



Forum for
Theological
Exploration



Student Leadership Team

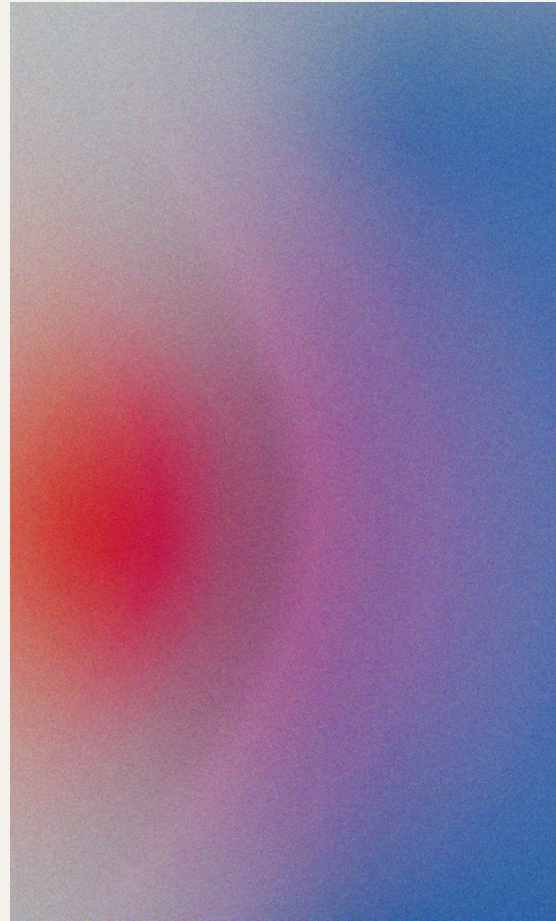
Presbyterian Campus Ministry of UNC Chapel Hill
Rev. Paul Burgess

Part of the UKIRK Launch Series

INVITING STUDENTS TO DISCOVER WHO THEY ARE,
WHO GOD IS,
THE GIFTS GOD HAS GIVEN THEM,
AND HOW THEY ARE CALLED TO SERVE AND LEAD

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Student Leadership Team

Presbyterian Campus Ministry of UNC
Chapel Hill

Rev. Paul Burgess

Basic summary of the program:

PCM has a paid staff of three, one full-time and two part-time, but much of the direct work of the ministry is done by a student leadership team of nine student volunteers that serves for the duration of the academic year. We call this team the L-Team.

Each individual functions in a unique role– the **Moderator** is responsible for ensuring that the L-Team works smoothly and provides direction, while the other eight members have roles that make them responsible for a specific aspect of the ministry:

- Finance/Operations Coordinator
- Music Coordinator
- Communications Coordinator
- Social Media Coordinator
- Worship/Partner Church Coordinator
- Service/Interfaith Coordinator
- Two Kitchen Coordinators.

These students are generally given the latitude to function independently, but receive consistent support and mentorship from staff on a day-to-day basis, during bi-weekly L-Team meetings, and during two annual retreats set aside for this specific team.

Brief description of why the program is designed or organized the way it is:

Part of the design of L-Team comes from a recognition of the logistical realities of PCM as it continues to grow and allows the pastoral staff to prioritize things like caring for students with acute pastoral needs, fundraising, and administration. Much of the routine programming (emailed communication, meal preparation, the design and topic of our Thursday night flagship programs) L-Team is responsible for coordinating with or delegating to other students. This ministry is often specific to the particular roles within L-Team, but an equal amount of responsibility comes as a result of being a visible leader in the ministry as L-Team students often serve as first responders, answering miscellaneous questions and addressing problems that arise, and know they are trusted to discern whether to troubleshoot a problem themselves or pass the issue on to staff.

Every Spring, the moderator for the next year is identified by the campus minister, and the remainder of the L-Team for the coming year is chosen by a nominating committee (made up of selected staff and graduating students) through a process of nomination, application, and interviewing.

What do you hope the students discern, discover, or reflect upon during their participation?

The function of PCM's student leadership team is two-fold: both to increase the PCM's capacity to be Christ's hands and feet in the world, and to mentor and support young leaders in the PC(USA) as they grow into the people God has created them to be. The hope is that each member of L-Team ends their term of service more confident, better-equipped to lead responsibly, and with a clearer understanding of their own faith, gifts, and passions. Many of the

What do you hope the students discern, discover, or reflect upon during their participation (cont.)?

students at PCM are eager to serve the community, but L-Team is particularly tasked with the work of delegating and facilitating in lieu of direct service– the idea being that they are uniquely positioned to coordinate the labor of the body as a whole, rather than working as individuals. This can be a challenging position for them to be in, but it provides an opportunity for reflection that makes the work of the ministry both more effective and more sustainable– and they are encouraged to explore their own idiosyncratic calls within the ministry in an environment where they both have the latitude to function independently, and also have people who are all-too-ready to assist and support them as needed.

What action(s) do you hope their participation inspires after the program or experience is over in both the short-term and long-term?

The most important consequence of the student leadership team is the gradual build, over decades, of a culture at PCM where students see themselves as stakeholders with a direct and personal sense of responsibility in the work of the ministry. PCM is not something that an older staff person does at students once a week– it is a living community where student voices have a profound power that, for many students who have hitherto functioned in churches at “youths,” is novel and compelling. The result is a place where culture and expectations rarely have to be reset by staff, because they are lived out and taught to new students by upperclassmen. When the time comes for these students to leave UNC and seek out belonging in other faith communities, the hope is that they carry this ethos with them to those new communities. If the culture that PCM currently enjoys were to find its way into more churches, it would be a great boon to the PC(USA) and to the kin-dom of God!

What have you discerned, discovered, seen or reflected upon as you have engaged students in this program/practice?

I have heard that churches tend to lag 10-50 years behind popular culture on many issues. The benefit of being a denomination as structurally “careful” as the PC(USA) (that is, with built-in checks and balances that limit unilateral power) is that it usually moves in the right direction; the downside is that it often does so slowly. The fact that PCM’s leadership team experiences a high rate of turnover from year to year mitigates this, allowing PCM to be dynamic and responsive in a way that many other ministries cannot. I think this value is recognized in Presbyterian polity, with L-Team corresponding roughly to a session of ruling elders, who are typically limited to a three-year term. The benefits of having a student leadership team are felt on a more immediate level, too: because students are almost entirely responsible for the programming of a Thursday night gathering, the content of PCM discussions tends to be close to the desires and questions of college students– certainly more so than if a staff member were projecting their own ideas of what students wanted/needed to hear.

The Presbyterian Campus Ministry in Chapel Hill, Inc.

Who We Are

We are a non-profit ministry supported by University Presbyterian Church, New Hope Presbyterian Church, Chapel in the Pines Presbyterian Church, The Church of Reconciliation, Westminster Presbyterian Church in Durham, the Presbytery of New Hope, and many individuals, including PCM alumni.

Presbyterian Campus Ministry (PCM) is intended to provide a community of faith and a spiritual home for students attending the University of North Carolina at Chapel Hill. Its goals are to both encourage and challenge the development of each member's faith. Its activities include weekly fellowship dinners and faith-based programs, small groups, outreach to and service in the local community, participation in university-wide ecumenical and interfaith events, and student retreats (as well as relationships with our five partner churches, Presbytery, and Board). A campus minister, a pastoral resident, a seminary intern, and a team of students, here called the Leadership Team, are responsible for managing and running the weekly activities of PCM. The ministry program vision and supporting budget are overseen by a not for profit board. The campus minister is on staff at University Presbyterian Church.

Mission Statement: "We are a Christian community in Chapel Hill creating space for students to belong, believe, and become."

Expectations and Composition of the Leadership Team

A position on the Leadership Team is a position of service in Christ's name. This team of nine undergraduate students helps to lead the programming and direction of this campus ministry. The team members should take an active part in the activities of PCM. The team meets every other week during the semester, and at least twice each year for a planning retreat. Each member assumes a primary area of responsibility, and all leaders help PCM carry out its mission and involve other members of the PCM in leadership roles.

Expectations as set forth in the guidelines:

- Facilitate the programming of PCM (take the lead on one program per semester)
- Delegate responsibility
- Enable as many members of the body to use their gifts within PCM
- Be responsive to the views and opinions of the PCM body, while ensuring that programming remains consistent with the teachings of the PCUSA Church
- Attend every Thursday program (one "miss" allowed per semester), every bi-weekly Lteam meeting (one "miss" per semester), fall and spring retreat, and college conference, both Lteam retreats (Aug and Jan), and one board meeting.
- Coordinate dinner clean up at least once a semester
- Live each day aiming to live out the love of Jesus

Advice from people who have been on L-team:

While your specific position is an important part of the L-team responsibility, being a leader in PCM and a member of the L-team is an equally important job. Being on Lteam is committing to the specific culture of PCM as a welcoming, student-led, intentional, thoughtful, caring community where we talk about faith, spirituality, questions, doubts, hopes, dreams, and fears and can be vulnerable together. Being on Lteam means showing up and being present at almost every PCM event all year. Because PCM has so many awesome general body members, the more delegation you can facilitate the better (for you AND them)!

Leadership Team Positions (9 total)

The responsibilities and expectations for each position are as follows:

Moderator

- Creates the agenda for and moderates bi-weekly L-Team meetings
- Serves as the University point person, submitting necessary annual documents including the yearly report and student organization application
- Updates and keeps track of the PCM Heelife profile including updating pictures occasionally
- Sits on the PCM non-profit board as a voting member, attending all possible meetings and organizes the student update time with other attending students
- Leads the pre-program L-Team meeting on Thursday nights, organizing the announcements during dinner as well as checking in on the person who's program is that evening
- Leads welcome and pre-dinner announcements on Thursday nights
- Ensures that the welcome table is set up and monitored by a non-L-Teamer as people are arriving, including supplies for both temporary and permanent name tags and pronoun pins
- Is a point person for the campus minister (and PCM staff), meeting regularly in person or by phone call to discuss logistics, events, or big-picture ideas

Advice from former Moderators:

- Communication and organization are key! One of the main responsibilities is delegating tasks to the respective positions on the Leadership team to help run/organize events so communication is a major part of this.
- [Advice to Moderator from Lteam](#)
- Look at previous agendas to figure out what things are being discussed around the time of year the meeting is happening!

Kitchen Coordinators (2 people)

- Organizes and executes weekly dinners (planning, shopping, cooking) within a **\$350** weekly budget
- Recruits individuals to cook or help plan meals
- Recruit individuals to clean kitchen after program night meals (communicate with moderator for semester sign up schedule) → be available for questions shortly after program
- Maintains regular cleanliness, organization, and stocking of the kitchen
- Coordinate food for retreats through planning and scheduling/delegating shopping, cooking, and cleaning to others. This includes handling catering when necessary.
- Delegate smaller cooking opportunities (like Dollar Lunch) to other passionate cooks
- Expected to work together and hold one another accountable for all kitchen roles
- Bring people into the kitchen as an act of hospitality. Establish a culture of welcome and enthusiasm in PCM's kitchen space.

Advice from former Kitchen Coordinators:

- Aldi in Chapel Hill is the best place to shop and stay within your budget. Sam's Club in Durham is good for bulk shopping, but does not have a huge variety in ingredients.
- Aldi is the best place to shop because it is extremely cost effective and more sustainable by being a close drive and not using bags (*put everything in a box*). You can supplement with Food Lion and Harris Teeter next door.
- At the start of the year, do a deep clean of the kitchen (pull EVERYTHING out of cabinets) to check for expired goods. This also helps you know where everything is/what we have stocked.
- Clean out last week's leftovers when you restock for program.
- Prep stuff the day before program if you have time and allocate tasks on the white board.
- The more gluten free/vegan things to make for everybody, the better.
- Keep a document that includes links to recipes and ingredient amounts.
 - We used the app AnyList as a shareable grocery list to shop.
- Meals don't need to be perfect or fancy. Treating the community to nice meals or more variety is great when you have time to do it, but definitely not required. As long as you cover basic nutritional needs and dietary restrictions, you're good.
 - Add butter if it tastes bad.
- Aldi (produce and bulk supplies) → Food Lion → Trader Joe's (allergy specifics)
- Over-schedule time for cooking, shopping, prepping AND always accept more hands
- Better to have more food than too little, but stay reasonable
- Kcing is a great way to meet people and connect with them in a unique way; engage in the community that you help to create!
- Stay on top of your email for communications about catering and/or what food may be coming into the space.

Worship Coordinator

- Plans 2-3 visits per semester to the churches that PCM is partnered with
 - Work with campus minister about ideal dates
 - Communicate with partner church and PCM campus minister about opportunities for participation in the service
 - Organize rides to the service
 - Recruit PCMs to participate in the service, for regular service roles and to speak about their experiences at PCM
- Plans a worship service per semester, which occur on Thursday normal program time
- Plans retreat content and the schedule of the retreat (in conjunction with staff)
- Ensures the prayer box gets passed around at program and puts up the prayers on the prayer wall after program
- Organizes/tidy up the PCM non-Kitchen space (Program and Study rooms) monthly

Advice from former Worship Coordinators:

- Communicate early with partner church staff and Berry to cement partner church visit dates
- Talk one-on-one with every PCMer at dinner a couple weeks out and then one week out from partner church visits, personal contact makes people more likely to go
- At least 24 hours before, check with people who signed up about rides and ensure they are still going
- Keep a physical sign-up sheet at PCM for partner church visits
- Don't be afraid to get creative and mix it up for worship! A mix of traditional and not-as-traditional aspects can make for a really great worship service.

Service and Interfaith Coordinator

- Plans and leads 1-2 service events for the PCM body each semester (leaning into self-initiation gifts to create, plan, organize, budget, advertise, recruit, and execute the events and surrounding logistics)
- Advertises and recruits for planned service events and organizes logistics including sign-ups and rides for those events.
- Advertises other non-PCM service events to the PCM body as seen fit by coordinator (ex. UPC Habitat for Humanity Days).
- Stays aware of interfaith events and initiatives put on by other ministries (such as Hillel, Wesley, etc.) and advertises them to the PCM body as energy allows. Furthermore, can plan events with interfaith organizations as excitement and energy allow.
- Assists in maintaining relationships with other ministries in times of need such as by writing cards or emails.
- Coordinates events with other PCMs (PCM Raleigh, PCM Raleigh, PCM Central) and invites/recruits PCM students to attend. Typically Friendsgiving in November.

Advice from former Service and Interfaith Coordinators:

- You have complete freedom with regards to planning service events, so if there is a cause or organization you are passionate about, use this as a chance to serve in that way.
- Service is one area of PCM that is growing, which means that it isn't always our priority. This may mean other events may conflict with service and can lead to small numbers. Don't be disheartened!
- One thing to be conscious of with interfaith, especially with our friends at Hillel and MSA, is that it may take time and effort to cultivate these relationships. Both of these organizations have experienced some hardship in recent academic years (and historically) from Christian-based organizations. This is something to be aware of with how you approach interfaith with these groups, but it also gives more value to keep trying even if it can be challenging.

Music Coordinator

- Leading the music team: Planning and Leading music team weekly rehearsals with a focus on quality music AND community building (as if music team is a PCM small group)
- Establish best time for all music teamers to rehearse using either google form or when2meet
- Leading opening music weekly at Thursday night program (usually three songs)
- Selecting music for Music Team that reflects PCUSA/PCM theology (with an eye towards inclusive language where possible) with input from Music Team
- Coordinating lyric slides and get slides to L-Team member leading program by Sunday evening each week
- Work with Campus Minister/PCM staff and UPC music director to select and prepare 4-6 songs for PCM Student Sunday at UPC (typically in February)
- Recruiting new music team members (in fall and spring): send out google form for incoming music team members at start of the fall semester
- Maintain google drive of chord charts, lyric slides, and program slides

Advice from former Music Coordinators:

- Try and set a standing date for practicing the music before the programs (it can be done Thursdays before program but it's definitely better to have a different day to practice the music to make sure you have enough time to fix any potential problems).
- Make a GroupMe for better communication, and start recruiting people to sing/play instruments early
- Be prepared for Student Sunday (lots of music involvement), as well as CoffeeHouse! Music team traditionally performs something for CoffeeHouse, and it is normally some kind of mashup, so start working on that early
- Consider using the format of upbeat/montreat song, then a hymn, followed by ballad/slower song
- Accepting or not accepting song requests is up to you, don't be afraid to say no to a song you don't vibe with but also don't be afraid to ask people what they want to hear!

Social Media Coordinator

- Creates content (like graphics and videos) advertising PCM programs and activities using PCM social accounts (primarily Instagram)
 - 1+ in feed instagram posts every two weeks (depending on organization events)
 - Regular story posts (reposts of UPC, plugging PCM events, pictures during events, etc)
 - Uses stories, highlights and link tree in bio to distribute event sign-up links
 - 1-2 monthly Facebook posts (longer form update / spotlight on bigger events)
- Coordinates with L-Team members to publicize events and utilize social media platforms for recruitment
- Reposts campus events that are relevant to PCM as seen fit by coordinator
- Updates the PCM website in consultation with the communications coordinator with staffing changes, updated newsletters, new pictures once a year, and other additions as seen fit by PCM staff
- Responsible for taking pictures of PCM events OR delegating picture taking to other PCM members (ex. Retreats, service events, partner church visits).
- Maintain Google drive with different folders (Fall and Spring, with smaller folders within) and drop in GroupMe at the start of the semesters, after large events, and add your photos/organize regularly.

Advice from former Social Media Coordinators:

- Lean into your instincts and independence (Berry's gifts are not in this area, do what you feel is right)
- Create a social media plan at the beginning of the semester to kind of what you want the social media to look like
- Look at past social media from other years and see what you and others liked and see what might not have gotten as many likes or views (pictures do better than strictly infographics).
- Creating templates for story posts about program and meals makes it easier to keep up with the workload
 - Posts about program themes and meals go out after the email so the email is the first source of information
- Not everything needs to be posted on the instagram feed, it will get cluttered that way.
 - Utilize Instagram stories and highlights to get information out
- People forget to take photos sometimes (that's perfectly ok, Instagram will survive!) but make sure to delegate so you don't miss a moment because you're taking photos.

Communications Coordinator

- Communicates events and news on the PCM through MailChimp by Tuesday morning each week
 - Creates graphics as needed
 - Proofreads all content submitted for email
 - Updates on dates and links
 - Optional personal section
- Keeps and updates the weekly email mail list, adding new people
- Gets emails from seniors to be used when they become alumni and add them to the alumni newsletter list on MailChimp
- Update MailChimp sign-up confirmation in the “Journeys” section of Mailchimp → not sure it’s worth listing
- Communicate with Social Media Coordinator for website developments and updates
- Sets up projector, outlets, speakers, clicker and every other tech need for program
- Takes L-Team meeting minutes, pulls minutes at request of L-Team members
- Communicates other irregular events and news as needed to various mailing lists
- Newsletters?

Advice from former Communications Coordinators:

- Set a hard deadline for people to get their announcements to you before Tuesday, maybe 5 PM Monday. Whatever works best for your schedule (within reason).
- Look at Mailchimp and figure out how it works over the summer, come up with a template early that you can use for the rest of the year. Create graphics over the summer and use the 2 summer updates to test things, experiment, and get the hang of everything.
- Utilize the pinning feature on Outlook to save emails from Berry and L-team as soon as you get them so that you have them in easy access when Monday comes around. You’ll get a lot of emails throughout the week so this makes sure you don’t miss any and keeps things organized.
- Explore Mailchimp, look at all the functions and be creative in making new content, functions, and different things
- AI can really help proofread and write boring copy! → Word is better
- Start a separate inbox/folder for Berry emails. Pin/flag/star within the inbox/folder as needed.
- Brevity.

Finance and Operations Coordinator

- Sends and/or keeps track of PCM related receipts from purchases on PCM cards, ensuring a digital copy and all relevant information gets to the PCM financial manager.
- Manages the PCM Venmo account and keeps track of all payments and receipts, to be submitted in a monthly report to the PCM financial manager, along with a complete balance transfer from the Venmo to the PCM bank account.
- Handles reimbursements (and proper tracking) for PCM purchases made by students with their own money, ideally via Venmo.
- Collects retreat/event fees and donations via cash/check/Venmo and tracks these payments via a limited access (Berry + Treasurer + Moderator) financial roster.
- Handles various logistics for PCM retreats, including but not limited to: coordinating rides, handling housing/room assignments, potentially assisting with finding housing, etc.
- Attends all PCM Board Meetings in the academic year they are serving as Treasurer. Can miss one meeting per semester.
- Optional: Connects with the Campus Minister about potential changes/thoughts on the annual PCM budget

Advice from former Finance and Operations Coordinators:

- Be straightforward with communication, be aware that not everyone will make payments on time and set up a system for yourself and Peter to be able to account for this and keep track of transactions.
- Get on deadlines early and remind people of deposit/full payment deadlines for retreats so they get money in on time or can notify you if they expect it to be late. Don't be afraid of a late fee; it rarely if ever gets used but gets people to pay on time.
- Venmo is your friend; just make sure you keep good track of what payments are for to send on to Peter.
- Communication with Berry may be the most important line of communication for this job. It is important to get his feedback on things and to tell him what you need.
- There is a good routine for this job except for during retreat seasons. Plan for about 3 ~2 week periods of a greater workload.

Leadership Team Application

For 2025-2026 Academic Year PCM Leadership Team

*MAKE A COPY AND INCLUDE YOUR NAME IN THE TITLE. This application is due by 11:59 pm EST, Thursday, March 6th 2025. Please email a typed version of your application (max 4-5 pages– less is fine!) to the L-Team Nomination Committee at pcmnomcom@gmail.com and make sure to put your name in the subject field of the e-mail message. All word counts are suggested estimates, **not** maximums or minimums! Please write as much or as little as you feel you need to answer the question; the counts are meant to be guides. After applications, we will reach out to you about scheduling an interview in mid-March. Thank you!*

Name:

Pronouns:

Email Address:

Anticipated graduation month and year:

1. How do you feel called to be a member of the Leadership Team? (~100 words)

2. Position Preferences:

a. Please rank the following Leadership Team positions in order of interest/preference (#1 being the highest, #7 being the lowest). You can apply for as many positions as you want. The position description document can be found [here](#). Next year's available L-Team positions are:

Position	Ranking
Kitchen Coordinator	1 ▾
Worship and Partner Church Coordinator	2 ▾
Finance and Operations Coordinator	3 ▾
Social Media Coordinator	4 ▾
Service and Interfaith Coordinator	5 ▾
Communications Coordinator	6 ▾
Music Team Coordinator	7 ▾

3. What brought you to PCM initially, and why do you continue to participate in this community? (~200 words)

4. Briefly describe a topic you may have for a program idea. (~50 words)

5. A major component of the Leadership Team is teamwork. What are some challenges you anticipate having to overcome when working in a team? (~100 words)

6. What is one thing or area you think PCM could improve on? How could you go about accomplishing this in the position(s) you are applying for? (~150 words)

7. Describe ONE of your strengths and ONE of your weaknesses. (~200 words)

8. What is one quote, sentiment, Bible verse, or idea that you feel guides your faith and why is it important to you? (~100 words)

9. Describe a challenging situation in which you faced disagreement with a peer. What steps did you take to move forward through this conflict? In hindsight, do you see Christ in this situation? If so, how? (~125 words)

10. What is something you are passionate about and how do you see yourself bringing that passion to PCM and our ministry? (~175 words)

11. PCM creates Christian community where Carolina students can “Belong, Believe, Become.” How do you interpret this mission, and why is it important? (If you don’t identify as Christian, feel free to interpret this question in a way that feels authentic to you) (~125 words)

12. Time and Availability (Please be honest so that we can anticipate potential scheduling conflicts– your answers to the following questions will not disqualify you from participation on L-Team):

- a. What other extracurricular commitments do you have outside PCM and what is your level of involvement in them?

b. Are you planning to study abroad next year? If so, what semester?

c. Do you expect to have access to a car during the upcoming school year?

Expected Timeline: Applications close March 6th; Interviews will take place March 17th-28th.