



### **Assistant Director Application 2017 - 2018**

Dear Potential Assistant Director,

Thank you for your interest in becoming an Assistant Director at the Tennessee Tech Wesley Foundation. The Tennessee Tech Wesley Foundation strives to be an intentionally Christian **community** for students on Tech's campus to **grow** as followers of Jesus Christ and **serve** in response to Christ's love. In the academic setting of Tennessee Tech's campus we strive to be a living breathing church that welcomes students from all walks of life. We are not a place of easy answers and do's and don'ts but a group of people following after Jesus Christ.

Our Assistant Directors are some of the most important leaders in this ministry. Assistant Directors help cast vision for Wesley, plan events and services, lead small groups and meetings, and seek God for the growth and development of this ministry. The culture at Wesley and the way in which we will love is modeled by the persons filling these positions. They are our leaders, teachers, creators, mentors, workers and builders.

We are looking for young people who are seeking to be Christ in today's world and especially on Tennessee Tech's Campus. We desire young people who are willing to practice the radical hospitality of Jesus Christ. Assistant Directors commit not only to care for themselves personally, but to become the caretakers of Wesley as well. The health, growth, and effectiveness of this ministry will depend on you in this position.

We hope that your time as an Assistant Director will not solely be a year of service to God through Wesley, but also one of invaluable ministry experience that will prepare you for your future. There are many diverse opportunities to serve and lead using your gifts and abilities, and we hope you will continue to discover your gifts and passions in new positions of leadership as well. You will have opportunities to teach during worship services, mentor students, gain administrative experience, learn financial management and fundraising skills, plan and facilitate events, participate in behind-the-scenes creative planning and building, and walk through life with students in great joys and in challenges. As a staff we will pray together and learn from one another, attend conferences, and seek God's guidance for Wesley. Serving as an Assistant Director with Wesley is a year to give of yourself as a minister and a mentor to college students, a time to gain beneficial work experience, and a season to grow and discern where God is leading you next.

The Assistant Director position is an opportunity to help lead and seek God's vision for a place that is and will continue to be a home and spiritual refuge for many. If you want to give of your time to grow, wrestle, and be challenged in your faith then I encourage you to apply. If you have any questions please feel free to ask! Get with us!!!

In Christ,  
Addison and Logan

## **IMPORTANT DATES:**

**Assistant Director Dates: August 4th, 2017 – May 4th, 2018\***

**Assistant Director Application Deadline: April 1, 2017**

\*Dates are subject to change.

### **Assistant Director FAQ's:**

#### **Where will I be staying?**

Assistant Directors will be split according to gender in houses provided by Wesley. Each house has one full bath and a full kitchen. Each home contains appliances including: refrigerator, washer and dryer, stove, oven top.

#### **Will I be paid as an Assistant Director?**

Assistant Directors will live in a Wesley House free of charge from rent and are expected to raise support to financially support themselves for the duration of the job. All money raised will go directly back to the Assistant Director in a biweekly stipend. Assistant Directors are responsible for splitting the cost of utilities including gas, electricity, water and optional cable and internet with their respective housemates.

Assistant Directors will raise a total of \$3,600 for the duration of their time.

#### **Fundraising:**

Spending allowance/stipend: \$100/week - 36 weeks x \$100 (\$3,600)

Total: \$3,600

Based on the cost of living in Cookeville, the amount of meals and leftovers we have at Wesley each week (Sunday dinner and Thursday lunch) and a \$250 expense account that Assistant Directors can use if they are eating a meal out with students, \$100 a week will enable Assistant Directors to meet their needs. If you feel that you feel the need to raise more support you are free to do so however it needs to be approved by the Director.

#### **What would a typical week look like as an Assistant Director?**

Rule #1: There are no typical weeks. Because of the nature of our ministry, we sometimes have weeks that are extremely busy, and sometimes, we have weeks that allow us to have more office time. But no two weeks are alike. Here are some examples of the things you will do as an Assistant Director:

- Attend all events - help in planning, setup and teardown
- Attend Residential Staff House Meetings
- Attend Weekly Leadership meeting
- Clean and fulfil the requirements of staff jobs
- Celebrate the SABBATH!!!
- Help facilitate all events
- Meet weekly with students
- Lead small groups
- Teach/speak
- Create welcoming environment for students in your homes and at Wesley
- Participate in intramurals
- Attend outreach events on campus
- Take on positions in spiritual leadership

### **What is the structure of spiritual life?**

Assistant Directors will participate in weekly Wesley activities including worship and small groups. Assistant Directors will also meet daily with the core staff for accountability and prayer time.

### **General Expectations of Assistant Directors**

- Attend and help facilitate all weekly services, small groups and events. (If there are conflicts talk to Addison!)
- Help with office work and mailouts.
- Plan and design events, retreats and programming.
- Attend and participate in weekly House Meetings. (These are meetings with residential staff where we will pray, laugh, cry, eat zebra cakes, dress up, sing, die to ourselves, make pizza, store treasure in heaven, play in the snow, etc.)
- Participate in leadership meetings as a member of leadership.
- Lead student groups in your focus area.
- Attend all board meetings.
- Lead spiritually for students and staff
- Meet with students on a weekly basis to support, mentor and encourage.
- Participate and play intramurals along with participating in any other activities that engage Wesley with the campus.
- Model Christ to all people at all times both at work and away from work.
- Fundraise and gather support for Wesley.

## **How do I apply?**

**First**, pray. Is God calling you to serve as an Assistant Director at this time?

**Second**, read through all of the materials and prayerfully consider if this is something you desire to do.

**Third**, complete the Application and Essay Questions.

Turn in or postmark everything by **Wednesday, February 8th, 2017**.

All applicants will be scheduled for a brief interview time in Spring, 2017.

### **Turn-in Checklist...**

\_\_\_\_\_ **Assistant Director Application**

\_\_\_\_\_ **Employment History**

\_\_\_\_\_ **Character References**

\_\_\_\_\_ **Typed Essay Questions**

# ASSISTANT DIRECTOR APPLICATION

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Age/DOB: \_\_\_\_\_ Year Graduated H.S.: \_\_\_\_\_

T-shirt Size \_\_\_\_\_

Year Graduated College \_\_\_\_\_

Denomination (if applicable):

\_\_\_\_\_

Home Church (if applicable):

\_\_\_\_\_

Do you have health insurance? \_\_\_\_\_

If yes, what company?

\_\_\_\_\_

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## **EMPLOYMENT HISTORY**

Last two places of employment (if applicable):

1) Business \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Supervisor \_\_\_\_\_

Phone \_\_\_\_\_

Dates \_\_\_\_\_

2) Business \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Supervisor \_\_\_\_\_

Phone \_\_\_\_\_

Dates \_\_\_\_\_

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## CHARACTER REFERENCES

Please list **two Character References** and list **one Roommate Reference**. Please do not list family members as a reference. If you have not lived with someone (i.e. roommate) other than your family, please indicate below and list a third character reference.

1) Name \_\_\_\_\_ Phone \_\_\_\_\_  
Relationship to you \_\_\_\_\_

2) Name \_\_\_\_\_ Phone \_\_\_\_\_  
Relationship to you \_\_\_\_\_

3) Name \_\_\_\_\_ Phone \_\_\_\_\_  
Relationship to you \_\_\_\_\_

### Assistant Director **Essay Questions**

(Please provide brief, but thorough, answers on a separate, **typed** sheet(s) of paper.)

- 1. Briefly describe your relationship with Jesus, including specific ways you pursue that relationship...**
- 2. Have you been involved with the Wesley Foundation in the past? How?**
- 3. Please describe any ministry experience you have.**
- 4. Why do you feel called to live and serve as an Assistant Director?**
- 5. What are the characteristics of a Christian leader? How do you exhibit them?**
- 6. How do your passions reveal themselves in your everyday life?**

- 7. How do you need to grow?**
  
- 8. Do you foresee any possible hindrances (other commitments, personal issues) to you fulfilling the expectations as an Assistant Director? If so, what are they?**
  
- 9. List any skills you have that would be beneficial to the Wesley facilities. (simple handyman construction, yard work, interior design, decorating, gardening,, etc.)**
  
- 10. What do you hope to accomplish during your year as an Assistant Director?**