

ACTS 29 Fellowship Ministry

Acts 29 Fellowship is a faith-based ministry in Hamtramck, MI dedicated to community transformation. Acts 29 Fellowship meets critical needs (physical, emotional, social and spiritual) in the most multi-culturally diverse city per capita in Michigan. Christian leaders serving with Acts 29 are required to come by God's call and with financial support in place for their ministry season. Many Christian leaders and workers are needed to accomplish the goals of 2011:

- 1) to nurture mature disciple-makers and
- 2) 'push back the darkness' in a spiritually dark community.

The following positions are open:

BUILDING MAINTENANCE COORDINATOR

PUBLIC RELATIONS COORDINATOR

FINANCIAL / ACCOUNTING ASSISTANT for OUTREACH MINISTRIES

AXIS ASSISTANT

YOUTH MINISTRY COORDINATOR

CAMPING MINISTRY COORDINATOR

ELEMENTARY MINISTRY COORDINATOR

MIDDLE SCHOOL MINISTRY COORDINATOR

SCHOOL BASED MINISTRY (ACADEMIC QUIZZING, HOMEWORK ASSISTANCE)

Acts 29 Fellowship is seeking mature believers who are

- faithful
- filled with the Holy Spirit

Acts 29 Fellowship is seeking mature believers who are willing to:

- participate in discipleship/leadership training
- raise support for daily bread and ministry financial needs
- "be taught and to be led"
- "reproduce" and train others to replace oneself
- be commissioned by the body of Christ in 2011

Short term and temporary positions will be considered, as the Spirit leads.

All inquiries should be directed to:

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BUILDING MAINTENANCE COORDINATOR

Purpose: To oversee the Acts 29 facility in its use for ministry and repairs, to keep the facility up to date in compliance with City codes and guidelines, within budget guidelines and priorities set by the Board of Directors

- GOAL: 1) assess and monitor progress to bring building to code
2) arrange repairs, with the help of mission teams and volunteers to save labor costs
3) arrange repairs and maintain basic systems of heat, lights, plumbing, etc.

The BUILDING MAINTENANCE COORDINATOR is accountable to the Shepherding Team) for regular review of purpose and direction. The BUILDING MAINTENANCE COORDINATOR is responsible for recruiting and equipping team members, following the budget for the program, and following the 5 P's in ministry planning. (PRAYER, PURPOSE, PLAN, PRESENTATION, and PERSONAL FOLLOW-UP)

PUBLIC RELATIONS COORDINATOR

This position will work to enhance the ministry's visibility in the community both locally and nation wide, with the purpose of raising financial support, awareness of the current opportunities and needs that arise at Acts 29, and promoting the Acts 29 vision in new arenas.

- **Initiative:** possess a strong desire to develop the fund raising side of ministry by aggressively looking for new opportunities of support and visibility.
- **Creativity:** be willing to provide ingenuity in marketing each department of Acts 29. This will be done through diverse media (web site, power point presentations, mass mailings...) and venues (local and nation wide churches, mission teams, C&MA Colleges as well as other universities, local and nation wide businesses...)
- **Supportive spirit:** come alongside each department head leaders to understand felt needs and develop best possible avenues to solicit solutions.

Anticipated Outcomes:

- Generate financial, spiritual, and social visibility of Acts 29 into the community at large.
- Develop new and communicate with long term ministry partnerships
- Provide staff members opportunities to share in many local and nation wide venues.
- Overall promotion of ministry, felt needs of the community, programs, outreach events, opportunities to serve, and visibility of ministry highlights to new and existing audiences.

FINANCIAL ASSISTANT FOR OUTREACH MINISTRIES

- The FINANCIAL ASSISTANT FOR OUTREACH MINISTRIES, under the direction of the FINANCE ADMINISTRATOR, will provide data entry and accounting services for AXIS and other outreach ministries as requested and approved by the Board of Directors.

The FINANCIAL ASSISTANT for OUTREACH MINISTRY is accountable to the FINANCIAL ADMINISTRATOR and for regular review of purpose and direction. The FINANCIAL ASSISTANT FOR OUTREACH MINISTRY is responsible for, following the budget for the program income and expense, and following the 5 P's in ministry planning. (PRAYER, PURPOSE, PLAN, PRESENTATION, and PERSONAL FOLLOW-UP)

AXIS ASSISTANT

The AXIS ASSISTANT will

- apply general contracting skills with a missionary heart
- define and addresses critical needs in order to transform lives
- re-establish career and financial stability for the unemployed through vocational training
- share the gospel through the good work of the body of Christ
- create an open door for the gospel in the community in by providing for physical needs and by the power of the Holy Spirit.

The AXIS ASSISTANT is accountable to the AXIS DIRECTOR for regular review of purpose and direction. The AXIS ASSISTANT is responsible for, following the budget for the program income and expense, and following the 5 P's in ministry planning. (PRAYER, PURPOSE, PLAN, PRESENTATION, and PERSONAL FOLLOW-UP)

YOUTH MINISTRY COORDINATOR

Purpose:

- 1) To lead and provide direction to the team of youth ministry leaders, according to the policies of Acts 29 and the criteria of Luke 2:52 (physical, emotional, social and spiritual needs) for healthy growth and development of children in Hamtramck target area.
- 2) To provide information and help to parents in the Luke2:52 criteria (physical, emotional, social and spiritual) development of their children.

GOALS:

- 1) Assess the needs of children and parents by the Luke 2:52 criteria
- 2) Children are equipped to grow in Scripture reading and study, prayer, witness, fellowship and mission service.
- 3) Parents are equipped to support the growth of their children in spiritual formation.
- 4) Develop ministries of community transformation to reach children and youth for Christ and transform homes, schools, neighborhoods and the city.

The YOUTH MINISTRY COORDINATOR is accountable to the Shepherding Team for regular review of purpose and direction. The YOUTH MINISTRY COORDINATOR is responsible for recruiting and equipping team members, following the budget for the program income and expense, and following the 5 P's in ministry planning. (PRAYER, PURPOSE, PLAN, PRESENTATION, and PERSONAL FOLLOW-UP)

CAMPING MINISTRY COORDINATOR

Purpose: To provide leadership to a team to direct and oversee Camping ministries of Acts 29 Fellowship

GOALS:

- 1) to coordinate the camping ministry team and activities according to the policies and budget guidelines of Acts 29 (background checks, permission, transportation, etc.)
- 2) to direct curriculum development, guest speakers and other resources for Acts 29 camping
- 3) to oversee and purchase, order, and care of all camping equipment
- 3) to recruit and communicate with financial and prayer sponsors for camping ministries

The CAMPING MINISTRY COORDINATOR is accountable to the YOUTH MINISTRY COORDINATOR (or if absent, the Shepherding Team) for regular review of purpose and direction. THE CAMPING MINISTRY COORDINATOR is responsible for recruiting and equipping team members, following the budget for the program, and following the 5 P's in ministry planning. (PRAYER, PURPOSE, PLAN, PRESENTATION, and PERSONAL FOLLOW-UP)

ELEMENTARY MINISTRY COORDINATOR

Purpose: To provide leadership to a team to direct and oversee the development of children up to Grade 6 , with a spiritual educational focus.

- GOAL: 1) is to coordinate ministry activities according to the policies of Acts 29 for children's ministry (background checks, permission, transportation, etc.)
- 2) to assess the needs of children by the Luke 2:52 criteria and seek to meet the needs with the resources available to Acts 29.
 - 3) to equip elementary age children in Scripture reading and study, prayer, witness, fellowship, and mission service.
 - 4) to equip parents to support the growth of their children in spiritual formations.

The ELEMENTARY MINISTRY COORDINATOR is accountable to the YOUTH MINISTRY COORDINATOR and /or Shepherding Team for regular review of purpose and direction. The ELEMENTARY MINISTRY COORDINATOR is responsible for recruiting and equipping team members, following the budget for the program for snacks/prizes, etc. and following the 5 P's in ministry planning. (PRAYER, PURPOSE, PLAN, PRESENTATION, and PERSONAL FOLLOW-UP)

MIDDLE SCHOOL MINISTRY COORDINATOR

Purpose: To provide leadership to a team to direct and oversee the development of children Grade 6 – 8, with a spiritual educational focus.

GOALS:

- 1) to coordinate ministry activities according to the policies of Acts 29 for middle school ministry (background checks, permission, transportation, etc.)
- 2) to assess the needs of middle school youth by the Luke 2:52 criteria and seek to meet the needs with the resources available to Acts 29.
- 3) to equip middle school age children in Scripture reading and study, prayer, witness, fellowship, and mission service.
- 4) to equip parents to support the growth of their middle school youth in spiritual formations.

The MIDDLE SCHOOL MINISTRY COORDINATOR is accountable to the YOUTH MINISTRY COORDINATOR and /or Shepherding Team for regular review of purpose and direction. The MIDDLE SCHOOL MINISTRY COORDINATOR is responsible for recruiting and equipping team members, following the budget for the program for snacks/prizes, etc. and following the 5 P's in ministry planning. (PRAYER, PURPOSE, PLAN, PRESENTATION, and PERSONAL FOLLOW-UP)

SCHOOL-BASED MINISTRY COORDINATOR

Purpose: To provide leadership to a team to direct and oversee School -based ministries of Acts 29 Fellowship. (examples include homework assistance, tutoring, school subject quizzing)

- GOAL: 1) is to coordinate School -Based ministry activities according to the policies of Acts 29 and the school system policies (background checks, permission, transportation, etc.)
- 2) to assess the needs of School-Based ministry youth by the Luke 2:52 criteria and seek to meet the needs with the resources available to Acts 29.
 - 3) to engage families to be an active participant in their child's character and academic growth
 - 4) to recruit and communicate with financial and prayer sponsors for School-based ministries

The SCHOOL-BASED MINISTRY COORDINATOR is accountable to the YOUTH MINISTRY COORDINATOR (if absent, the Shepherding Team)for regular review of purpose and direction. The School-Based Ministry Coordinator is responsible for recruiting and equipping team members, following the budget for the program, and following the 5 P's in ministry planning. (PRAYER, PURPOSE, PLAN, PRESENTATION, and PERSONAL FOLLOW-UP)