**Campus Ministries**

**Residence Hall Ministry Coordinator (RHMC) Application**

**Time Requirement:** 20 hours per week

**Compensation:** $4000-5000/Year Leadership Scholarship, plus ½ Housing cost, if living in Residence Hall

**\*\*NEW for 2020-21:** We will hire 2 RHMCs for the 2020-2021 academic year

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| --- |
| **Learning Outcomes***As a result of serving in this role, students will be able to…** Develop and lead spiritual formation opportunities for individuals and groups
* Collaborate cross-departmentally to provide a variety of ministry opportunities
* Articulate the importance of engaging with issues of diversity and reconciliation
* Participate in meaningful conversation and relationships around issues of diversity and reconciliation
* Describe their experience with, and educate others on, different spiritual practices
* Articulate knowledge of, and experience with, resources needed for successful event planning
* Demonstrate problem-solving skills by designing solutions to challenges in the Residence Halls, Staff, and/or in their RHMC role
* Cultivate leadership in leading staff meetings to be accountable and supportive to the SMCs
* Maintain and manage budgeting as well as look for areas of growth in the ministry
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|  |  |  |
| --- | --- | --- |
| **Career & Vocation Match***This position is open to students of all majors and career interests.* *However, this role may be a great fit for those desiring experience in…*

|  |  |
| --- | --- |
| **Career Areas:*** Ministry – servant leadership in relational ministry
* Counseling – individual and group serving agencies
* Education
* Non-Profit Leadership
* Management Roles
 | **Skills:*** Communications
* Event Planning
* Worship planning
* Administration, project coordination
* Budget Management
 |

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**Core Values of SPU Residence Hall Ministry:**

To be a ministry of presence, creating space for Residence Hall students to experience God in community.

To provide experiences with a variety of Christian spiritual practices.

To have authentic engagement with students from different cultural contexts.

To be able to articulate and celebrate the importance of reconciliation and diversity as core to Christian faith.

To have an understanding of, and ability to articulate some of the challenges of Christian ministry and leadership.

*Acknowledging that there is a diverse student population at SPU that includes Christians and non-Christians, this ministry seeks to:*

Provide experiences of authentic relationship within the context of Christian community through one on one relationships and meaningful corporate experiences in worship and service.

Encourage a broader understanding of who God is and how God moves in peoples’ lives and in the world through:

Learn and integrate new-to-them spiritual practices.

Experience a diversity of worship styles and means to engage with God.

Engage in opportunities for compassion and justice through meaningful service.

Develop awareness on how to become an active part of a diverse and thriving Christian community.

**JOB DESCRIPTION**

**Purpose of *Residence Hall* *Ministry Coordinator***

The purpose of the Residence Hall Ministry Coordinator (RHMC) is to serve as *chief administrator and visionary for the SMC Ministry.* The purpose of the *Student Ministry Coordinator* (SMC) is to encourage the spiritual growth of students living in the Residence Halls. Through God’s wisdom and strength, the RHMC seeks to glorify God with the example of his or her lifestyle, prays for the SMCs in their ministries, and provides spiritual growth opportunities. In addition, the RHMC coordinates with the John Perkins Center (JPC) and Multi-Ethnic Programs (MEP) to educate SMCs in diversity and reconciliation, builds loving and encouraging relationships, nurtures and empowers leaders, and works collaboratively with Residence Life and SoulCare staff members to develop a ministry that ministers to SPU on-campus students.

**What does a *Student Ministry Coordinator* do?**

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

***Residence Hall Coordinator Position Description***

**Key Ministry Responsibilities:**

1. To pray regularly for the SMCs, and other campus ministry opportunities.
2. To serve as a link between the Office of University Ministries, ASSP, and the SMC Ministry through AMC (All Ministry Council).
3. To lead SMC staff meetings for training, support and planning.
4. To meet with the SMCs on an individual basis, for the purpose of encouragement, accountability, and establishing ministry goals.
5. To recognize and empower potential leaders.
6. To work in collaboration with Residence Life and SoulCare ministry staff members.
7. To uphold the responsibilities of a Mandatory Reporter (training provided).
8. To collaborate with VPIA, MEP, and JPC for support to empower the SMCs in creating healthy dynamics and to encourage the SMCs to participate in MEP and JPC events.
9. To process the administrative details of the Ministry.

**Key Position Responsibilities:**

1. Prepare and manage Fall Training and attend ASSP Leadership Conference in September.
2. Plan and lead weekly SMC staff meeting.
3. Attend weekly All Ministry Council meeting.
4. Coordinate bi-weekly meeting with individual SMCs.
5. Meet weekly with the SMC Ministry Advisor.
6. Attend regular meetings with ASSP Vice President of Ministries.
7. Help foster inter-Residence Hall SMC support, collaboration, and ministry
8. Register for and attend SMC (1 credit) class during Fall Quarter.
9. Attend to the administrative duties of the ministry.
10. Hold weekly office hours available to all SMC Ministry members.
11. Prepare SMC ministry budget and present to University Ministries.
12. Coordinate mid-year ministry and staff evaluations.
13. Coordinate and lead Fall and Spring Retreats for SMC staff.
14. Attend Winter Ministries Kick-Off first or second weekend of Winter Quarter.
15. Coordinate SMC Ministry selection process.
16. Train the incoming RHMC.

**Note:** The RHMC reports to the SMC Ministry Advisor. The RHMC must maintain a minimum cumulative GPA of 2.75 or better.

**SMC Ministry Selections Timeline 2020**

(Dates subject to change)

**January 10** Leadership Fair

**January 14**  SMC/RHMC Informational Meeting #1

**January 20** SMC/RHMC Informational Meeting #2

**January 22** RHMC and SMC Applications available

**February 5** RHMC Applications & References Due by 5pm

**February 10-11** RHMC Interviews

**February 14** RHMCs (2) Notified

**February 14** SMC Applications and References Due by 5pm

**February 18-20** SMC Interviews (new RHMCs participate)

**February 22** SMC Discernment (new RHMCs participate)

**February 29** SMC Discernment (new RHMCs participate)

**March 20** SMCs Notified

**March 31** SMC Contracts Due by 12pm

**March 31** SMC Alternates Notified

**April 3**  SMC Alternate Contracts Due

**Campus Ministries**

**Residence Hall Ministry Coordinator**

2020-21 Position Application

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Current GPA: (The coordinator 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

**Answer each the following questions in 1-2 paragraphs or less. Please type your responses.**

**Introduction Questions:**

Why do you think you would be a good fit for this ministry? Include your sense of your spiritual gifts, relevant

personality traits, or past experiences that might relate.

Please briefly describe how your particular identity (race, gender, orientation, (dis)ability, socioeconomic status,

etc.) has informed your interactions with others (personally and/or professionally). Share only what

you feel comfortable sharing.

Do you identify as Christian (whether by religion or personal conviction)?

Yes \_\_\_\_ No \_\_\_\_\_

 This ministry focuses on the task of Christian spiritual formation. What does spiritual formation look like for

you? How has your background informed this meaning, and how would you go about facilitating a group of individuals from varying backgrounds?

**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:**

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:**

Describe three of your gifts or strengths.

Describe three growth areas.

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

**Ministry Understanding:**

Describe your hopes for the impact of the SMC ministry and its student leaders.

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

The RHMC is a part of All Ministry Council. How do you think the coordinator role contributes to campus ministries as a whole?

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

Are you available to meet weekly in spring quarter with the current RHMC for training?

Are you available to return to campus the day after Labor Day in September to plan fall training?

**Work/Life Balance:**

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.

**SPU Standards of Conduct**

What is your perspective on SPU’s Standards of Conduct? Are you willing to abide by these Standards as long as you hold a position in the SMC ministry?

 Review the current Standards of Conduct here:

<http://spu.edu/administration/office-of-student-life/handbook/behavioral-community-expectations/student-standards-of-conduct>

**University Ministries Volunteer Services Agreement**

By offering various positions of volunteer leadership, University Ministries hopes to provide educational and experiential opportunities that will contribute to the individual development of the undergraduate students of Seattle Pacific University. As a means of recognizing the significant commitment and dedication that our volunteers donate to their respective positions, University Ministries provides a stipend to honor the service performed by some of the active volunteers.

This Volunteer Agreement shall remain in effect provided the student retains an Active Volunteer Status (AVS). AVS entails the following things: The volunteer is enrolled for six or more credits, is making satisfactory progress toward degree completion, is maintaining a cumulative 2.75 GPA, is abiding by all SPU Standards of Conduct, is in full attendance at the required annual Fall ASSP Leadership Conference, and is satisfactorily performing the duties covered by Job Description with the ministry advisor.

**Student Leadership Conference and In-Service Trainings**

Student employees and volunteers hired by University Ministries are required to attend Leadership Conference, and all leadership and development in-service trainings (one per quarter) throughout the 2019-2020 academic year.

By signing, you recognize the above requirements and conditions if hired by one of the University Ministries organizations.

By signing, you agree to uphold the Standards of Conduct and attendance requirements if selected for this position.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Questions?**

**For further information about the Residence Hall Ministry Coordinatorrole, please contact:**

 Isaac Wang Residence Hall Ministry Coordinator 19-20

 wangi2@spu.edu

 Kelsey Rorem Associate Chaplain

 krorem@spu.edu Office of Campus Ministries

Phone: (206) 281-2258

**Please turn in applications to Campus Ministries**

**in the box outside SUB 203 no later than**

***5:00pm - February 5, 2020.***

If selected as a candidate, you will interview between February 10 – 11, 2020

If you have any questions, please email Isaac Wang.

Residence Hall Ministry Coordinator

2020-21 References

**Personal References:** One Faculty/Staff/Supervisor, and One Student Leader/Peer

The following pages are the reference form. **It is YOUR responsibility to send these pages to your personal references, and have them complete the form and return by Wednesday February 5, 2020.** Please make sure they include your name and the position title for which you are applying.

1. Name:

Occupation:

Phone/Email:

1. Name:

Occupation:

Phone/Email:

**References must be submitted via email to** **um@spu.edu** **no later than *February 5, 2020.***

Please note that the information contained on the completed reference evaluation form is considered confidential and will not be available for review.

If selected as a candidate, interviews will occur between February 10 – 11, 2020

If you have any questions, please email:

**RHMC:** Isaac Wang

wangi2@spu.edu

**Office Hours:**

Fridays // 1:30 – 3:00

Location: Ministries Office in the SUB

(Across from stairs leading up to 2nd Floor;

Windows look out to the mailstops)

**Residence Hall Ministry Coordinator Reference Form**

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

**This person is applying for the position of Residence Hall Ministry Coordinator (RHMC) at Seattle Pacific University.** The purpose of the Residence Hall Ministry Coordinator is to serve as *chief administrator and student 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 in their residence hall, provides spiritual formation opportunities, loves and encourages residents, nurtures and empowers potential leaders, and works in partnership with the Residence Life staff.

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

* Desire to grow spiritually in Jesus Christ
* Desire to help others grow spiritually in Jesus Christ
* Stability and maturity: emotionally, psychologically, and spiritually
* 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

We 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 is used only for selecting the RHMC. As such, the information contained herein is **confidential** and will not be available for review by the applicant.

Please return the following pages via email by **February 5, 2020**

um@spu.edu

If you have any questions, please e-mail:

Isaac Wang – wangi2@spu.edu

2019-20 Residence Hall Ministry Coordinator

**Residence Hall Ministry Coordinator Reference Form**

**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 using the 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 **CULTURAL COMPETENCY**: Ability to be sensitive to and understanding of feelings

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

5 4 3 2 1 N/A **CONFLICT MANAGEMENT**: The applicant’s ability to effectively resolve issues.

**Comments:**

5. Please share three of this candidate’s gifts/talents; and three growth areas.

 6. Please share 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

E-Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Please email this completed reference form to um@spu.edu by:

**5:00pm on Wednesday,** **February 5, 2020**