

Job Description
Interim Director of Campus Ministry (DCM)
UKirk of East Carolina (Presbyterian Campus Ministry)

Terms of Employment

Terms:	Approximately 20 hours per week, on average
Salary:	\$2,000 - 2,300 a month
Prof Expense Reimbursements:	Up to \$2000.00 per program year*
Vacation:	2 weeks per program year* Plus, the day winter break begins for ECU until the 31 st of December (<i>subject to the needs of the program, such as planning for Montreat College Conference</i>)
Study Leave:	1 week per program year*
Start Date:	TBD
End Date	Contract will run through end of June 2027

**Program years begin June 1st and run through May 31st of the following year*

Education

Required:	Bachelors Degree, related field preferred
Preferred:	Masters Degree in a related field - Divinity, Education, Theology, Social Work (Qualified candidates may negotiate for more hours, responsibilities, pay)

Supervision

The DCM reports to the Board of Directors of UKirk of Eastern Carolina and is immediately supervised by the Head of Staff at First Presbyterian Church of Greenville, or in their absence, the President of the Board.

Responsibilities of the Director of Campus Ministry

The Director of Campus Ministry has the following responsibilities:

- Faithfully proclaim and live out the good news of God's love and grace through Jesus Christ
- Support and work within the Presbyterian Church (U.S.A.)
- Coordinate and lead weekly main gathering (currently called Free Food Monday), working with churches and volunteers to provide meals, communicating with students, and planning the programming. NOTE, this program is currently and historically a strong outreach to graduate and undergraduate international students.
- Provide regular education and connection opportunities for students (ex. - weekly Bible Study)
- Support students in regular service work (ex. - Joy Soup Kitchen, Greenville Community Shelter)
- Nurture, guide and supervise the UKirk of East Carolina intern and other student leaders.
- Provide appropriate counseling and pastoral care to the students, faculty and staff, referring to counseling professionals and local pastors as needed.
- Collaborate with UKirk of East Carolina Board members, interns, committees and students in providing vision and guidance for the ministry
- Attend and make a report to stated meetings of the UKirk of East Carolina Board

- Assist in fundraising events for specific activities and funds development among active and potential covenant churches
- Perform functions outlined in the bylaws of the organization, including moderate UKirk Board meetings in the absence of the President and Vice-President.
- Maintain and develop communication using social media (currently supported by a student leader)
- Promote UKirk of East Carolina at East Carolina University (ECU) and maintain UKirk as an official campus organization.
- Represent UKirk of East Carolina to congregations within the Presbytery of New Hope
- Actively participate in meetings of the New Hope Presbytery's Campus Ministry Committee
- Other duties as assigned.

Responsibilities of the UKIRK of East Carolina Board of Directors

The Board of Directors has the following responsibilities:

- a) Promote the campus ministry programs and services within the Church and on the campuses;
- b) Call the DCM under the process appropriate to the way the program is structured;
- c) Hire other staff/interns as needed;
- d) Supervise the DCM; The Head of Staff at First Presbyterian Church will act as supervisor, and the President of the Board in her or his absence.
- e) Conduct annual performance evaluation of Campus Minister and Ministry;
- f) Solicit financial support from local churches and individuals;
- g) Work with the campus minister to develop long range plans for the program
- h) Approve the budget, ensure commitments to fund it and monitor expenses;
- i) Approve the basic content of the program;
- j) Review and approve trips and other activities involving potential liability;
- k) Organize the board and run meetings as necessary.
- l) Perform other functions as required.

Send Resume and Cover Letter to UKirkECboard@gmail.com

Applicants will be considered on a rolling basis.

Deadline to Apply - June 7, 2026