



December 2009

Greetings from Madison, Wisconsin!

Pres House (officially known as the Presbyterian Student Center Foundation) is at an exciting time in its history. Located in the heart of the University of Wisconsin-Madison campus, Pres House has been the center of many students' lives over the past one hundred years. Established in 1907, it has undergone different stages as a campus ministry, University Presbyterian Church, and ecumenical ministry. After a pause in active Presbyterian ministry, a new chapter has begun as the ministry of Pres House was reborn in 2004 and the Pres House Residence opened in 2007.

At Pres House, we seek to be a home where we experience the grace of Jesus Christ, explore God's desire for our lives, and are led out into the world by the Holy Spirit. We do this in a variety of ways: Sunday Worship, retreats, work trips, service, outreach, small groups, fellowship, dinner discussions, the Pres House Residence (apartments for 250 students), and more. Our community brings together a diverse group of people who are learning what it means to follow Christ. We are both a spiritual and physical home for students, striving to live holistically as God calls us.

You have an opportunity to be an instrumental part of shaping the community and ministry at Pres House. This is an excellent chance to explore a vocation in ministry in an exciting and dynamic environment under the supervision of pastoral staff. We are looking for a highly relational person who loves college students and is considering a vocation in ministry. Please look over the job description and application, and if you have further questions don't hesitate to contact Rev. Erica Liu (information below).

Blessings,

Rev. Erica Liu
Campus Co-Pastor
erica@preshouse.org

Rev. Mark Elsdon
Campus Co-Pastor/Executive Director
mark@preshouse.org

"As a Chaplain Intern, Pres House has been a great place to be in my years after college, learning about myself – my strengths and weaknesses, my call to ministry – while being supported by wonderful Pres House staff. My experiences working with students have given me a real taste of hands-on ministry, both the joy and challenges it brings, and have helped me consider my own call to ministry more deeply. I have been able to experience the diversity of ministry through preaching, music, one-on-one pastoral meetings, and service with students. Time in reflection with the Campus Co-Pastor has also helped me grow personally, as well as developed my professional and ministry skills; I have learned about myself while at the same time learning to better minister to others. The Chaplain Internship program has provided an excellent and supportive framework for my growth, and I am positive that it will prove invaluable for future interns here at Pres House." – Tracy Nolan, College Chaplain Intern 2007-2009



COLLEGE CHAPLAIN INTERN

Job Description

Pres House

731 State St.

Madison, WI 53703

(608) 257-1030

www.preshouse.org

Pres House seeks to be a spiritual home at the heart of the University of Wisconsin-Madison campus. In keeping with the teachings of Jesus Christ and the Christian tradition of hospitality, Pres House is dedicated to providing a religious center and high quality student housing to promote the spiritual, emotional, and intellectual growth of residents and members of the campus community. Pres House is a ministry of the Presbyterian Church, U.S.A. and welcomes individuals of every perspective and background.

PRIMARY ROLE

The College Chaplain Intern (CI) provides spiritual leadership at Pres House while receiving support and mentoring by the Pres House pastoral staff. The ministry of the CI is largely one of presence (the person will live on-site in a private apartment). He or she will support and mentor residents and members of the Pres House community at large. He or she will be the first staff contact for residents when they have emotional, relational or spiritual needs. The CI will work with Pres House staff and student leaders to plan and execute building-wide social, spiritual and educational programs. As an on-site presence the CI will have some responsibility to respond to emergencies in the residence building.

The CI will work with the community at Pres House to create and implement activities, events, and opportunities engaging on-site residents as well as the campus at-large. He or she will work on outreach to students, and finding ways to provide space for those who are seeking a spiritual home to explore their faith.

The CI also assists in the worship ministry of Pres House and in planning program activities. Depending on his/her skills and interests, the CI may lead in Sunday Worship (e.g., preaching) and help with the other aspects of the ministry (e.g., mission trips, service events, retreats, etc.).

This is a full-time position for a minimum of 12 months, beginning July 2010. A normal work week is approximately 40-50 hours, including time for prayer and study. The CI works closely with and is supervised by the Campus Co-Pastor.

RESPONSIBILITIES

Provide leadership for Pres House Residence

- Organize and execute Welcome/Orientation meeting for residents
- Be responsible for creating a welcoming environment for residence with resources
- Make at least 2 apartment visits per week
- Plan and execute residence programs (e.g., Pres House Fellowship) in collaboration with other staff and student leaders
- Be available for emergencies and crises interventions
- Report any life safety and maintenance issues that are noticed to maintenance department immediately
- Provide assistance to management and leasing staff when needed at the direction of supervisor, particularly during move-out and move-in

Assist in Worship and other Pres House programming

- Assist the Pres House staff in planning and running weekly program for the Worshipping community
- Assist and lead in Sunday Worship
- Plan and lead Outreach/Mission opportunities
- Plan and lead Small Group opportunities
- Spend a significant amount of time building relationships with students and help identify potential student leaders and/or Pres House Fellows
- Organize and run the Lounge (study/hang out space for students)
- Assist in outreach efforts to welcome and recruit students on campus

Other responsibilities

- Participate in weekly Staff meetings
- Weekly supervision meetings with the Campus Co-Pastor

QUALITIES

This position requires a person who has excellent interpersonal skills, who is creative and takes initiative, and who has the ability to work with a diverse constituency. The ideal candidate will be:

- a committed Christian
- a friendly, outgoing person who loves to spend time with college students
- a strong team player with skills in collaborative leadership
- a person who is considering or has already completed a seminary education and a vocation in ministry
- enthusiastic about the mission and vision of Pres House

SKILLS AND EXPERIENCE

- Excellent communication skills
- Minimum of college degree before beginning position
- Experience in Student Residential Life is preferred
- Experience and/or involvement in a ministry setting is preferred

COMPENSATION AND BENEFITS

- Housing provided in a fully furnished apartment in Pres House Residence—includes all utilities, cable, and internet.
- Monthly stipend of \$900-1400 depending upon experience
- \$2000 annual contribution towards health insurance
- Flexible Spending Plan
- 2 weeks paid vacation
- Covered parking (valued at about \$750/year)
- Expense funds to take students out to lunch or coffee
- \$250 for continuing education related to position

APPLICATION PROCESS

- Submit application by February 12th, 2010
- Interviews (by invitation): February 15th – March 15th, 2010
- Notification by March 26th, 2010

PRESBYTERIAN STUDENT CENTER FOUNDATION (PRES HOUSE)
APPLICATION FOR 2010 – 2011 COLLEGE CHAPLAIN INTERNSHIP

PLEASE PRINT OR TYPE
GENERAL INFORMATION

Name _____

Address _____ Phone (____) _____

City, State Zip E-mail _____

Permanent Address _____ Phone (____) _____

City, State Zip

BACKGROUND INFORMATION

Post-High School

Education _____

School City Major/degree Graduation Date

School City Major/degree Graduation Date

What are your future educational plans? _____

What was your grade point average in college? _____ Graduate school? _____

EMPLOYMENT HISTORY

Most Recent Employer _____ Address _____

Telephone _____ Name & title of Immediate Supervisor _____

Dates Employed: From _____ To _____ Job(s) Held _____

Reason for Leaving _____

May we contact this Employer? _____

Previous Employer _____ Address _____

Telephone _____ Name & title of Immediate Supervisor _____

Dates Employed: From _____ To _____ Job(s) Held _____

Reason for Leaving _____

May we contact this Employer? _____

Previous Employer _____ Address _____
Telephone _____ Name & title of Immediate Supervisor _____
Dates Employed: From _____ To _____ Job(s) Held _____
Reason for Leaving _____
May we contact this Employer? _____

PERSONAL BACKGROUND

Describe your personality—list your Myers-Briggs type if you know it.

List your special interests; hobbies; recreation activities; skills.

Have you traveled abroad? _____ If so, describe where, when and amount of time spent.

What books have you read during the past year that have most influenced you?

| <u>Title</u> | <u>Author</u> | <u>Subject</u> | <u>What interested you?</u> |
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ACTIVITIES AND LEADERSHIP

List your participation in leadership positions held in school, college and seminary. Include student government, public speaking, athletics, music, honor societies, church groups and other activities. Also include experience of leadership outside of school.

CHURCH BACKGROUND

Church presently attending: _____ Denomination: _____

Describe your current involvement in this church: _____

PERSONAL REFERENCES

List three people, other than relatives, one of which must be a person involved in full-time Christian ministry.

Name _____ Title _____

Address _____ Phone (____) _____

Name _____ Title _____

Address _____ Phone (____) _____

Name _____ Title _____

Address _____ Phone (____) _____

PERSONAL CONVICTIONS

On a separate piece of paper, briefly respond to the following questions:

- A. Describe your faith journey. Include how God got your attention and some significant experiences and people that God used. How has this journey prepared you for this position?
- B. How does this position fit into your short and long-term goals? What do you want to get out of this experience?
- C. Suppose that someone you feel comfortable with and know very well had asked you to explain the Christian faith to him or her. How would you explain it and what would you say?
- D. What do you believe are your gifts for ministry? What would you consider (1) your personal strengths? (2) an area of your life “under construction”?
- E. Describe your approach to the following issues: (1) leadership, (2) conflict, (3) boundaries.
- F. What will you contribute to the mission of Pres House and what do you hope to learn?
- G. What previous experiences or training in ministry have you had?
- H. Is there anything that you would like to include that we have not given you the opportunity to express?
(Optional)

Signature _____

Date _____

Please return this application to:



Rev. Erica Liu
 Pres House
 731 State St.
 Madison, WI 53704
 608.257.1030