



Job Description

Job Title: Campus Ministries Discipleship Assistant

Department: Student Life/Campus Ministries

Reports To: Sarah VerMerris, Assistant Director of Discipleship

Group/Grade: Upperclassmen (Junior or Senior)

Status: Part-time

Compensation: Paid position, \$11.25 per hour

Hours: 4-6 hours a week (more heavily weighted in August & September with training)

SUMMARY

The vision for this position is to participate in the development of Christian formation and community in the Residence Halls, KE Apartments, and Outdoor Rec Ministry by primarily leading and mentoring a team of student leaders (Barnabas). This position places the Campus Ministries Discipleship Assistant (DA) in a setting where they will conduct meaningful ministry among student leaders in various ministry contexts while being directed and mentored by the Assistant Director of Discipleship.

Responsibilities include the following:

1. Assist Barnabas Team in both the discernment of needs and the development of vision in their contexts.
2. Provide leadership to Barnabas in the discernment and development of distinct community practices and programs which foster a sense of Christian community.
3. Hold Barnabas accountable in their goals of being visible, welcoming, and known in their community and fostering personal faith formation.
4. Ensure that their Barnabas team provide Bible study, worship, and community offerings to their dorm each month.
5. Hold Barnabas accountable to *encourage and support* ministry in their contexts versus attempting to *do the entire ministry themselves*. Education about balance and boundaries is essential.
6. Mentor each Barnabas (average number of 4-7) on their team through one-to-one bi-monthly meetings. Note: mentoring could happen across genders.
7. Lead their Barnabas team in a once monthly team meeting focused on faith formation and ministry development.
8. Develop a working relationship with Residence Hall ACs and GAs, or relevant staff connected to various contexts.
9. Assist in the recruitment and hiring process of future Barnabas at the beginning of the second semester.
10. Plan a retreat for the Barnabas teams.
11. Other duties as assigned.

Essential Duties include the following:

1. Attend DA training at the end of the summer (about a week before school starts)
2. Participate in Barnabas training (about one week before school starts)
3. Attend once a month DA team meetings
4. Engage in bi-weekly mentoring with the Assistant Director of Discipleship
5. Attend bi-weekly Sunday night meetings from 6-8pm, leading a team meeting for the second hour
6. Maintain presence at chapel and LOFT
7. Attend 1-2 Barnabas events/semester
8. Meet every other week with individual Barnabas team members for mentoring
9. Help with Barnabas hiring/interviews (second semester)

Supervisory Responsibilities include the oversight of the Barnabas Team members in the DA's assigned ministry context.

Requirements: Applicants who have completed a minimum of two years in undergraduate education and have been part of the Barnabas program or Jubilee Fellows will be given priority. Helpful qualifications for this assistantship include self-starting, good listening skills, interpersonal communication, strong interest in faith formation, and leadership strengths.

Training: Discipleship Assistants must be available for training at Calvin University at the end of August. Additionally, Campus Ministries DAs need to attend Barnabas Training following DA training. During all scheduled training hours, all meal and training costs will be covered by Campus Ministries. Training time will be compensated.

Applicants should submit an application by **March 11, 2024:**

<https://forms.gle/bYEVrtB848zNy2uW7>

Applicants must also have two people complete [the reference form](#) by Monday, March 11. References should be able to speak to the applicant's character, leadership, and ministry abilities. References cannot be family members or fellow Calvin students. It is preferred that one reference be associated with Calvin (staff or faculty- but not Sarah VerMerris or Susan Burner) and one be outside of Calvin (a mentor, youth pastor, boss, etc.). ***It is the applicant's responsibility to send the form to their two references and request a response by March 11.***

All questions can be sent to Campus Ministries (campus.ministries@calvin.edu).