Campus Student Ministry Coordinator (CSMC)

Application

2016-2017

“May the God who gives endurance and encouragement give you a spirit of unity among yourselves as you follow Christ Jesus, so that with one heart and mouth you may glorify the God and Father of our Lord Jesus Christ."

Romans 15: 5-6

**Seattle Pacific University Mission**

As a community of learners, Seattle Pacific University seeks to educate and prepare students for service and leadership. We are committed to evangelical Christian faith and values, and to excellence in teaching and scholarship for the intellectual, personal, and spiritual growth of our students.

**Office of University Ministries Mission**

To participate in the fulfillment of SPU mission by promoting students’ understanding of the meaning and implications of the Christian faith; growth in Christian discipleship and community life; appreciation of the rich diversity in Christian worship; and fruitful commitment to a lifestyle of service and engagement of our culture and world with the gospel of Jesus Christ.

**Student Ministry Coordinator (SMC) Ministry Mission**

An SMC Discovers how God is already working among the people on their floor, so they may partner with SPU ministries to creatively Respond to God’s work in a way that Empowers their residents to grow spiritually and lead courageously.

**CSMC Theme Statement**

A CSMC discovers how God is already working among the students living on campus, so that they may partner with AMC (ASSP Ministry Council) to creatively respond to God’s work in a way that empowers those in the SMC ministry to grow spiritually and lead courageously.

**Campus Student Ministry Coordinator Position Description**

**Purpose:**

The purpose of the SMC Ministry Coordinator is to serve as *chief administrator and visionary for the SMC Ministry.* The purpose of the SMC Ministry is to support the spiritual growth of students living in the residence halls. Through God’s wisdom and strength, the CSMC seeks to glorify God with the example of his or her lifestyle, prays for the SMCs and RHMCs in their ministries, provides spiritual growth and discipline opportunities, coordinates with JPC and MEP to educate SMCs in diversity and reconciliation, builds loving and encouraging relationships, nurtures and empowers leaders, and works in partnership with Residence Life staff to develop a vibrant ministry that serves our on-campus students.

**Key Ministry Responsibilities:**

To pray regularly for the SMC and RHMC staffs, and other campus ministry opportunities.

To serve as a link between the Office of University Ministries, ASSP, and the SMC Ministry through AMC (ASSP Ministry Council).

To lead the RHMC staff meeting as a means of support and planning.

To meet with the RHMCs on an individual basis, for the purpose of encouragement, accountability, and establishing ministry goals.

To plan the SMC cadre to provide continued training and support.

To give encouragement to the SMCs through quarterly appreciation and individual meetings.

To recognize and empower potential leaders.

To work in partnership with the Residence Life staff and Resident Advisors.

To uphold the responsibilities of a Mandatory Reporter (training provided).

To process the administrative details of the Ministry.

**Key Position Responsibilities:**

Plan Fall Training and attend ASSP Leadership Conference in September.

Plan weekly SMC cadre (2 hours).

Weekly ASSP Ministry Council meeting (1 hour).

Weekly meeting with each individual RHMC (4 hours).

Weekly meeting with SMC Ministry Advisor (1 hour).

Plan and facilitate weekly RHMC staff meeting (3 hours).

Weekly meeting with ASSP Vice President of Ministries (1 hour).

Assist Advisor in planning weekly SMC class, and attend during Fall Quarter. (2 hours)

Attend to the administrative duties of the ministry (4-5 hours).

Hold weekly office hours available to all Ministry members (1-2 hours).

Participate in *In-Context* (if not already done so) during Spring Quarter 2016.

Prepare SMC ministry budget and present to ASSP.

Coordinate mid-year ministry and staff evaluations.

Coordinate and execute Fall and Winter Retreats for RHMC staff.

Attend Winter Ministries Retreat first or second weekend of Winter Quarter.

Coordinate SMC Ministry selection process.

Train the following year’s CSMCs.

**Note:** The CSMCs report to the SMC Ministry Advisor and the ASSP Vice President of Ministries. The CSMCs must maintain a minimum cumulative GPA of 2.75 or better. The CSMCs are compensated for their ministry, as outlined in the ASSP by-laws, Article 5, Item D.

**SMC Ministry Selection Timeline 2016**

(Dates subject to change)

**January 21, 2016 – Thursday** Informational meeting - applications available

**February 3, 2016 – Wednesday** Applications & References Due to 2nd SUB by 5:00pm

**February 8-11, 2016** CSMC Interviews

**March 1 and 2, 2016** RHMC Interviews - new CSMCs attend

**March 5, 2016 – Saturday** RHMC Selections: 9:00am-5:00pm – new CSMCs attend

**March 9, 2016 – Wednesday** RHMC Selections: 6:00-8:00pm – new CSMCs attend

**March 29-31, 2016**  SMC Interviews - new CSMCs attend

**April 2, 2016 – Saturday** SMC Selections: 9:00am-5:00pm – new CSMCs attend

**April 6, 2016 – Wednesday** SMC Selections: 6:00-8:00pm – new CSMCs attend

**April 7, 2016 – Thursday** SMC Selections (if necessary) – new CSMCs attend

**April 11, 2016 – Monday** SMC Notification

**April 18, 2016 – Monday** SMC Signed Contracts due

**TBA: April or May** New Staff Celebration

**Student Ministry Coordinator Ministry**

**Campus Student Ministry Coordinator** **(CSMC)**

**2016-2017** **Application Form**

Name:

SPU ID #: Current Class Status:

Date of Birth: Major/Minor:

Current GPA: (CSMCs must maintain a 2.75 Cumulative GPA or higher)

Email:

Home Address:

City: State: Zip:

Cell Phone:

Do you attend church regularly? If so, what is the name of it?

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

Please indicate your personal history in the residence halls at SPU:

Residence Hall/Floor/Quarter(s) you lived there

**When answering the following questions, please keep your typed responses at 350 words maximum.**

**Reason for Application**

Why do you wish to be considered for a position in the SMC Ministry? What is it about the CSMC position that you are drawn to or that appeals to you?

**Statement of Faith**

What do you believe and why?

**Spiritual Growth**

Describe a difficulty you faced in the last year or two and the role your faith played in facing that challenge.

**Leadership and Service**

List (and give a brief description of) current and past leadership and/or service involvement, including SPU and non-SPU related experiences.

Do you think Christian leadership differs from other kinds of leadership? If so, how? What are some qualities that you would like to grow in as a Christian leader?

What is the relationship of diversity, reconciliation, and ministry in your own experience?

**Personal Background**

Explain three of your gifts or strengths that would be applicable to this coordinator position.

Explain three weaknesses that you would bring to this position.

(Optional) Are you currently, or have you in the past four years, sought professional help for health problems, depression, psychological or physical addictions, or high stress? If yes, please explain below, or in person if you prefer.

Describe a time when you encountered someone with a background that was different than yours.

**Ministry Vision**

Please describe two aspects of the SMC Ministry that you believe work well. Please describe one thing that you would improve in the SMC Ministry.

The CSMC position involves working closely with a partner. Please describe your experience working in a partnership. What do you see as important aspects of a successful partnership?

The purpose of the SMC Cadre is to further equip students in their ministry. How would you accomplish this goal? What are some possible training topics you would focus on?

The position of CSMC entails a large amount of administrative work, particularly in planning SMC training at the beginning of September and the staff selection process in Winter and Spring Quarters. What are your strategies for handling the various administrative responsibilities of this position?

One aspect of the coordinator position is to support and encourage the RHMC staff, both individually and collectively. How would you creatively approach this part of the position?

The coordinator is a part of ASSP Ministry Council as well. How do you view the coordinator role as contributing to campus ministries as a whole?

SMCs often encounter students from religious, ethnic, or socio-economic backgrounds that are different from theirs. As CSMC, how will you organize training to empower SMCs to effectively and compassionately engage with a floor of diverse backgrounds?

As leaders with perceived high interaction with students, those in the SMC Ministry are required to uphold Mandatory Reporting policies. Do you feel you can uphold and help others uphold this responsibility?

Are you available to meet regularly once a week with the current coordinators upon selection to begin training throughout Spring Quarter?

Are you available, beginning the first week in September, to plan fall training?

**Activities**

What are some strategies you have for dealing with a busy schedule?

List all extra-curricular activities in which you plan to participate next year. Include church, intramurals, SPU athletics, student teaching, work, etc. Please estimate your weekly time commitment, recognizing that being the coordinator requires a time commitment of up to 20 hours per week.

What is your perspective on SPU’s Lifestyle Expectations? Are you willing to abide by them as long as you hold a position in the SMC Ministry?

Review the 2015-2016 Lifestyle Expectations here:

<http://spu.edu/administration/student-life/handbook-15-16/behavioral-community-expectations/lifestyle-expectations>

**Personal References**

A reference evaluation form is included with this application. It is your responsibility to be sure three of them are submitted to the Office of University Ministries by February 3rd, 2016 at 5 PM. Please have two peer campus leaders (i.e. RA, RHMC, other Ministry Coordinator) and one faculty or staff member complete these forms.

List the name, title, email address, and phone number of your references below.

1.

2.

3.

Please note that the information contained on the completed reference evaluation forms is considered confidential and will not be available for review by you or any other individual who is not a part of the Selection Committee.

All references must be sent or emailed to:

Lindsey Catton and Andrew Erne

Office of University Ministries

Seattle Pacific University

3307 Third Avenue W. Suite 207

Seattle, WA 98119

By signing this document, you indicate that you have provided truthful and accurate information in your answers. You acknowledge that you have read through the CSMC position description and understand the commitment level of the role. You also indicate that you have prayerfully submitted this application, and will continue to pray for the outcome of the process.

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

**Submit your completed application by 5:00pm, February 3, 2016 to the Office of University Ministries, on the second floor of the SUB.**

*If you have any questions, e-mail:*

*Lindsey Catton* [*cattonl@spu.edu*](mailto:cattonl@spu.edu) *- or - Andrew Erne* [*ernea@spu.edu*](mailto:ernea@spu.edu)

**Campus Student Ministry Coordinator Reference Form**

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

**This person is applying for the position of SMC Ministry Coordinator at Seattle Pacific University.** The purpose of the SMC Ministry Coordinator is to serve as *chief administrator and visionary for the SMC Ministry*.

The SMC Ministry exists to serve the spiritual needs of students living in the residence halls. Through God’s wisdom and strength, the SMC seeks to glorify God with the example of their lifestyle, prays for the students on their floor, provides spiritual growth and discipling opportunities, loves and encourages floor mates, nurtures and empowers potential leaders, and works in partnership with the Resident Advisor to develop a floor that strives to become Christ-like.

To be successful, a person in this position must possess the following attributes:

* The desire to grow spiritually in Jesus Christ
* The desire to help others grow spiritually in Jesus Christ
* Stability and maturity: emotionally, psychologically, and spiritually
* The ability to establish and maintain healthy relationships
* Lead with a servant attitude
* Coordinate various events and activities
* Communicate effectively
* Inspire others with the vision of the Ministry
* Be attentive to administrative details

Those involved in the coordinator selection process would appreciate your assessment of this candidate based on his/her personal characteristics, spiritual maturity, and potential for success in this role. Thank you for your assistance in this process.

This information will be used only for the purpose of selecting the Coordinator. As such, the information contained herein is **confidential** and will not be available for review by the applicant.

Please email or mail this reference form and recommendation letter by **February 3, 2016** to:

Lindsey Catton and Andrew Erne

Office of University Ministries

Seattle Pacific University

3307 Third Avenue W. Suite 207

Seattle, WA 98119

*If you have any questions, e-mail:*

*Lindsey Catton* [*cattonl@spu.edu*](mailto:cattonl@spu.edu) *- or - Andrew Erne* [*ernea@spu.edu*](mailto:ernea@spu.edu)

*2015-2016 Campus Student Ministry Coordinators*

**Campus Student Ministry Coordinator Reference Form— PAGE 1**

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

1. How well do you know the applicant?\_\_\_Slightly \_\_\_Fairly well \_\_\_Very well

2. Under what circumstances have you known the applicant? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. How long have you known the candidate? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Considering other college students you know, please rate this applicant following criteria. (Feel free to write comments in the space provided, especially to explain a low score)

***5*** *= Exceptional* ***4*** *= Good* ***3*** *= Average* ***2*** *= Needs Improvement* ***1*** *= Poor*

***N/A*** *= Not Applicable or do not have experience with the person in this capacity*

5 4 3 2 1 N/A **CHRISTIAN COMMITMENT**: The overall modeling of Christian values and lifestyle.

5 4 3 2 1 N/A **LEADERSHIP**: The ability to inspire others; to coordinate and lead activities; to

facilitate group interaction.

5 4 3 2 1 N/A **ORGANIZATION**: The ability to prioritize tasks and manage time wisely.

5 4 3 2 1 N/A **OPTIMISM**: The ability to maintain a positive outlook in the face of challenges.

5 4 3 2 1 N/A **REALISTIC**: The ability to assess ideas and situations realistically.

5 4 3 2 1 N/A **INITIATIVE**: How this person approaches new situations; self-motivation; ability to

set and accomplish goals; and need for supervision.

5 4 3 2 1 N/A **INTERPERSONAL** **RELATIONSHIPS**: Attitude and ability to work with peers and

supervisor; sincerity; flexibility; ability to cooperate; ability to manage conflict in

her/his own relationships.

5 4 3 2 1 N/A **RESPONSIBILITY**: The degree to which the applicant is dependable, prompt, accurate,

and complete.

5 4 3 2 1 N/A **COMMUNICATION**: The ability to grasp ideas; to read, speak, and write effectively; and to listen and convey understanding to others.

5 4 3 2 1 N/A **MATURITY**: Common sense; self-awareness; judgment; integrity; and ability to deal

with a wide range of personalities.

5 4 3 2 1 N/A **EMOTIONAL STABILITY**: The direction and control of emotional response; general

disposition; and predictability.

5 4 3 2 1 N/A **SOCIAL SENSITIVITY**: The applicant’s ability to be sensitive to and understanding of

feelings and reactions of others & ability to make effective responses to them.

5 4 3 2 1 N/A **CONFLICT MANAGEMENT**: The applicant’s ability to be sensitive to and

understanding of the feelings and reactions of others and the ability to make

effective responses to them.

**Comments:**

**Campus Student Ministry Coordinator Reference Form— PAGE 2**

(attach additional sheet if necessary or desired)

5. Please assess this candidate’s strengths and weaknesses.

6. Please give us any additional information that might help us evaluate the candidate.

Indicate your understanding of this person’s potential for success in the SMC Ministry by checking one response:

\_\_\_Highly Recommend \_\_\_Recommend with Reservation

\_\_\_Recommend \_\_\_Would not Recommend at this Time

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (Please Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title/Relationship to Applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this completed reference form to the address below by:

**5:00pm on Wednesday,** **February 3, 2016**.

You may also submit this form via fax to: (206)-281-2730

Lindsey Catton and Andrew Erne

Office of University Ministries

Seattle Pacific University

3307 Third Avenue W. Suite 207

Seattle, WA 98119