

Active Christians Today Inc.

Women's Ministry Assistant Campus Minister

Essential Characteristics

- 1.) Has passion for God, His Word and ministering to others
- 2.) Actively pursues God through the regular use of spiritual disciplines
- 3.) Enjoys being with people and seeing God change their lives
- 4.) Identifies with today's university students and has the ability to encourage and equip them to follow Christ
- 5.) Enjoys a secure and growing relationship with Christ and her husband (if married) and will prioritize those relationships above the student ministry
- 6.) Will adhere to the Statement of Faith of ACT

Qualifications

- 1.) Bachelor's degree
- 2.) Experience in campus ministry as staff, intern, student leader or active student participant
- 3.) To have a relationship in the Christian Churches/Churches of Christ through either a home church, campus ministry, mission organization or Bible college/seminary

Position Description

- 1.) Together with The University of Toledo and Bowling Green State University student leaders, seek God's direction for furthering Christ's Kingdom
- 2.) Continue the development of a student-led ministry under the direction of the University of Toledo campus minister
- 3.) Initiate and oversee women's small group studies, events, and activities
- 4.) Build the women's ministry up in adherence to ACT's Mission Statement
- 5.) Develop and maintain proper relationships with all constituents
- 6.) Maintain a regular presence on campus to be build and maintain relationships with students
- 7.) Communicate ACT's vision/events to students through newsletters/email/etc.
- 8.) Help organize retreats, mission trips and other effective projects
- 9.) Assist in directing student interns and part-time staff
- 10.) Be available for pastoral counseling to women
- 11.) Attend and participate in ACT staff and board meetings
- 12.) Maintain active and positive relationships with supporting churches, individuals, alumni, the community and the universities
- 13.) Aid in fundraising for ACT

Specific Responsibilities

Within Active Christians Today

- 1.) Report at and participate in all ACT Board meetings
- 2.) Develop a ministry program plan each semester and present the plan to the Toledo campus minister and the board of directors. The ministry program may include, but is not limited to, the following types of activities: outlines for women's small group studies, event plans for upcoming activities, ideas for further outreach on campus, your vision for the students, materials and studies you will be using
- 3.) Participate and assist in corporate worship
- 4.) Disciple women one-on-one through studies, events, service, and teachable moments
- 5.) Train women to become future church leaders, wives, and to discover and embrace their identities as daughters of Christ and heirs to His kingdom
- 6.) Help organize and plan retreats, mission trips, service projects and other events ACT participates in
- 7.) Help oversee maintenance and safety of the Campus House (coordinate upkeep, cleaning, security, help maintain lawn care, landscaping, cleaning, etc. and inform Toledo campus minister of special needs
- 8.) Assist in overseeing of interns, part-time staff/volunteers, holding regular meetings and communication as needed, and providing appropriate training and feedback
- 9.) Report regularly to campus minister for accountability and edification

On the University Campus

- 10.) Help recruit new students through Rocket Launch Orientation programs, Information Fairs, and ACT-coordinated outreach programs
- 11.) Participate in campus wide events and coordinate efforts with other ministries and meet with other ministers and campus leaders (serve as a resource/participant without compromising ACT beliefs/practices)
- 12.) Start and lead women's studies/Bible studies on campus and off-campus
- 13.) Organize and lead women's events, trips, and gatherings
- 14.) Function as a "mom away from home" for the students

In the Community

- 15.) Maintain a healthy position in the community, with the university, among other ministries/churches
- 16.) Coordinate and perform church visits (help recruit new supporting churches, encourage existing supporting churches
- 17.) Encourage individual/alumni financial and volunteer giving to ACT
- 18.) Participate in OCCM (Ohio Christian Church Campus Ministries) meetings