a continued link to them while away from home. Share in developing the link between the congregation and their lives in showing our support for them and reminding them that we are continuing our prayer support for them as well as hoping to keep a connection with God for them.