

Application for

ASSP

University Ministries and The Center for Worship

Sharpen Coordinator

2008-2009

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.

Application Information

Completed applications are to be turned in at University Ministries and the Center for Worship. Please place in Sarah Barton or Matthew Koenig's box in the 2nd SUB by 5:00 PM February 29th. Please type or print neatly in pen. Also, feel free to include any additional information that you think might be helpful. Read the reference form as well, so you will be familiar with what we will ask your references about you.

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 would strongly encourage you to talk to the present Sharpen Coordinator or 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. Have a passion for growth in small group ministry.
2. Mentoring and supporting Sharpen Core team.
3. Learning the tools of shepherding a group in their relationships with one another and with God.
4. Learning how to assist a group in multiplying-welcoming in new members and dividing into new groups.
5. Helping small groups/ mentoring relationships get started well, and support them through prayer, encouragement, and resources once they are established.
6. Publicity, advertising to help the campus know about the ministry.
7. Participating in weekly core meetings with group leaders. Come with a mind that seeks to learn more about God and how to serve Him.
8. Planning Sharpen Training/Equipping sessions.
9. Planning Leadership kick-off for 2008-09 Core Team.
10. Attending at least 10 community worship events per quarter.
11. Fulfilling various duties as job description and needs dictate.

TRAINING AND SUPPORT:

The Sharpen Coordinator is expected to participate in the following:

1. 2008-2009 Sharpen Core selection interviews and process (April 21-25)
2. Leadership Kickoff, May 17, 2008: To begin the vision process and to also start team building with the Sharpen Core.
3. Fall Leadership Conference, September 2008: 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 and the Minister of Discipleship.

COMPENSATION

Financial compensation will be provided, the stipend amount changes yearly.

**SHARPEN COORDINATOR
APPLICATION FORM**

2008-2009

(Please Submit in the 2nd SUB by 5:00 PM, Friday, February 29th, 2008)

Name _____ Mailstop/Address _____ Phone _____

Major _____ Minor _____ Student ID # _____

Date of Admission to SPU Class status at time of application _____

Projected date of graduation _____ Current Cumulative GPA _____

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

Summer mailing address and phone number:

Street Address/PO Box _____

City _____ State/Province _____ ZIP/Postal Code _____

Country (if not USA) _____ Phone (____) _____

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 this year?

What might be your approach in achieving this vision?

Sharpen is a ministry that because of its youth (4 years old) 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 would you feel about taking on a position where creativity is a large part of the ministry?

Extra-curricular activities

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

Personal references

Three (3) reference evaluation forms are included with the Coordinator application form. It is your responsibility to make sure they are submitted to University Ministries and the Center for Worship by the date the applications are due (February 29, 2008). Please list the names, addresses, and phone numbers of your references below.

	<u>Name</u>	<u>Address</u>	<u>Phone</u>
1.			
2.			
3.			

Please note that the information contained on the completed reference evaluation form is considered CONFIDENTIAL and will not be available for review by the applicant or any other individual who is not involved in the Sharpen Coordinator selection process.

Have all references sent to: Sarah Barton, Sharpen Coordinator
University Ministries and the Center for Worship, Sharpen
Seattle Pacific University
3307 3rd Ave. West
Seattle, WA 98119
Fax: 206-281-2097

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

Signature _____ Date _____

Please indicate which dates and times you would be available for an interview with Sarah Barton and Matthew Koenig.

Available?	
Tuesday March 4 th 11:00 AM – 1:00 PM	Yes / No
Tuesday March 4 th 2:30-4:00 PM	Yes / No
Wednesday March 5 th 11:00 AM-1:00 PM	Yes/No

SHARPEN

(a joint venture of the Associated Students of Seattle Pacific and University Ministries and the Center for Worship)

REFERENCE FORM (to be completed by a peer reviewer)

Name of Applicant _____

The person named above is applying for a position as Sharpen Coordinator at Seattle Pacific University. Sharpen's mission is to empower small group, mentoring, and intentional living ministry especially among commuter students. To be successful, a person in this position must possess or be capable of developing the following attributes:

- The desire to grow spiritually in Jesus Christ
- The desire to help others grow spiritually in Jesus Christ through mentoring/discipling small groups
- Stability and maturity, emotionally, psychologically and spiritually
- The ability to establish and maintain healthy relationships
- The ability to lead with a servant attitude
- The ability to set and complete goals
- The ability to communicate effectively
- The ability to organize and manage one's own affairs (academic as well as ministry responsibilities)

KEY RESPONSIBILITIES:

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2. Mentoring and supporting the Sharpen Core team.
3. Learning the tools of shepherding a group in their relationships with one another and with God.
4. Learning how to assist a group in multiplying-welcoming in new members and dividing into new groups.
5. Helping small groups/ mentoring relationships get started well, and support them through prayer, encouragement, and resources once they are established.
6. Publicity, advertising to help the campus know about the ministry.
7. Participating in weekly Sharpen Core meetings with group leaders. Come with a mind that seeks to learn more about God and how to serve Him.
8. Planning Sharpen Training/Equipping sessions.
9. Planning Leadership kick-off for 2008-09 Sharpen Core.
10. Fulfilling various duties as job description and needs dictate.

Those involved in the selection process would greatly appreciate your assessment of this candidate based on his/her personal characteristics, spiritual maturity, and potential for success in this important role. Please complete this reference form and return it no later than Friday, February 29th, 2008.

Sarah Barton, Sharpen Coordinator, University Ministries and the Center for Worship
Seattle Pacific University, 3307 - 3rd Ave. W., Seattle, WA 98119 or Fax: 206-281-2506

NOTE: This form will be used only for the purpose of selecting next year's core team. As such, the information contained herein is CONFIDENTIAL and will not be available for review by the applicant or anyone else who is not directly involved in the selection process.

A. How well do you know the candidate? Slightly — Fairly well — Very well —

B. How long have you known the candidate?

C. Under what circumstances have you known the candidate?

D. Please rate this candidate according to the following criteria. Feel free to comment in the space provided.

5 = Excellent 4 = Above average 3 = Average 2 = Below average 1 = Don't know

5 4 3 2 1 **SPIRITUAL MATURITY:** (Consider the demonstration of a personal and growing faith in Jesus Christ.) Comments:

5 4 3 2 1 **LEADERSHIP:** (Consider the ability to inspire others; to coordinate; to lead activities; to facilitate group interaction.) Comments:

5 4 3 2 1 **INITIATIVE:** (Consider how this person approaches new situations; self-motivation; ability to set and accomplish goals; need for supervision.) Comments:

5 4 3 2 1 **INTERPERSONAL RELATIONSHIPS:** (Consider attitude toward and ability to work with others; sincerity; flexibility; cooperativeness; attitude toward supervision.) Comments:

5 4 3 2 1 **RESPONSIBILITY:** (Consider the degree to which the applicant is dependable, prompt, accurate, and complete.) Comments:

5 4 3 2 1 **COMMUNICATION:** (Consider the ability to grasp ideas; to read, speak, and write effectively; to listen; to convey understanding to others.) Comments:

5 4 3 2 1 **MATURITY:** (Consider the applicant's common sense; self-awareness; judgment; integrity; ability to deal with a wide range of personalities.) Comments:

5 4 3 2 1 **EMOTIONAL STABILITY:** (Consider the directions and control of emotional response; general disposition; predictability.) Comments:

5 4 3 2 1 **SOCIAL SENSITIVITY:** (Consider the applicant's ability to be sensitive to and understanding of the feelings and reactions of others; ability to make effective responses to these persons.) Comments:

5 4 3 2 1 **CONSISTENCY:** (Consider the applicant's ability to set goals and bring them to completion; commitment to hold to decisions once made.) Comments:

E. Additional comments (strengths, weakness, etc.) that might help us evaluate the candidate. (Attach an additional sheet if necessary.)

F. Please indicate your reaction to this person's potential for success in the SHARPEN program by checking one response:

Highly recommend

Recommend with reservations

Recommend

Would not recommend at this time

Signature _____ Date _____

Name (please print) _____ Title _____

Questions? Contact Matthew Koenig 206-286-7242

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REFERENCE FORM

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