



*Expanding the Kingdom of God in a crucial  
point of influence within our culture -  
the university*

Prospective Candidate:

We are excited you are interested in campus ministry. As you are considering a staff position with us, we hope you find this information useful and inspiring. Above all else, The Christian Student Foundation of Pennsylvania (CSFPA) is here to serve the Lord Jesus Christ with diligence and excellence. We hope that many students may have their lives irrevocably changed through the saving power of God.

What does a CSFPA staff member do? Collegiate ministry is one of many types of missionary work. Though our mission is not to a foreign country, one of the key components of a good campus ministry is cultivating a vision for world missions. Our hope is the staff member will decide to invest as “a sender” and “goer” to reach the community on campus to result in the spreading of the gospel. These students will develop to be leaders in the church and in the world. As a ministry staff member, you have the opportunity to impact students for Christ.

The most important task for any Christian is maintaining their personal relationship with God. Through this relationship they can experience this abundant life and in turn shared it with others. We have created some guidelines to keep in mind for any apprentice or staff who serves students in Jesus’ name with us. We encourage our staff to maintain a personal quiet time, study the Word, create opportunities for enrichment of personal knowledge (whether ministry skills or personal life in general) and maintain an excellent standard of personal integrity. These guidelines are based on Biblical principles to encourage the believer to grow in their faith while serving God in this ministry.

With regards to the responsibilities of serving on staff with CSFPA, we expect our staff members to maintain a balanced ministry that includes evangelism, discipleship, teaching, counseling, and administrative duties. We encourage our staff to discover their gifts and become stronger in areas where they are weak. As we allow God to work in us, we can confidently and effectively reach students from a variety of backgrounds. Serving God in this way is a joy; the passion we have for the Lord driving us onward.

If you are interested in a position with us or have any questions, please contact us. We look forward to hearing from you and serving the Lord with you.

His servant and yours,

William “Buzz” Roberts  
Executive Director, Christian Student Foundation

*Christian Student Foundation of Pennsylvania*

The Pennsylvania State University - University Park • The Pennsylvania State University - DuBois  
Carnegie Mellon University • University of Pittsburgh • The Pennsylvania State University - Berks • Lock Haven University  
Bloomsburg University • The Pennsylvania State University - Altoona • The Pennsylvania State University - Brandywine

P.O. Box 221 • State College, PA 16804 • 814-865-4843 • [www.csfpa.com](http://www.csfpa.com)



# Collegiate Ministry Staff Application

## **CSFPA Mission...**

*Expanding the Kingdom of God in a crucial point of influence within our culture - the university*

## **CSFPA's Vision** for each Christian Student Fellowship

### ***Authentic***

*Walk - Ephesians 4:25-5:20*

- Read / study the bible regularly
- Spend time talking with God

*Worship - Romans 12:1-2; John 4:23-24*

- Offering oneself only to God
- Willing to meet weekly with other believers

### ***Authoritative***

*Message - Matthew 28:18-20*

- Declare/affirm our hope through Christ

*Ministry - 1 Peter 4:7-11*

- Minister to others using spiritual gifts

### ***Action***

*Share - Acts 2:46-47*

- Experience community through small groups

*Serve - 2 Corinthians 8-9*

- Touch others through time, talents, and treasures

# **The Process** for hiring ministry staff

## *STEP ONE – APPLICATION*

The Application forms should be completed and submitted to:

**William Buzz Roberts - Director of Ministries**  
**PO Box 221, State College, PA 16804**

*Note:* Completed forms can be emailed to [director@csfpa.com](mailto:director@csfpa.com).

## *STEP TWO – PHONE INTERVIEW*

The applicant will be contacted for a formal interview with the Director of Staff Development or Director of Ministries after all application forms have been received and processed. This is often done via FaceTime or Skype.

## *STEP THREE – ASSESSMENT PROCESS*

This process is determined by CSFPA's Development Team, and often varies by the needs of the individual and the position being sought. It may include, but is not limited to, any of the following:

- Formal face-to-face interviews,
- Reference and background checks,
- Extended assessments, or
- Various forms of analysis (i.e. psychological testing, personality profiles, spiritual gifting assessments, etc.).

## *STEP FOUR – FORMAL LETTER OF INVITATION*

Once the applicant has been approved, a formal letter of invitation to join CSFPA's staff as a "Campus Ministry Recruit" will be mailed to the applicant.

The Recruit phase then officially begins, and the individual focuses their time on fundraising and preparing for ministry on campus. CSFPA provides fundraising training, coaching the individual through the entire support raising process.

## *STEP FIVE – FULL-TIME STATUS*

Once the appropriate funds are secure the recruit will be considered full-time staff.

# Ministry Staff Application

## General

Name \_\_\_\_\_

Current Street Address \_\_\_\_\_ Apt # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Permanent Address \_\_\_\_\_ Apt # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone: (    ) \_\_\_\_\_ Other Phone: (    ) \_\_\_\_\_

Date of Birth (mm/dd/yyyy) \_\_\_\_\_

E-mail Address #1 \_\_\_\_\_

Marital Status: \_\_\_\_\_ Date of Marriage: \_\_\_\_\_

Spouse's Name: \_\_\_\_\_

Children's Names and dates of birth:

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If not married:

Do you have specific plans for marriage? \_\_\_\_\_

## Christian Faith/Background:

*Please attach **a separate page with a short narrative** of your relationship with Jesus, how you follow the Holy Spirit presently and where you see God leading you in your life. Also describe how you regularly connect with God.*

Please respond to each of the following sections, using the back of the application for additional space if necessary.

Describe how you came to know Christ as your Savior:

Describe your current relationship with Jesus:

Describe your Christian background (for example, "Were you raised in a Christian home?" "What church, if any, did you attend growing up?")

Are you currently involved in a church? If so, is there a minister or leader from the church we could contact? If not, why not? Otherwise, include his/her contact information below.

Name of Individual/Title:

Name & Location of Church:

Phone:

E-mail:

Date and place of your baptism (immersion):

Have you been ordained?

By whom?

## Financial Information

Have you ever raised financial support? \_\_\_\_\_ If yes, for what purpose?

How do you feel about support-raising? Are you willing to raise support? Why, or why not?

Do you have a home church that is willing to support you? Which church?

Do you have debts or financial obligations? What plan do you currently have in place to eliminate this debt?

Have you been through a financial planning seminar or program? \_\_\_\_\_ If so, which one?

## Ministry Information

Why are you interested in serving specifically with Christian Student Foundation?

What unique gifts, talents and/or passion would you bring to a campus ministry team?

Do you have a dream for a specific university campus? Describe it.

Describe how your education, to date, how will it will help you in your ministry role?

Describe your current involvement with ministries/churches.

Complete this thought: *"When it comes to ministry, I am most out of my comfort zone when..."*

What are two character qualities you possess that would most contribute to successful ministry, and why?

What are two character qualities that God is working to develop in your life as you pursue Him?

What do you hope to gain from working with Christian Student Foundation?

Describe your experience specifically in campus ministry as a student or staff.

Please list other ministry experience.



## Personal/Spiritual Growth

Describe your spiritual practices for growth.

As you reflect on your pursuit of God, in which spiritual disciplines are you strong?  
What evidence do you see for this?

What spiritual disciplines do you need to focus more energy on? Why?

Where would you like to see yourself in the next year, spiritually? Relationally?

Describe a time when you led someone towards a relationship with Christ.

Describe an experience in mentoring/discipling someone.

Share about two people who have been most influential in your spiritual development.

My greatest desire is:

Is there an experience, either positive or negative, in your past that would help your student impact on campus?

## Employment History:

Present Employer \_\_\_\_\_

What is your job? \_\_\_\_\_

How long do you plan on working for this employer? \_\_\_\_\_

Supervisor's name, phone, & e-mail (Is it OK for us to contact this person? (yes/no)

\_\_\_\_\_  
\_\_\_\_\_

How long have you been with this employer? \_\_\_\_\_

If less than two years:

Previous Employer \_\_\_\_\_

What was your job? \_\_\_\_\_

## Education:

<b>High School</b>	<b>City &amp; State</b>	<b>Year Graduated</b>	
<b>College</b>	<b>Years Attended</b>	<b>Year Graduated</b>	<b>Degree/Major</b>
<b>Graduate School</b>	<b>Years Attended</b>	<b>Year Graduated</b>	<b>Degree/Major</b>
<b>Special Training</b>	<b>Type</b>	<b>Years</b>	

## **Statement of Faith** Christian Student Foundation's Core Values

### **Lordship**

We believe in one triune God, eternally existing in three persons: Father, Son and Holy Spirit – each co-eternal in being, co-identical in nature, co-equal in power and glory, and having the same attributes and perfections (Deuteronomy 6:4; Matthew 28:19; John 14:10,26; 2 Corinthians 13:14).

We uphold the lordship of Jesus Christ, believing that he is the divine Son of God and our only Savior (Acts 4:12; 10:36; 1 Corinthians 8:6; 12:3). Whatever we do in our ministry, above all we want Jesus Christ to be honored and we want His purposes to be served (1 Corinthians 15:58; Colossians 1:10; 3:17; 2 Thessalonians 1:11,12). We seek to abide in him, believing his words, "I am the vine and you are the branches. If a man remains in me and I in him, he will bear much fruit; apart from me you can do nothing" (John 15:5)

### **Biblical Authority**

We regard the Bible as the inspired record of God's revelation of Himself and His will. We trust it as the ultimate authority in all matters of faith and practice (Psalm 119:105; 2 Timothy 3:16,17; 2 Peter 1:20,21). We believe that God continues to speak to this generation through the Bible, so we promote Bible reading, Bible study, Bible memorization and meditation (Psalm 1:1,2; 119:11; 2 Timothy 2:15; 3:15). The Scriptures shall be interpreted according to their normal grammatical-historical meaning. (2 Timothy 3:16-17; 2 Peter 1:20-21). For the purposes of CSFPA's faith, doctrine, practice, policy and discipline, our executive director/board of directors will be CSFPA's final interpretive authority on the Bible's meaning and application.

### **Unity**

We believe Christianity is a way of life defined by repentance of our sins and confession of faith in Jesus as the Christ, the Son of the Living God. We desire the unity of believers for which Jesus prayed (John 17:20-23). In order for CSFPA's campus ministries to be a true fellowship of believers from various Christian traditions, we invite all to set aside the names, the dogma, and the creeds that distinguish and divide us. We ask for strong agreement on the direct teaching of Scripture; we ask for tolerance and freedom for diversity of opinion on issues about which the Bible is silent or may reasonably lead to more than one inference. Our unity will be maintained in an atmosphere of love and patience for one another (Galatians 6:1,2; Ephesians 4:15, 32; 2 Timothy 2:23-25). "In essentials unity, in opinions liberty, and in all things love." "No creed but Christ, no book but the Bible, no name but Christian."

### **Discipleship**

CSFPA does not intend to become another competing church body, or a replacement for any student's local church affiliation. We are a ministry and missionary arm of the church at large, serving the campus community. We do not aim at making converts to a denomination, but at making and nurturing disciples of Jesus. The "Go and make disciples..." mandate of Matthew 28:18-20 belongs to all of us. In response to that mandate, we invite, teach, and encourage everyone toward a relationship with Jesus and a life increasingly conformed to his example and his will. We baptize seekers, not as a church membership requirement, but as a public testimony of personal faith in Christ (Matthew 10:32,33; Galatians 3:26,27), as identification with him in his death and

resurrection (Romans 6:3,4), and as the universally accepted mark of discipleship. In a desire to emulate the earliest practice of the church, we baptize by immersion. We believe that the continued pursuit of full devotion and obedience to Christ is what it means to be a disciple.

### **Participation**

Solitary Christianity is unknown in the New Testament. Everywhere it is assumed that believers will be in fellowship with other Christians, and, when their God-given gifts are applied together in harmony, they are effective as the body of Christ (1 Corinthians 12:12-31). We value the contribution that each believer can make to the whole, so we aim to help participants identify a role of service appropriate to them, and we encourage and assist each other in the development of our personal ministry. Each person may derive a sense of belonging and an added sense of worth as they recognize how they can contribute to the mission objectives of Christ through CSFPA campus ministries.

### **Servanthood**

Jesus taught his followers to pray ". . . Thy will be done on earth, as it is in heaven." We desire the will of God on earth, and we desire to give ourselves as servants to His will. Every disciple has an obligation to love her/his neighbor, which may translate into deeds of compassion or kindness (Luke 10:30-37). The Lord commends those who feed the hungry, clothe the naked, receive the stranger, and visit the sick or imprisoned (Matthew 25:34-36). The principle is "Whatever you did for one of the least of these brothers of mine, you did for me" (Matthew 25:40). We also have a commission to be witnesses of Christ, pointing the way to God (Matthew 10:32,33; Matthew 28:18-20). God's only plan for making his message known is through believers in Christ (Ephesians 3:10,11). CSFPA puts a premium upon activities which reflect God's love and endeavors which proclaim the message of salvation in Christ.

### **Community**

There are dozens of instances in the Scriptures of commands given to believers to be obeyed in reference to one another. These "one another commands" include love one another (John 13:34; 4:18), confess your faults one to another (James 5:16), and forgive one another (Colossians 3:13). These commands are only obeyed in a context of community, fellowship, and a well-developed trust and intimacy. Building that kind of community is a guiding value within CSFPA campus ministries. It is not something we can legislate, command, or necessarily organize. It is evidence of the Holy Spirit working in us and among us (Galatians 5:19-23), but we do intentionally nurture, model, and support that kind of community.

### **Culture**

#### Marriage, Gender, and Sexuality:

We believe that God originally created each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor 6:18; 7:2-5; Heb 13:4). We believe that God has

commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest and use of pornography) is sinful and offensive to God (Matt 5:27-30; 1 Cor 6:9-10, Romans 1).

We believe that in order to preserve the function and integrity of CSFPA as the local Body of Christ, and to provide a biblical role model to the Christian Student Fellowship members in any capacity, or who serve as volunteers, agree to and abide by this Statement of Marriage, Gender, and Sexuality (Matt 5:16; Phil 2:14-16; 1 Thess 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of CSFPA.

Sanctity of Human Life:

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimension, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Psalm 139).

**Authority of Statement of Faith**

The Statement of Faith does not exhaust the extent of our faith. The Holy Scriptures are the sole and final source of all that we believe. We do believe, however, that the foregoing Statement of Faith accurately represents the teachings of the Bible and is the official position of the CSFPA. All literature, whether print or electronic, used by the corporation for teaching doctrine and instruction in the Christian Faith shall be in complete agreement with the Statement of Faith. Quotations from authors who oppose the Christian Faith should not be construed as endorsement of their point of view.

(June 2016)

Do you agree with CSFPA's Core Values Statement? \_\_\_\_\_

Do you agree to work in harmony with CSFPA's Core Values ? \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please note:** If accepted, assessment & training may be required. Depending on the time and place of the training, there will be expenses associated with this. By signing this application, you are affirming that all of the information you have provided is truthful, and accurate, to the best of your knowledge.

Your signature on this application indicates that you have waived the right to the information contained in any Personal Reference Forms we receive from your references.

## References:

*Please choose four references (one should be a pastor) and have them fill out and send in a **Personal Reference Form** for you, sending it directly to the address listed on that form. We suggest you provide an addressed, stamped envelope for them to use.*

1. Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Address \_\_\_\_\_  
Occupation \_\_\_\_\_

E-mail: \_\_\_\_\_

2. Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Address \_\_\_\_\_  
Occupation \_\_\_\_\_

E-mail: \_\_\_\_\_

3. Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Address \_\_\_\_\_  
Occupation \_\_\_\_\_

E-mail: \_\_\_\_\_

4. Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Address \_\_\_\_\_  
Occupation \_\_\_\_\_

E-mail: \_\_\_\_\_

## Materials to be returned with application:

- \_\_\_ Resume and Cover letter
- \_\_\_ Recent photo of yourself or of your family, if married
- \_\_\_ Short narrative page from the Christian Faith section
- \_\_\_ Screening Procedure Form
- \_\_\_ Copy of Ordination Certificate (if applicable)

Thank you! Please return completed forms to:

**Christian Student Foundation of Pennsylvania  
Attn: William Buzz Roberts, Director of Ministries  
PO Box 221**

**State College, PA 16804**

**Or send via e-mail to: [Buzz@csfpa.com](mailto:Buzz@csfpa.com)**

For more information, questions, or comments, call Buzz Roberts at 814-883-1318

# Medical History Form

Name of Applicant \_\_\_\_\_

## Medical Conditions Requiring Treatment/Follow-up:

Surgeries \_\_\_\_\_

Hospitalizations \_\_\_\_\_

Psychological (including outpatient therapy) \_\_\_\_\_

Medications \_\_\_\_\_

Allergies (including drugs) \_\_\_\_\_

## Other (Please explain any current activity, if none, leave blank):

Tobacco \_\_\_\_\_

Alcohol \_\_\_\_\_

Drugs \_\_\_\_\_

## Physical Disciplines:

Exercise \_\_\_\_\_

Sleep \_\_\_\_\_

## Immunizations:

Up-to-date immunizations \_\_\_\_\_



**Active Health Problems** (explain any current problems, if none, leave blank):

Heart \_\_\_\_\_

Respiratory \_\_\_\_\_

High Blood Pressure \_\_\_\_\_

Stomach \_\_\_\_\_

Head \_\_\_\_\_

Back \_\_\_\_\_

Neck \_\_\_\_\_

Joints \_\_\_\_\_

Seizures \_\_\_\_\_

Fainting Spells \_\_\_\_\_

Sleeping Disorder \_\_\_\_\_

Other \_\_\_\_\_

# Screening Procedure Form for Employees & Volunteers Working With Children

**Name of Applicant** \_\_\_\_\_

1. Have you at any time ever:

Been arrested for any reason?      Yes      No

Been convicted of, or pleaded no contest to, any crime?    Yes      No

Engaged in any child molestation, exploitation, or abuse?    Yes      No

Been accused of any child molestation, exploitation, or abuse?    Yes      No

2. Are you aware of:

Having any traits or tendencies that could pose any threat to children?    yes no

Any reason why you should not work with children?    yes no

Ever being sexually abused as a child?    yes no

If the answer to any of these questions is “yes,” please explain in detail:

I recognize that the organization to which this application is being submitted is relying on the information contained herein. Accordingly, I attest that all the information that I have provided is absolutely true and correct. I agree to abide by all the policies and procedures of the organization, and to protect the health and safety of the children or youth at all times.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Personal Reference Form

Your name \_\_\_\_\_ Daytime phone \_\_\_\_\_

Applicant's Name \_\_\_\_\_

How long have you known the applicant? In what context?

What do you consider the applicant's outstanding strengths?

What do you consider the applicant's primary weakness?

Please check the box that best describes the applicant for each characteristic.

Characteristic	Poor	Fair	Good	Excellent	Comments
Godliness					
Social IQ (relating to others/reading cultural & social cues)					
Calling from God (to campus ministry & work, can articulate it)					
Ability to connect w/ students (knows social context of university)					
Ability to work well w/ others					
Ability to raise support (adequate contacts, initiative, & communication skills)					
Flexibility					
Self-motivation					
Supportive spouse (or supportive close friend)					
Humility (modest, aware of strengths & weaknesses)					

<b>Characteristic</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Excellent</b>	<b>Comments</b>
Teachability (listens well, strives to improve, not easily offended by critique)					
Commitment to Christian community (active in a church, has desire to care/be cared for)					
Ability to lead others (utilize the gifts of others)					
Resiliency (perseverance through hardship w/ joyfulness)					
Actively exercises his/her faith					

Please check one of the following statements:

I strongly recommend this applicant to be invited to serve with Christian Student Foundation of Pennsylvania

I recommend this applicant to be invited to serve with Christian Student Foundation of Pennsylvania

I recommend, with some reservation, this applicant be invited to serve with Christian Student Foundation of Pennsylvania.

I do not recommend this applicant be invited to serve with Christian Student Foundation. Please explain:

Please make any additional comments you think would be helpful in evaluating this applicant.

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Position or Vocation \_\_\_\_\_

Thank you! Please return completed form to:

**Christian Student Foundation of Pennsylvania**  
**Attn: William Buzz Roberts, Director of Ministries**  
**PO Box 221, State College, PA 16804**  
or send via e-mail to: [buzz@csfpa.com](mailto:buzz@csfpa.com)