



Association for Christian Conferences, Teaching, and Service  
PO Box 27239, Denver, CO 80227-0239  
Website: [www.accts.org](http://www.accts.org) Email: [accts@accts.org](mailto:accts@accts.org)  
Phone: 303-985-8808

### Job Application: Executive Director

Please fill in and email to [search-committee@accts.org](mailto:search-committee@accts.org). You can fill out, save, and send in PDF, or print out and mail to: ACCTS, PO Box 27239, Denver, CO 80227-0239  
Address any questions to [search-committee@accts.org](mailto:search-committee@accts.org)

#### Applicant Information

Full name:(Last, First, M.I) \_\_\_\_\_

Address: (Street address, Apartment/Unit #, City, State, Zip Code)  
\_\_\_\_\_

Phone number(s): \_\_\_\_\_

Email address(es): \_\_\_\_\_

Date available to start: \_\_\_\_\_

Soc. Security No.: \_\_\_\_\_

Desired salary range \$: \_\_\_\_\_

U.S. Citizen or authorized to work in U.S.? YES \_\_\_\_\_ NO \_\_\_\_\_

#### Education and Training

College/University: \_\_\_\_\_

Degree/Field of Study: \_\_\_\_\_

Graduation Year: \_\_\_\_\_

Graduate or other schooling (School, field of study, degree, graduation year):

Additional schooling (School, field of study, degree, graduation year):

**Military/Leadership experience dates: Rank, billet title/position, responsibilities, key achievements. use as much space as is reasonable to answer questions.**

## Post-Military Employment/Experience

### Company 1

Dates, company name, job title/position held, responsibilities, dates of employment, reason for leaving:

May we contact them for a reference? \_\_\_\_\_

If so, name, position, phone, email: \_\_\_\_\_

### Company 2

Dates, company name, job title/position held, responsibilities, dates of employment, reason for leaving: Dates, company name, job title/position held, responsibilities, dates of employment, reason for leaving:

May we contact them for a reference? \_\_\_\_\_

If so, name, position, phone, email: \_\_\_\_\_

## References

*Please list at least two professional references and one personal reference.*

### Reference 1

Name, relationship, years known: \_\_\_\_\_

Contact information & preferred mode of contact (*Phone number, email address, home address*):

\_\_\_\_\_

### Reference 2

Name, relationship, years known: \_\_\_\_\_

Contact information & preferred mode of contact (*Phone number, email address, home address*):

\_\_\_\_\_

### Reference 3

Name, relationship, years known: \_\_\_\_\_

Contact information & preferred mode of contact (*Phone number, email address, home address*):

\_\_\_\_\_

## Christian Life and Ministry Experience

Please tell us how you came to faith in Jesus Christ:

Tell us about your current Christian life/faith/service (church experience, involvement, spiritual gifts, etc.):

Tell us about your ministry experience (e.g., short term mission trips, church involvement, etc. not listed under employment information:

## Other Questions

How did you become aware of ACCTS? \_\_\_\_\_

List jobs and/or personal skills you have which you think would be useful/applicable in this position:

List personality traits you have which you think would be useful/applicable in this position:

Describe your favorite job to date and tell us why you loved it:

Do you speak a foreign language, and, if so, how fluent are you?

If you are a US citizen and have ever lived outside of the US, tell us about that experience and what you enjoyed and/or found challenging about it:

Please list international travel you have done (including vacations, if you wish) and tell us what you experienced and/or enjoyed/found to be challenging in that nation. What did you learn about their culture or the nation's people?

Is there a particular area of the world you feel especially drawn to in terms of ministry?

Although it would be ideal if the executive director lives in the Denver, Colorado, area, it is not a requirement. With that in mind, are you available to relocate to Denver, Colorado, if needed? Would that be something you would prefer, or do you prefer to stay in your current location?

Do you have experience in fundraising for any other organizations (including your church)? If so, please describe how you accomplished it, and what you enjoyed/found challenging about that experience:

Most ACCTS' staff work out of their home locations in the US and around the world. They are self-directed in their ministries, with oversight and guidance from the executive director and board of directors. In many aspects they function as volunteers do in other organizations, setting their own hours and how much time they devote to their ministries. Many are very sacrificial in their service, using their personal funds to accomplish their work and support ACCTS. Do you have experience working with volunteers or working with people who are self-directed in their work? How do you feel you would work in this type of system?

Working with international military Christians is enormously rewarding, but also has unique challenges that require flexibility, since ACCTS works with military Christians from many denominations, from Protestant, Catholic, Orthodox, and everything in between, and these express their faith in different ways. ACCTS works to build up those who have placed their trust in Jesus Christ as personal Savior, and its core values are reflected in its ministry, which is **Biblically-based, Spirit-led, Prayer-centered, and People-focused**.

In addition to denominational differences, there are vast differences between nations/cultures in what is acceptable/preferred Christian behavior (e.g., leadership styles ranging from authoritarian to relaxed; forms of music/worship; women's roles in the family/church; variances in social issues and beliefs such as alcohol use, etc.). How would you work with Christians who have a very different approach to growing in their faith in Christ? Are there certain denominations, beliefs, or circumstances you would not be able to accept in Christians? If so, what are those beliefs, issues, or circumstances?

Please tell us why you are interested in this job and what you expect from it:

Please share any other information about yourself, your family, your faith, or life you think is important to your taking the calling to this position:

Please write down any questions you may have about this ministry position or about the ministry of ACCTS:

***I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.***

***Please include a cover letter and your resume.***

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