Resident Hall Ministry Coordinator (RHMC)

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.

**Resident Hall Ministry Coordinator (RHMC) Position Theme**

An RHMC discovers how God is already working among the people in their Residence Hall, so that they may work in partnership to creatively respond to God’s work in a way that empowers their SMCs to grow spiritually and lead courageously.

**Residence Hall Ministry Coordinator Position Description**

The RHMC ministers to the Residence Halls through training, mentoring, encouraging, and challenging individual SMCs and SMC staffs.

Partnerships:

* Collaborate with the Office of University Ministries and the Center for Worship to encourage student participation in worship, small groups, and campus wide events
* Work in partnership with Residence Life staff and the Resident Advisor to develop a positive residence hall environment.
* Communication with Residence Hall Councils to form servant partnership in determining and meeting the needs of their residents through all-hall events.
* Collaborate with VPIA, MEP and JPC for support to empower the SMCs in creating healthy floor dynamics, and encourage the SMCs to participate in MEP and JPC events.
* Connection with fellow RHMCs to help foster inter-residence hall SMC support, collaboration, and ministry together

Training and Support:

* Read selected book during the summer to prepare for the year ahead.
* Attend fall RHMC and SMC training and ASSP Leadership Conference (this requires returning one week before classes start) and Ministries Winter Retreat (1st or 2nd weekend Winter Quarter)
* Weekly one-on-one meeting with co-RHMC (1 hour).
* Participate in *In-Context* (if you have not done so) during Spring Quarter 2016.

Regular Responsibilities:

* Facilitate weekly SMC staff meeting with your co-RHMC (2 hours, 3 times per month).
* Participate in RHMC staff lead by the CSMCs (2 hours, 3 times per month).
* During Fall Quarter attend and participate in all activities in the SMC class. (2 hours weekly)
* Participate in a weekly one-on-one meeting with individual SMCs (30 minutes each, 3 times per month).
* Encourage SMC in daily discipleship.
* Encourage SMC in overall wellness.
* Empower SMC to exceed ministry goals.
* Participate in a weekly SMC cadre for continued training (1 hour, 3 times per month).
* Weekly one-on-one meeting with CSMC (30 minutes, three times per month).
* At Least Monthly meetings with residence hall RLCs. (1 hour)
* Uphold the responsibilities of a Mandatory Reporter (training provided).

Quarterly

* Plan Fall and Spring Quarter SMC staff retreats with co-RHMC(s).
* Coordinate at least one all-hall ministry event per quarter with SMC staff. At least one of these events must incorporate another on-campus ministry and another incorporate MEP.

An RHMC must maintain a Cumulative GPA of 2.75 or higher.

**SMC Ministry Selection Timeline 2016**

(Dates Subject to Change)

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

**February 19, 2016 – Friday** Applications & References DUE (please indicate an

interview time on your application) to 2nd SUB by 5:00pm

**March 1 and 2, 2016** RHMC Interviews

**March 18, 2016 – Friday** RHMC Notifications Sent (no placements yet)

**March 29, 2016 – Tuesday** RHMC Signed Contracts due by 5:00pm to 2nd SUB

**April 8, 2016 – Friday** Placement Notification

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

**Student Ministry Ministry**

**Residence Hall Ministry Coordinator Application Form**

**2016-2017**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mailstop\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SPU ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current Class Status \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major/Minor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current GPA \_\_\_\_\_\_\_\_\_ (An RHMC must maintain a 2.75 Cumulative GPA or higher)

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Cell Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you attend church regularly? If so, which one?

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 maximum.**

**Reason for Application**

Why do you wish to be considered for a position in the SMC ministry? What is it about

the RHMC position that you are drawn to or that appeals to you?

**Statement of Faith**

What do you believe and why?

**Spiritual Growth**

Describe a difficult situation you have faced in the last year or two and the role your faith played in the situation.

**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.

Have you participated in on campus worship events this year (e.g. Weekly Gather or Group attendance, Relinquish events, etc.), if so, how? If not, describe any worship involvement outside the SPU community.

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?

**Personal Background**

What are three gifts or strengths that would be applicable to the RHMC position? Explain.

What are three weaknesses that you would bring to the position? Explain.

How would you respond if an SMC told you that a person on their floor “felt”, or the SMC noticed that a person was being excluded? How would you provide support?

An RHMC plans the SMC staff meeting each week. Its purpose is to spiritually encourage and challenge SMCs in their ministry, as well provide a relaxing time of fellowship. How would you creatively accomplish this objective?

Imagine an SMC was failing to spend time building relationships on their floor or among their staff members. How would you approach and resolve the issue?

How would you approach a situation in which an SMC/RA relationship was less than ideal?

How do you understand the relationship between encouragement and challenge?

(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.

**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, and work. Please estimate your weekly time commitment, recognizing that being a RHMC requires a time commitment of at least 12-15 hours per week.

What is your perspective on SPU 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>

RHMCs serving in Emerson and Arnett receive additional compensation to account for the hall’s extra costs. If you still have concerns about possibly serving in Emerson or Arnett, please indicate below.

**Please circle all available times for interviews:**

|  |  |
| --- | --- |
| **Tuesday**  **March 1, 2016** | **Wednesday March 2, 2016** |
| **5:30-6:30pm** | **5:30-6:30 pm** |
| **6:30-7:30 pm** | **6:30-7:30 pm** |
| **7:30-8:30 pm** | **7:30-8:30 pm** |

**\*An email will be sent out notifying you of your interview time.**

**Personal References**

Three reference evaluation forms are included with this application. It is your responsibility to be sure they are submitted to the Office of University Ministries by **February 19th, 2016. Please have two peer university leaders (i.e. RA or RHMC) and one faculty, or staff fill out the references.**

List the names, title, email address, and/or 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

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

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 RHMC 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 application by 5:00 pm, February 19, 2016 to the Office of University Ministries, on the second floor of the SUB.**

Please feel free to attach additional sheets if necessary.

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

*Lindsey Catton at cattonl@spu.edu or Andrew Erne at ernea@spu.edu*

**Residence Hall Ministry Coordinator Reference Form**

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

**This person is applying for the position of Residence Hall Ministry Coordinator at Seattle Pacific University.** The purpose of the Residence Hall Ministry Coordinator is to encourage and mentor individual SMC students, to facilitate the residence hall SMC staff, and to coordinate and participate in residence hall ministry activities.

The Student Ministry Coordinator Ministry as a whole 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 discipleship 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 19th, 2016** to:

Lindsey Catton and Andrew Erne

Office of University Ministries

Seattle Pacific University

3307 3rd Ave. 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*

**Residence Hall 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 **REALISM**: 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 the feelings and reactions of others and the 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.

5 4 3 2 1 N/A **DIVERSITY**: The applicant’s dedication to ensuring all have a place in their community and ability to respond well to those who have a different background.

**Additional Comments:**

**Residence Hall 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 you 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_