



Title: Director of the Ministry Leadership Program

Department: School of Bible & Ministry

Reports to: Vice President for Academic Affairs

FLSA Status: Exempt

Position Description: The Director of the Ministry Leadership Program is a full-time administrative staff position. The Director will report directly to the Vice President of Academic Affairs, working collaboratively with the Associate Dean and other faculty of the School of Bible and Ministry to lead and coordinate all curricular and co-curricular aspects of the Ministry Leadership Program. The Director will also work in concert with Enrollment Management to assist in the recruitment of students into the program, and with Advancement and Church Relations to establish partnerships with churches for program funding and students. Depending on the applicant's credentials, the Director may also hold administrative faculty status and be eligible to teach occasionally.

Essential Duties and Responsibilities:

1. Coordinate and lead all curricular and co-curricular aspects of the Ministry Leadership Program (MLP) in concert with the Associate Dean and faculty of the School of Bible and Ministry.
2. Lead the ongoing innovation, planning, assessment, and revision of all components of the MLP as it pursues its mission and supports the university's mission.
3. Serve as the point person to help recruit high-profile ministry coaches, with strategic variety, who will commit to teach, mentor, and recruit in the MLP.
4. Consult with the Director of Church Relations for guidance on recruitment and program strategies that enhance Milligan's connections to its constituent churches.
5. Plan and lead overnight MLP retreats and Ministry Expeditions (strategic visits to churches for contextual learning opportunities).
6. Collaborate with ministry coaches to coordinate teaching schedules and rotations, Ministry Expeditions, and recruitment responsibilities.
7. Partner with the Office of Enrollment Management to recruit passionate and well-qualified ministry students.
8. Working collaboratively with the Office of Public Relations and Marketing, coordinate and regularly evaluate the best means for publicizing the MLP to prospective students and all stakeholders.
9. Oversee and administrate the internship program, including the for-credit Mentored Ministry Experience and informal internship opportunities for undergraduate students. This will require ensuring that appropriate ministry supervisors, capable of effectively mentoring students, are working with our students.
10. Aid graduating ministry students in transitioning to the next step in ministry, either seminary or a full-time ministry placement.

11. Serve as a pastor and mentor to students in the MLP. This may involve their personal spiritual lives, their sense of calling as it grows and develops, their ministry involvement on and off campus, their thoughts and plans for post-graduation, and life as it happens.
12. Manage the MLP's fiscal resources and develop an annual budget.
13. Serve as the public face of and spokesperson for the MLP to the local community, area churches, and the larger Stone-Campbell movement.
14. Train, manage, and support any secretarial or other support personnel who might be hired as part of the MLP.
15. Depending on credentials and the administrative load during any particular term, teach an occasional ministry course at the undergraduate and/or graduate level with the permission of the VP for Academic Affairs.
16. Perform other duties from time to time as assigned by the VP for Academic Affairs.

Skills:

Strong leadership and administrative skills. Ability to work collaboratively with people across all areas of the university to coordinate the many different components of the MLP. Ability to build and maintain relationships with churches and ministers. Excellent oral and written communication skills. Ability to serve effectively as a professional mentor to ministerial students.

Qualifications:

A widely respected, passionate, and experienced ministry leader within the Stone-Campbell Movement churches with a master's degree in Bible/Ministry. DMin or other terminal degree preferred.