**Campus Ministries**

**Student Ministry Coordinator Application**

**Time Requirement:** approximately 15 hours per week

**Compensation:** $2465/Year, Leadership Scholarship (approx), plus ½ Residence Hall Housing cost

|  |
| --- |
| **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, nine 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 their hall and/or in their SMC role
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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
 | **Skills:*** Communications
* Event Planning
* Worship planning
* Administrative/Project Coordinator
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**Job Description**

***Student Ministry Coordinator Job Description:***

The purpose of the ***Student Ministry Coordinator (SMC)*** is to provide Christian spiritual formation opportunities for students living in the residence halls. Through God's wisdom and strength, the SMC seeks to glorify God through cultivating both an interior life of faith, as well as commitment to acts of justice; providing spiritual growth and discipleship opportunities; and working in partnership with Residence Life staff to develop a vibrant spiritual climate in each residence hall. We expect each SMC to serve approximately 15 hours/week.

*Weekly Responsibilities***-**

1. Be a consistent and supportive presence in the hall by sharing meals, having one-on-ones, and being part of hall activities.
2. Host prayer and/or spiritual practice gatherings to include practices from SMC class. These gatherings will include introduction to different prayer formats (contemplative, intercessory, etc.), and other diverse means of engaging with God in community.
3. Be part of the worship life and community of SPU through attendance at one of the three University Ministry worship services, and invite residents to come.
4. Attend SMC (1 credit) and SoulCare (1 credit) classes, during Fall Quarter.
5. Register for SoulCare service credit (1 credit) class, during Winter and Spring quarters.
6. Participate in all aspects of SoulCare leader position.
	1. Attend SoulCare Class Fall Quarter
	2. Lead a weekly Wesleyan Small Group (WSG) each quarter.
	3. Attend weekly SoulCare mentor groups.
7. Uphold responsibilities as a Campus Security Authority.

*Monthly Responsibilities-*

1. Maintain bulletin boards for information from University Ministries and other student groups to connect residents with ongoing spiritual formation resources and opportunities.

*Quarterly Responsibilities-*

1. Provide opportunity for 2-3 spiritual formation small groups per hall. Small groups organized around Bible study, accountability, prayer, or affinity.
2. Host 1-2 hall-wide worship service(s) or social justice oriented project(s) as a residence hall team. This can be done in collaboration with existing ministries or programs, or another SMC residence hall team. For example, collaborate with Group when they are “on the road” in a residence hall, or Latreia for a Service Day.

*Annual Responsibilities-*

1. Facilitate service project and education and/or advocacy event utilizing the Erin Kimminau Social Justice Award.

*Support & Training-*

* **SMC Staff Meetings:** Weekly touchpoint with entire SMC team, as well as time specific to residence hall staffs
* **SoulCare Leadership Support:** Participate in all required SoulCare leadership structures, including regular touchpoint with SoulCare seminary mentor
* **Related Coursework:** GS 3421 (SMC Class) & THEO 3780 (SoulCare Wesleyan Small Group Training) 1 credit each
* **Leadership Development:** SMCs will participate in all ASSP Student Leadership trainings, including September Leadership Conference and quarterly SLDC in-service trainings.

**Qualifications:**

1. Experience in ministry leadership with local church, non-profit, and/or para-church groups

2 Experience facilitating small groups (preferred)

3. Participate in *In-Context* prior to SMC service year (preferred)

4. Live one academic year in SPU residence halls (preferred)

5. Maintain minimum 2.75 GPA throughout service year

6. Preference will be given to applicants who are 20 years of age and older

**SMC Ministry Selections Timeline 2020**

(Dates subject to change)

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

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

**January 22** RHMC and SMC Applications available

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

**February 18-20** SMC Interviews

**March 20** SMCs Notified

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

**March 31** SMC Alternates Notified

**April 3**  SMC Alternate Contracts Due

**Campus Ministries**

**Student Ministry Coordinator 2020-2021 Application**

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

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

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

Current GPA: (Student Leaders 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:**

1. 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.

1. 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.

1. Do you identify as a 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?

**Personal Growth:**

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

1. Describe a situation where you encountered a culture that was different than your own. What did you learn about yourself?
2. What are your personal life goals as you know them right now, and where does the SMC position fit into them?

**Leadership and Ministry:**

1. In what ways would you seek to foster spiritual well-being with others?
2. Briefly describe current and past leadership and service involvement, including SPU and non-SPU related experiences. What is your experience being accountable to a supervisor and/or team?
3. Explain how you typically manage your time, including academics, work, and ministry. List all extra-curricular activities in which you plan to participate next year. Include church, intramurals, SPU athletics, student teaching, nursing clinicals and work. Please estimate your weekly time commitment, recognizing that being a SMC requires a time commitment of at least 15 hours per week.

**SMC Residential Responsibilities:**

1. Because SMCs are in a leadership position perceived to have significant interaction with students, they are defined as a Campus Security Authority. Therefore, they must report cases of sexual assault and violence. How does knowing this inform your approach to the SMC role?
2. SPU Standards of Conduct: review the current Standards of Conduct here:

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

You are expected to abide by these SPU Standards of Conduct as long as you hold a position in the SMC ministry. Indicate your intention to do so by initialing here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Miscellaneous:**

Placement in Residence Halls: please indicate if you are or are not able to serve in Emerson or Arnett Halls due to the additional financial cost (remember SMCs get ½ off Housing costs).

Circle one: **Able Unable**

**Interviews:**

Interviews will be held Tuesday-Thursday, February 18-20, 2020. Please indicate below which times you would be available for a 30 minute interview. You will be scheduled an interview based on your availability, and your assigned interview time will be emailed to you by Sunday, February 16, 2020.

|  |  |  |
| --- | --- | --- |
| **Tuesday February 18, 2020** | **Wednesday February 19, 2020** | **Thursday February 20, 2020** |
| 5-7PM | 5-7PM | 5-7PM |
| 7-9PM | 7-9PM | 7-9PM |

**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 Student 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 2020-21 academic year. By signing, you recognize the above requirements and conditions if hired by one of the University Ministries organizations.

**Weekly SMC Staff Meetings**

SMCs will gather weekly for a 2-hour staff meeting, most likely to be held from 6-8pm on Thursdays. By signing, you communicate your willingness to prioritize the scheduling of this meeting above other volunteer and work commitments.

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 Student Ministry Coordinatorrole, please contact:**

Isaac Wang – Residence Hall Ministry Coordinator 19-20 (wangi2@spu.edu)

Kelsey Rorem – Associate Chaplain, (krorem@spu.edu)

Campus Ministries (206-281-2258)

**Please turn in applications to Campus Ministries in the box outside SUB 203**

**no later than**

***5:00pm - February 14, 2020.***

If selected as a candidate, you will interview between February 18-20, 2020

If you have any questions, please email Isaac Wang.

Student Ministry Coordinator

2020-2021 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, ask them to complete the form and email to** **um@spu.edu** **by Friday February 14, 2020.** Please make sure they include your name and the position title for which you are applying.

Reference Names:

1. Name:

Occupation:

Phone/Email:

1. Name:

Occupation:

Phone/Email:

**References must be submitted via email to** **um@spu.edu** **no later than *February 14, 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 18-20, 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)

**Student Ministry Coordinator Reference Form**

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

**This person is applying for the position of Student Ministry Coordinator (SMC) at Seattle Pacific University.** The purpose of the SMC is to provide Christian spiritual formation opportunities for students living in the residence halls. Through God's wisdom and strength, the SMC seeks to glorify God through cultivating both an interior life of faith, as well as commitment to acts of justice; providing spiritual growth and discipleship opportunities; and working in partnership with Residence Life staff to develop a vibrant spiritual climate in each residence hall. We expect each SMC to serve approximately 15 hours/week

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

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 SMC. 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 14, 2020**

um@spu.edu

If you have any questions, please e-mail:

Isaac Wang

wangi2@spu.edu

2019-20 Residence Hall Ministry Coordinator

**Student 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 Friday, February 14, 2020**