

Clemson Presbyterian Student Association University Ministry Intern Job Description

The purpose of the University Ministry Intern is to share with (and under the supervision of) the Associate Pastor for University Ministry the responsibilities of campus ministry of the Presbyterian Student Association (PSA) of Clemson University.

This paid internship offers the individual an opportunity to explore and experience the challenges and joys of ministry as a means of discerning a possible call to future service in Christ's church. The intern will be encouraged to practice healthy self-care, such as devoting time to Sabbath rest and personal spiritual practices.

The University Ministry Intern:

- ❖ Serves as staff of Fort Hill Presbyterian Church and works an average of 40 hours per week. While this position is primarily for University Ministry, it will also include a relationship and work with the pastoral staff of Fort Hill in the overall life, ministry, and mission of the congregation.
- ❖ Provides mentoring and guidance as necessary to the students involved in PSA. The Intern works especially with first-year students to provide them with a safe and nurturing community, a point of welcome and connection.
- ❖ Works with the Associate Pastor in areas of administration, program development, trip planning, and communication. The Intern plans and leads at least one Sunday night program per semester.
- ❖ Serves in worship leadership or other forms of ministry at Fort Hill; availability and responsibilities to be coordinated according to the intern's gifts and the needs of the church.

Primary Responsibilities:

- Report to the University Ministry Team (a committee of Fort Hill's Session) and attend its monthly meetings
- Attend weekly Fort Hill staff meetings
- Encourage and empower the work of the PSA Council (the student leadership team)
- Assist the Fundraising Chair of the PSA Council with fundraising events, such as parking for football games at the PSA Center

- Work with the Associate Pastor to keep students, church members, and alumni informed through social media and other communications
- Produce the weekly edition of the Corner (the weekly update of PSA events)
- Assist students in creating publicity materials
- Meet regularly with the Associate Pastor for planning and coordination of weekly events
- Assist with planning and leading Fall Retreat, Montreat College Conference, Spring Mission Trip, and Beach Week
- Serve as a resource and participant in weekly programs
- Meet with students individually or in small groups as needed, paying particular attention to the needs of first-year students
- Coordinate PSA Sunday night meals

A college degree is required

Dates: July 15, 2016 to May 15, 2017 (there may be some flexibility in the start date)

Compensation: \$1000 monthly stipend

Fort Hill plans to provide housing for the intern

FICA – Fort Hill pays one half

Vacation: Six paid days (two Sundays), two weeks off at Christmas break, one Sunday morning away per month

Please send resumes to:

Rev. Kelly Roman, Associate Pastor for University Ministry

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