**The Inn Director, Pullman Presbyterian Church**

**Qualifications Needed**

* Mature faith in Jesus Christ
* Affirms the basic tenets of the Reformed faith
* College graduate with theological training
* M.Div. preferred but not required
* Previous ministry experience
* Heart for both evangelism and discipleship
* Fundraising ability and experience
* Management skills and experience (with people and a budget)
* Highly relational, inviting, and approachable
* Ability to speak well and has dynamic presence in large group setting

**Job Description**

The Director of The Inn will direct The Inn college ministry at Pullman Presbyterian Church. The Director will work with the Pastor(s) and Session to develop, communicate, and implement a Christ-centered, Kingdom-focused vision for this ministry within Pullman Presbyterian Church. The Director’s primary tasks will be to develop relationships with students at WSU, introduce them to faith in Jesus Christ and nurture them in a life of discipleship, train and support student leaders as well as any potential interns, develop relationships between students and the other members of PPC, fundraise needed financial support for the ministry, and perform other ministry tasks as specified to support the general ministry of the church.

**Fundraising Responsibilities**

* Raise the funds necessary to support the operating budget of the Inn, including salaries, beyond any monies contributed by Pullman Presbyterian Church.
* Communicate with donors, including acknowledging gifts to the ministry
* Write mass-mailing request letters (2-3 times/year) to WSU alumni, other Presbyterian churches in Washington State, friends of The Inn and others
* Initiate additional meetings, phone calls, and written correspondence as necessary to secure adequate funds for The Inn ministry
* Track gifts
* Update church members, donors, and potential donors about the ministry through a newsletter (3 times/year)

**Administrative Responsibilities**

* Oversee expenditures from The Inn budget
* Oversee website and Facebook page
* Develop and disperse advertising for the ministry

**Leadership Responsibilities**

* Meet weekly with PPC staff for staff meetings
* Meet weekly with the pastors for supervision and mentoring
* Lead The Inn staff meetings
* Work with the pastors and Personnel Ministry team to interview and hire intern(s), when and if internships are offered
* Supervise intern(s), when and if interns have been hired
* Recruit, envision, lead, train, empower student leaders (which includes preparing for meetings and retreats, meeting with students one-on-one, helping to identify spiritual gifts)

**Ministry Responsibilities**

* Lead (and/or co-lead) small groups
* Meet one-on-one with students (includes general counseling, grief counseling, mentorship, etc)
* Refer students to the Pastor(s) or other qualified professionals when assistance beyond the Director’s training and ability is needed

**Tuesday Night Responsibilities**

* Design and implement weekly worship service
* Oversee student-led worship band
* Incorporate students into leadership roles
* Create sermon series
* Give majority of the talks

**General Church Responsibilities**

* Attend monthly University Ministry (UMin) Team meetings
* Assist in worship leadership at both worship services at least once a month
* Preach on Sunday morning approximately 6 times per year, when requested by the Pastor(s)
* Help organize and participate in University Ministries Sunday each fall
* Attend the church Welcome Back BBQ for college students each fall

**Partnerships**

* Recruit and train church members to lead small groups and mentor students
* Continue to create partnership with members of PPC through intentional conversations, student service projects, and integrating students into the life of the church

**Missions**

* Create, plan, administrate and lead mission projects (international spring break & summer trips, mid-year urban trips)
* Recruit students to participate in mission trips
* Train and prepare students for mission trips

**Retreats**

* Create, plan, and administrate annual retreat (arrange speaker & location, recruit students, misc. details)