

Vice President

Responsibilities:

- A. Work in harmony with the President at all times. Keep him/her informed of the progress of the administrative committees and the status of the group's finances. Enlist his/her approval for all final decisions.
- B. Set goals for yourself and be self-motivated.
- C. Strive continually to motivate others and win the lost.
- D. Make a consistent effort to improve abilities.
- E. Keep President informed of all situations he/she should be aware of.
- F. Assist the President in all matters as directed.
- G. Endeavor to develop the Campus Ministry's Leadership along with ministering to the group. Motivate them to dedicate themselves to prayer and evangelism and to follow the leading of the Spirit.
- H. Manifest the Spirit of Christ at all times, setting an example in word and deed.
- I. Assist the Division Directors in any way possible, giving them direction, encouraging them to strengthen their spirituality, and helping them develop their team.
 1. Consistently study methods to increase growth of the Campus Ministry and win the lost. Observe the Divisional Directors:
 - a. Be sensitive to their needs and prevent discouragement and discord if possible.
 - b. Assist them in encouraging faithfulness among their Team Members.
- J. Set an example by faithfully being present to service times. Be available to pray for needs as they arise before, during, and after the service.
- K. Oversee all family groups in order to ensure success.
- L. Know every member by name.

Secretary

Responsibilities:

- A. Work in harmony with the President and Vice President at all times.
- B. Be loyal to the group and the President.
- C. Set goals for yourself and be self-motivated.
- D. Make consistent effort to improve abilities.
- E. Manifest the Spirit of Christ at all times, setting an example in word and deed.
- F. Be able to handle stressful situations that might arise among the membership concerning finances.
- G. Develop an effective accounting system in order to maintain accurate financial records.
- H. Keep full records of all staff, members, and visitors to the group.
 - 1. Keep data updated consistently.
 - 2. Keep an updated list of current Campus Ministry Members.
 - 3. Work in harmony with Outreach Director to ensure each visitor has been contacted before the next meeting.
 - a. Retrieve name, address, and phone number of each visitor.
- I. Work closely with the Vice President on all communication and correspondence, multi-media, and family group endeavors.
 - 1. Place phone calls to absent members.
 - 2. Place phone calls or send out mass email to members notifying them of activities, meetings, and other events.
- J. Take careful notes during each staff/team meeting.
- K. Act as support to all divisional directors.
- L. Know every member by name.

Activities Director

Responsibilities:

- A. Work in harmony with the President and Vice President at all times.
- B. Be loyal to the group and the President.
- C. Set goals for yourself and be self-motivated.
- D. Make consistent effort to improve abilities.
- E. Create effective fellowship and opportunities.
 - 1. Generate ideas
 - 2. Successfully organize each aspect of fellowship activity; set-up to completion.
- F. Create effective fund raising opportunities.
- G. Oversee drama team.
- H. Manifest the Spirit of Christ at all times, setting an example in word and deed.

Outreach Director

Responsibilities:

- A. Work in harmony with the President and Vice President at all times.
- B. Be loyal to the group and the President.
- C. Set goals for yourself and be self-motivated.
- D. Make consistent effort to improve abilities.
- E. Manifest the Spirit of Christ at all times, setting an example in word and deed.
- F. Keep President apprised of needs of new converts and prospects.
- G. Assist Vice President in all matters as directed.
- H. Develop a dedicated team. Motivate them to care for the needs of the hurting and to consistently reach for the lost with the gospel.
- I. Oversee all promotional efforts
- J. Work with Secretarial Director to acquire names of visitors, then contact each visitor before the next meeting by either:
 - 1. Telephone calls
 - a. Place a phone call to visitor to let them know we appreciate their visit to our meeting and we welcome their return.
 - 2. Mail-outs
 - a. A hand-written correspondence sent to visitors is very effective.
 - 3. Personal visits to visitors.
 - a. always set up a day and time with the visitor. Please no “cold calling”.
- K. Oversee all Bible studies. Those dedicated to giving Bible studies shall assist in the following areas:
 - 1. Bible studies made available to members with questions about certain Biblical teachings.
 - 2. Bible studies made available to new converts
 - 3. Bible Studies made available to visitors.
- L. Also, prepare certain team members dedicated to giving welcoming classes to new converts and visitors before or after meetings.
- M. Know every member by name.

Prayer Director

Responsibilities:

- A. Work in harmony with the President and Vice President at all times.
- B. Be loyal to the group and the President.
- C. Set goals for yourself and be self-motivated.
- D. Make consistent effort to improve abilities.
- E. Manifest the Spirit of Christ at all times, setting an example in word and deed.
- F. Constantly be aware of those attending meetings.
- G. Be alert to the members of the groups. Consistently up-date your knowledge of the events in the lives of those you pray for. Stay alert to special needs or signs of discouragement.
- H. Make a note of any particular need or problem that you are aware of which might need the attention of the President or Vice President or Chaplin. Deliver this information to the proper person.
 1. During the meeting, be alert to the needs of new visitors. When you feel that would like someone to pray with them, immediately move into their area and begin praying with them. If you need assistance, ask others to join you.
 2. Develop a staff of Prayer Warriors that will faithfully dedicate in joining you for prayer. Create a schedule and train them by example to be totally lost in prayer and travail. Develop a prayer list for them and ask them to join you in praying for each known need.
- I. Work with Prayer Team to generate creative ideas to involve each member in prayer.

Worship Director

Responsibilities:

- A. Work in harmony with the President and Vice President at all times.
- B. Be loyal to the group and the President.
- C. Set goals for yourself and be self-motivated.
- D. Make consistent effort to improve abilities.
- E. Manifest the Spirit of Christ at all times, setting an example in word and deed.
- F. Develop a committed team. Motivate them to dedicate themselves to prayer and evangelism and to follow the leading of the Spirit in each meeting.
- G. Take complete oversight of all music-related activities of the group.
 - 1. See that musicians are prepared to play.
 - 2. Encourage musicians to be prompt and spend time in prayer before each meeting
 - 3. Schedule practices as needed. Do not play a song unless you have practiced it.
- H. Insist that rules and standards for musicians are upheld.
- I. Know every member by name.

Guidelines for Positions of Leadership:

Qualifications:

- Should be filled with the Holy Ghost.
- Should meet the requirements for group membership.
- Should have burden for lost souls for the campus.
- Should be loyal to President and Vice President at all times and in all situations.
 1. Loyal and supportive in all conversations and in giving advice.
 2. Loyal and supportive in actions.
- Should endeavor to read Bible daily.
- Should maintain daily prayer life.
- Should maintain modest dress standards as ascribed by the Arkansas Youth Division.

Personal Pledge

I, _____, pledge to carry out my duties before the Lord to the best of my abilities. I pledge myself to prayer and consistent cooperation with the Campus Ministry Leadership Team and to the President so that together we may reach our campus.

Signed: _____