



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 klegg@actsministryschool.com:

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.