

## Wesley Foundation at Southern Illinois University - Carbondale

December 8, 2023

**Title of the Position:** Director/Campus Minister of the Wesley Foundation

### **Purpose of the Position:**

The purpose of the Wesley Foundation Director is to encourage, equip, motivate and support students in their Christian and academic pursuit during their college years. The director helps the students to create ministry opportunities that carry out the Mission statement. The director also serves as a liaison between the district and the conference, speaking at churches about the ministry, keeping them informed of the ministry of the Wesley Foundation, and raising financial support of the ministry. The Director is to work with the Wesley Foundation Board to implements our new strategic plans.

The Wesley Foundation is a mission to a campus population, which is highly transient, and therefore the Foundation is in constant need of revitalization. The very nature of the university campus makes it a mission field for the church. The primary focus of the Director is outreach, to provide an environment, which introduces individuals to Jesus Christ and helps sustain their faith in community and connection with the Church.

### **Organization and Relationships:**

The Wesley Foundation at SIU-C ('The Wesley') was established in 1954. It is a campus outreach ministry focused on the faith formation and personal development of students. The Wesley staff consists of the Campus Minister, one part-time Bookkeeper, and a Student Leadership Team, with opportunities to add interns. Our Board of Directors, with the support of the Illinois Great Rivers Conference Board of Higher Education, have recently completed a new strategic plan providing fresh vision for this ministry, which will celebrate its 70<sup>th</sup> anniversary in 2024. We are also in the process of developing a new partnership with Carbondale First United Methodist Church that offering exciting possibilities for our future. The Wesley enjoys the support of churches throughout the area.

### **Supervisory Chain:**

Personnel Committee Chairperson or Liaison, the Board of Directors, South District Superintendent, IGRC Bishop

**Works under the direction of the:** Board of Directors (and The Personnel Committee)

**Reports annually to:** the District Superintendent / Bishop, and The Illinois Great Rivers Conference Board of Higher Education and Campus Ministry.

**Hours required:** 40 plus a week. **Time Expectations:** *This is a full-time position with the expectation that approximately 40 hours per week will be the typical workload. Some weeks this*

*will be less, some weeks more. The director of the Wesley Foundation can expect to have two days off per week. The specific days are negotiable with the Personnel Committee.*

**Compensation: Salary** Set by the Board of Directors, upon recommendation by the Personnel Committee. Housing is also available.

### **Skills and Qualifications:**

(taken from Job description in IGRC Conference Office)

1. Vibrant faith in Jesus Christ
2. Ability to work with multiple, diverse groups to define goals, develop plans, and implement goals and objectives, based on our new vision and goals plan.
3. Ability to manage multiple projects simultaneously
4. Ability to work collaboratively with others in a team-based framework,
5. Strong written/oral communication skills
6. Experience supervising paid employees
7. Multicultural sensitivity and commitment to inclusiveness

### **Characteristics and Qualities of Christian Leadership**

(taken from Job description in IGRC Conference Office)

- A person on an intentional spiritual journey, actively listening to God and growing in faith.
- A person living a grace-full discipleship given to Christ with inner personal devotion and social witness in servanthood.
- A person with a compassionate heart.
- A person who is out-going, highly self-motivated, and is a self-starter.
- A person respected for his/her integrity.
- A person with intentional self-care and deep regard for the needs and commitments of his/her family and friends.
- A person participating in a covenantal community with other Christians.
- A person with a sense of humor, including the ability to laugh at himself/herself.
- A person who understands and appreciates The United Methodist Church and through his/her ministry demonstrates commitment to the Wesleyan connectional way of life.
- A person who practices leadership as a team.
- A person who perceives leadership to be with people, to help them develop as God's children and to assist them in fulfilling their vocations

*"A Christian spiritual leader is at minimum a person who is centered in Jesus Christ, rooted in tradition, bound to God by love, living a disciplined life, and yet incredibly free to fully live and practice faithful and fruitful ministry." (Bishop Rueben P. Job)*

### **Duties and responsibilities:**

Creating a ministry of presence being available to the students when and how needed

## **I. Mission and Outreach**

- A.** Develop programs which are designed to bring the Wesley Foundation name and purpose to the mind and the attention of every university-related individual.
- B.** Develop programs to bring potential college students in the Conference to the Foundation, working with the district and conference youth programs (examples: table at Annual Conference -a combined effort with other Campus Ministries, Seminars, etc.).

## **II. Programming**

### **A. Students.**

1. Provide opportunities for students to discover and develop their individual talents and gifts from Gods
2. Provide resources/guidance for students to plan worship, Bible Study, Sunday Night Live etc. when SIUC is in session (or take care of the planning, but try to make things student led and developed.
3. Plan retreats for Christian nurture and fellowship
4. Plan and lead service/mission opportunities (try to make these student developed and planned)
5. Provide counseling and/or referral, both personal and career.
6. Offer recreational and leisure opportunities
7. Develop a Peer Minister Program (recruit students to apply, meet with students weekly, oversee their work, etc.)
8. Develop ways students can raise funds for their mission trip, programs, etc.

### **B. Parents**

1. Plan and Host an event to make connections with Parents and Families of our students during parent weekends.
2. Offer opportunities for financial donations

### **C. Alumni**

1. Develop an Alumni Newsletter
2. Offer opportunities for financial donations

### **D. Facility and Staff**

1. Encourage interaction with students on social and spiritual basis (ask them to speak at worship, share knowledge with students on specific topic, etc.)
2. Engage students in campus-wide events, and join our efforts with other campus groups
3. Be active on campus meeting other faculty, staff, administration, and coaches.

### **E. Campus Ministries and Community**

1. Participate in ecumenical affairs such as Campus Ministry Association
2. Maintain relationships with local United Methodist churches
3. Maintain visibility of the Wesley Foundation within the larger context of the community, opening the programming to community access and use.

### **III. Administration**

- A.** Supervise and administer the financial affairs (keeping within the budget, raising funds for endowment and other needs throughout the year) as directed by the Board of Directors via budget.
- B.** Supervision, encouragement, and evaluation of staff
- C.** Post and maintain office hours to provide availability of the director to the students and constituencies
- D.** Develop all Wesley Publications (Newsletter, Brochures, Mailings, etc.)
- E.** Implement policy as set by the Board of Directors, and actively work with the Board's committees.
- F.** Oversee maintenance of building, and grounds, working with appropriate committees as needed
- G.** Serve as landlord for apartment (work to find renters, take care of concerns of renters in apartment, make sure renters follow lease agreement)
- H.** Work with Higher Education Committee and other appropriate conference.

Please submit a resume, cover letter, and reference list to [dmeeksigrc@gmail.com](mailto:dmeeksigrc@gmail.com)

Contact: Rev. Don Meeks, President of the Wesley Foundation Board  
Phone: 618-320-0001