Job Description

Job Title: Campus Ministries Discipleship Assistant
Department: Student Life/Campus Ministries
Reports To: Seminary Interns (Sarah VerMerris and Becky Wiegers)
Group/Grade: Upperclassmen (Junior or Senior)
Status: Part-time
Compensation: Paid position, $11.25 per hour

SUMMARY

The vision for this position is to participate in the development of Christian formation and community in the residence halls 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 the residence hall while being directed and mentored by the Seminary Interns at Calvin University.

Responsibilities include the following:
1. Assist Barnabas Team in both the discernment of needs and the development of vision in their dorms.
2. Provide leadership to Barnabas in the discernment and development of distinct community practices and programs which foster a sense of Christian community in their dorms.
3. Hold Barnabas accountable in their goals of being visible, welcoming, and known in their dorm.
4. Ensure that their Barnabas team provide Bible study, worship, prayer, service, and community offerings to their dorm each month. With this the DA creates a calendar (template provided) that gets shared with the dorm.
5. Hold Barnabas accountable to encourage and support ministry in their dorm versus attempting to do the entire ministry themselves. Education about balance and boundaries is essential.
6. Mentor each Barnabas (average number of 5) in assigned dorm through one-to-one bi-monthly meetings. Note: mentoring could happen across gender.
7. Develop a working relationship with Residence Hall ACs and GAs.
8. Assist in recruitment and hiring process of future Barnabas at the beginning of the second semester.
9. Other duties as assigned.

Essential Duties include the following:
1. Monthly DA team meetings with the seminary interns at Calvin
2. Meet bi-monthly with one of the seminary interns for one-on-one mentoring
3. Attend DA training at the end of the summer (about a week before school starts)
4. Participate in Barnabas training (about one week before school starts)
5. Maintain presence at chapel and all-campus worship services
6. Attend some of the Barnabas events
7. Meet every other week with your individual Barnabas for mentoring
8. Run a meeting every other week with your Barnabas team
9. Help with Barnabas hiring/interviews (second semester)

Reports to: Campus Ministries. D.A.s report directly to the Seminary Interns (Sarah and Becky) at Calvin. In addition, because the location of their ministry is in the residence halls, DAs are accountable to the standards given by the Dean of Residence Life and maintained by all Residence Life Staff.

Supervisory Responsibilities include the oversight of the Barnabas Team members in the DA’s assigned Residence Hall.

Hours: average 7-9 hours/week (Note that August and September will need to be more heavily weighted in terms of hours worked than later in the academic year).

Compensation: $11.25/hour

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.

Applicants should submit an application here: https://forms.office.com/r/1HpekXbUu
All questions/inquiries may be made with Campus Ministries, Commons Annex 150. (Email address is campusministries@calvin.edu)

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.

Interviews: Interviews will take place in February.