INTERVARSITY

Position Description

Title: **City Workplace Minister (Part-Time 25-50%)**

Mission and Purpose:

To support the post-graduate ministry in a city in line with our purpose of InterVarsity Canada: To cultivate welcoming and witnessing communities that nurture growing faith in Jesus through the crucial years.

In response to the Renegotiating Faith study, this role will work to help emerging adults prepare for the transition into the workplace and become thriving adults who are rooted in their faith in Jesus, connected to Jesus-centred community and witnesses of God's character in their places of work.

In this role, you will work with with campus ministers to support students who are preparing to enter the workplace and develop a contextual ministry for those who graduate from InterVarsity ministries in a region. This ministry will serve graduates in their professional, congregational, and personal lives.

Organization:

Reports to: Workplace Ministry Director, local supervisor

Internal Relationships:

- Partner with other staff members on a local team. This may include campus staff, high school ministry staff, camp staff and workplace staff.
- Resourced by members of the National Resource Team and National Leadership team.

External Relationships:

- Final year students and students going on co-op
- Alumni in their first few years in the workplace
- Represent InterVarsity to the community.
- Ministry Partners

Personal Development

- A commitment to be a growing and developing disciple of Jesus Christ.
- A commitment to furthering InterVarsity's vision and values.
- A commitment to growing in expertise related to job assignment.

- A life-long learner who seeks to live an undivided life in Christ.
- A commitment to grow and foster relationships with ministry partners

Key Responsibilities:

Support local Fellowships, other Campus Minister's, and local ministry partners in preparing students for the transition to the workplace

- Prepare and host short courses (online and in-person) on preparing to finish studies and enter the workplace
- Work with colleagues to host commissioning services for graduates
- Compile a list of graduating students who can be invited to the workplace group

Develop the Workplace Ministry in a City

- Host one or more Workplace Ministry Groups
- Foster a culture of hospitality and belonging within each group
- Provide Biblical and theological resources on issues that recent graduates are facing.
- Encourage participants to further their own integration of faith and work by inviting them to lead discussions
- Be on the lookout for graduating students who have leadership gifts who may go on to lead workplace groups. Provide them with opportunities for training and mentorship.
- In partnership with the local Ministry Team, create and plan Workplace events.

Provide leadership and pastoral care within the workplace community

- Meet with recent alumni and those in the Workplace and as needed, provide prayer and support for the group and for those transitioning into this new life stage.
- Refer alumni to other resources such as books, conferences, and other support systems.
- In partnership with colleagues and local churches and pastors, help those who are moving to the city with potential church and communities.

Develop systems and carry out administrative duties and requirements.

- Ensure that systems are in place within each fellowship for managing contact information and communicating with members
- Adhere national policies, procedures and reporting requirements.

Relate with ministry partners: Building a ministry partnership team is an integral part of being in ministry. InterVarsity is committed to providing training and coaching that ensures success in Ministry Partnerships Development.

- Build relationships with other Christian leaders and organizations in the city, and partner with local churches. Establish relationship with the local youth pastors' network. Develop and maintain relationship with other stakeholders and advocates.
- Communicate with ministry partners, through newsletters, church presentations, and other gatherings.

- Raise required funds for personal operating budget. The financial support will cover the costs of the staff salary and ministry expenses.
- Partner with other staff members in regional fundraising initiatives.

Note: The ministry of InterVarsity varies significantly from place to place, and depending on the needs in a particular location, each of the responsibilities listed above may be emphasized to a greater or lesser extent. Please consult with the hiring director for more information on the weighting of each responsibility in a particular location.

Qualifications:

Skills & Abilities

- Evidence of spiritual gifting in either leadership or pastoring.
- Biblical, theological, and spiritual acuity and maturity.
- Proven ability to initiate activities and accomplish goals.
- Ability to work in collaboration with others.
- Good people skills, including strong oral and written communication and ability to relate cross-culturally.
- Willingness to learn from others.
- Skills in using technology and social media to communicate with young people.
- Skills in time management and organization.
- Experience and/or willingness in personal fundraising and ministry partnership relationship building.
- Ability to network in ways that lead to partnership development in the areas of prayer, financial giving and volunteering.
- Basic understanding of a theology of work and mission.
- Foundational understanding of different types of workplaces and potential strategies for engaging them missionally.

Education and Experience

- Holds an undergraduate degree.
- A minimum of 2 years of field-related experience in student ministry, including as a student leader or volunteer
- Experience of work outside of a ministry context is preferable but not required.

Key Outcomes:

- A healthy fellowship with sustainable recruitment, leadership, and volunteer involvement is established at each school or campus.
- Through participation in the fellowship, students discover Jesus, live undivided lives, foster engaged thinking, embrace global vision, and grow in influence.
- New graduates join the groups. People who have been involved in InterVarsity camps, high school ministry, or campus ministry find belonging in a workplace fellowship.

- Graduating students are set up well to live as Christians in the workplace.
- Partnership with other organizations and the local church is strengthened.
- At least one short course a year for students preparing to enter the workplace or go on co-op.
- Encourage and support commissioning services for graduates.
- A healthy workplace ministry group with sustainable recruitment from local graduates and graduates who move to BC, and volunteer involvement.

Other

- Flexible schedule and willing to meet with alumni and those working in the Workplace at times convenient to them, in person where appropriate or via video call.

Salary Scale: Level 6