ANDERSON UNIVERSITY

Department *of* Student Life

Campus Ministries Student Coordinator
Job Description

Qualifications

- Broad range of contact with A.U. students is desirable.
- Significant experience in area of ministry is desirable.
- Must demonstrate leadership qualities and experience.
- Must have earned the respect of students, faculty and staff through integrity of Christian life.
- Must have a cumulative GPA of 2.5 or above.

Tasks

- Become acquainted with and arrive at a working relationship with director of ministry site.
- Begin to identify student volunteers who have the potential to share with you in leadership responsibilities in the ministry.
- Be actively involved at the beginning of both semesters in the recruitment, orientation/training and activating of student volunteers.
- Remain actively involved in your ministry throughout the year with a special attention to
    - 1) relationships with the directors at ministry site
    - 2) the morale and ongoing support/encouragement of student volunteers,
    - 3) attending weekly (usually) activities at the ministry site.
- Meet with the Campus Ministries staff bi-weekly for a time of fellowship, ongoing training and updates on all Campus Ministries programs.
- Involvement in various Campus Ministries and Student Leadership activities throughout the year.
- Meet twice a month for one on one meeting with either the Director of Campus Ministries or the Lead Student Coordinators.
- Attendance at Campus Ministries/Student Leadership Retreat in August (usually a week before classes begin).
- Take the one credit hour “Leadership Seminar” course either in the Fall or Spring semester of your service.

Time

- As much time as required to accomplish assignments. Past experience indicates this will average 6-8 hours a week, depending on assignments. Some weeks will require more time, some less.
- Bi-weekly staff meetings are 2 hours.
- Bi-monthly one on one meetings with either the Director of Campus Ministries or
- Lead Student Coordinators are 30-50 minutes.

Relationship (Responsibility -Authority- Accountability)

- Direct responsibility to the Director of Campus Ministries.
- Good working relationship with other CM Student Leaders, the Campus Ministries Office/Administrator, directors of respective ministry sites.
- Responsible for student volunteers (including volunteer leadership) involved in your ministry.

Performance Criteria

- Groups organized and functioning well.
- Respect of leadership at ministry site.
- Respect of Campus community, including faculty, administration and students.
- Willingness to pursue spiritual and emotional growth.
- Willingness to authentically share one's life story and experiences.

Incentives

- Living out the call to service and compassion.
- Discovering and experiencing the presence of Christ in the lives of others.
- Experiencing the sufficiency of God in the midst of your own insufficiency.
- Seeing the fruits of your planning and work take shape in your particular ministry setting.
- Training and experience in the coordinating and leading of a campus program.
- Getting to know and work with a wide range of campus and community leaders.
- Pay is $7.65 per hour. Students are required to clock in and out in order to be paid for hours worked. (Please note that this stipend could affect total financial aid package)

"The main thing you can give your [ministry] – just like the main thing you will give God – is the person you become. If your soul is unhealthy, you can't help anybody."

– Dallas Willard