Application for

University Ministries and ASSP

Sharpen Coordinator

2013-2014

DUE APRIL 12, 2013
5:00 pm
The Sharpen ministry is a collaborative partnership between University Ministries and the Associated Students of Seattle Pacific.
COORDINATOR SELECTION PROCESS

We are looking for people who are willing to commit their time, energy, and creativity to the service of their peers. We consider all interested applicants because we know the critical element in the performance of any service is not what a person can do, but rather who they are in Christ.

The experiences that come with your position will help you develop the skills and qualities that you will need throughout life, such as: delegation, responsibility, service, coordination and planning, time management, listening skills, program development, helping skills, self-management, and dependability. This is designed to be a ministry and a learning experience.

Desired Attributes of the Applicant
1. The desire to grow spiritually in Jesus Christ.
2. The desire to help others grow spiritually in Jesus Christ.
3. Stability and maturity, emotionally, psychologically and spiritually.
4. The ability to motivate and facilitate leadership of “Sharpen” relationships.
5. The ability to lead with a servant attitude.
6. The ability to work as part of a team.
7. The ability to communicate effectively.
8. The ability to organize and manage one’s own affairs (academic as well as ministry responsibilities).

Minimum Qualifications for Applicant
1. A commitment to work on core for one academic year.
2. Minimum Cumulative GPA of 2.5.
3. An estimate time commitment of 15-20 hours/week.
4. A commitment to attend training sessions and regular meetings as listed on the job description (See attached).
5. A commitment to attend at least 10 community worship events per quarter.
6. Willingness to learn about and manage a budget assigned to Sharpen

Application Information
Completed applications are to be turned in at University Ministries. Please place in Sharpen Mailbox c/o Desiree Friesen or in Deb Nondorf’s inbox on 2nd SUB by 5:00 PM April 12, 2013. Please type or print neatly in pen. Also, feel free to include any additional information that you think might be helpful. Add additional pages as necessary. Read the reference form as well, so you are familiar with what your references will be asked. Note: three references are required from: 1. Peer; 2. Faculty, Professional Staff or Pastor; 3. Faculty, Professional Staff or Pastor.

A Final Word to the Applicant
You are encouraged to enter into the Coordinator selection process in careful search of God’s guidance.
This ministry is both challenging and rewarding; the rewards, however, are not always immediate.
We encourage you to talk to the present Sharpen Coordinator and Sharpen Core members to find out more of what this ministry involves.
We wish you well during the selection process.
JOB DESCRIPTION

POSITION: SHARPEN COORDINATOR

KEY RESPONSIBILITIES:
1. Model a love for Jesus and being his disciple.
2. Have a passion for growth in discipleship ministries, including small groups, intentional living, community gatherings (communal meals and ACE events, etc.).
3. Coordinate training processes for student Core Team.
4. Establish guidelines, procedures and expectations for student Core Team, work with Core Team members to ensure students have appropriate structure and inspiration.
5. Shepherd group in their relationships with one another and with God.
6. Help ministries (listed in number 2 above) get started well, and support them through prayer, encouragement, and resources once they are established.
7. Coordinate team members in process of publicity, advertising to help the campus know about the ministry.
8. Plan weekly Core Team meetings. Come with a mind that seeks to learn more about God and how to serve Him.
9. Plan Leadership kick-off for 2013-14 Core Team.
10. Attend at least 10 community worship events per quarter.
11. Manage the Sharpen budget.
12. Fulfill various duties as job description and needs dictate.

TRAINING AND SUPPORT:
The Sharpen Coordinator is expected to participate in the following:
1. 2013-2014 Sharpen Core Team selection interviews and process (April 22-May 3, 2013)
2. Leadership Kickoff, May 21, 2013: To begin the vision process and to also start team building with the Sharpen Core.
3. Fall Leadership Conference, begins September 21, 2013: time to get acquainted, become oriented to the year, begin training process, set goals, objectives and strategies for upcoming year with both University Ministries leaders and other SPU student leaders.
4. Winter Campus Ministries Leadership Retreat: time to reevaluate goals, reflect on progress, be ministered to and enjoy team activities.

ACCOUNTABILITY
The Sharpen Coordinator shall report directly to the Minister of Discipleship and shall ultimately be responsible to the ASSP Vice-President of Ministry.

SELECTION
The Sharpen Coordinator will be selected by the current Sharpen Coordinator, the Minister of Discipleship, and the ASSP Vice-President of Ministry.
COMPENSATION
Financial compensation will be provided, the stipend amount changes yearly.
SHARPEN COORDINATOR
APPLICATION FORM
2013-2014
(Please Submit in 2nd SUB by 5:00 PM, Friday, April 12, 2013)

Name ______________ Mailstop/Address _______________ Phone

________________________

Major ________________ Minor _______________ Student ID # ________________

Date of Admission to SPU and Class status at time of this
application________________________

Projected Date of Graduation ___________ Current Cumulative GPA_____________

Have you ever attended any other college or university? If so, where and when?

Mailing address and phone number:
    Street Address/PO Box ____________________________
    City ______________ State/Province____ ZIP/Postal Code____
    Country (if not USA) ______________ Phone (___) ______________

Summer address and phone number:
    Street Address/PO Box ____________________________
    City ______________ State/Province____ ZIP/Postal Code____
    Country (if not USA) ______________ Phone (___) ______________

Answer the following questions on separate sheets of paper:

Statement of faith
Write a brief statement of faith. Phrase it in words a non-Christian would understand.

Sharpen is meant to establish quality spiritual relationships at SPU. Why do you think small groups are important? What makes them succeed? What makes them fail?

Spiritual growth
Identify and describe two areas of spiritual growth you have experienced this past year.

What has been most helpful in enabling your spiritual growth this past year?
Leadership and service
Leadership experience: What leadership skills have you developed this past year?
Service experience: Please describe your experiences.

Team Skills
Describe your organization skills.
Describe your communication skills.

Personal background
What are your personal life goals?
Identify three strengths and three weaknesses you would bring as the Coordinator of Sharpen.

The activities of the program
What would you like to see Sharpen achieve next year?
What might be your approach in achieving this vision?
Sharpen is an eight year old ministry on campus that requires flexibility and the ability to learn how to support small groups within the process, many times creating the opportunity for much creativity within this ministry. How do you feel about taking on a position where flexibility and creativity are a large part of the ministry?

Extra-curricular activities
Please list all extra-curricular activities (including work) in which you plan to be involved next year. Give an estimate of your weekly time commitment to each.

Personal References
The following web link directs you to our online reference form. It is YOUR RESPONSIBILITY to send this link to 3 personal references, and make sure that they submit this form to us by April 19. In addition, please list the contact information for these references below in case we need to follow up on any of their comments. Please note that you must have one reference from a pastor or spiritual mentor, one reference from a current student leader at SPU (PA, SMC, ministry core member, etc.), and one other person of your choice who knows your heart well (and who is not a member of your family).

Online reference form link: https://www.surveymonkey.com/s/umreference

<table>
<thead>
<tr>
<th>Reference Name</th>
<th>Email Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Please note that the information contained on the completed reference form is considered CONFIDENTIAL and will not be available for review by the applicant or any other individual who is not involved in the selection process.

The information provided in this application is true and accurate as I have represented it.

Signature ________________________________________________________ Date __________