

# **ACTS Administrator Job Posting**

#### **ACTS Vision**

ACTS Ministry School is an online school of the American Baptist Churches of PA & DE dedicated to providing excellent lay ministry theological education & continuing education for both pastors & lay leaders.

#### **Ministry Description**

The ACTS Administrator oversees the day-to-day functioning of the online ministry school component of ACTS and is a vital member of our team. As such, he or she serves as the primary liaison between ACTS students and Kairos University, their individual academic coaches & their mentors.

#### **Position Responsibilities**

- 1. Secure ACTS coaches for each required class in the Certified Lay Ministry (CLM) curriculum.
- 2. Aid coaches in designing & implementing coursework.
- 3. With the aid of the ACTS Council and/or ABCOPAD regional staff, recruit mentors for students.
- 4. Coach new mentors to fulfill their duties, as needed.
- 5. Maintain accurate digital records of students' completed coursework & completed mentoring tasks.
- 6. Work with the continuing education director & ABCOPAD staff to coordinate regular offerings of both the ABC History & Polity and the Ethics course.
- 7. In coordination with the continuing education director, promote the ACTS ministry school regularly throughout the region and beyond.
- 8. Provide opportunities for currently enrolled ACTS students to convene via video conference to collaborate & encourage one another.
- 9. Other duties as assigned.

#### Qualifications

Skills:

1. The ability to articulate a deep and abiding relationship with Jesus Christ and a sense of calling to the ACTS Ministry School.

- 2. Commitment to ACTS's vision of providing excellent lay ministry theological education & continuing education for both pastors & lay leaders.
- 3. Possess strong interpersonal skills, i.e. self-awareness; communication (verbal, written, and online); ability to self-differentiate in the presence of conflict or difficult situations; a sense of humor; relationally oriented; compassionate; and an ability to interact with others from a foundation of theological and biblical integrity.
- 4. Ability to build healthy relationships and teams.

#### Education:

1. Bachelor's degree and relevant ministry experience preferred.

## Accountability

The ACTS Administrator is accountable to the ACTS Advisory Council. He or she will be reviewed after 90 days; annually thereafter.

## Compensation

This is a part-time position. The ACTS Administrator should anticipate working a minimum of 4-5 hours/week, with an understanding that he or she may work up to 8-10 hours during busy seasons. Compensation is \$4,000/annually.

# **Application Process**

Interested persons should submit a cover letter expressing interest in the position, in the form of an email, along with the following as attachments (Word or PDF format) by **June 30, 2024** to <u>klegg@actsministryschool.com</u>:

- 1. A current résumé,
- 2. Updated MinistrELife profile, if applicable, and
- 3. Names & contact information of three (3) professional references

A signed authorization form for a background check will be required of final candidates.