Campus Student Ministry Coordinator Application

(CSMC)

## 

2014-2015

"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 Program Mission**

The purpose of the Student Ministry Coordinator Program is to serve spiritual needs of students living in the residence halls. Through God’s wisdom and strength, the SMC seeks to glorify Him with the example of his or her lifestyle, prays for the students on his or her floor, provides spiritual growth and discipling opportunities, builds loving and encouraging relationships, nurtures and empowers potential leaders, and works in partnership with the Peer Advisor to develop a floor that strives to become Christ-like.

Campus Student Ministry Coordinator Position Description

**Purpose:**

The purpose of the SMC Program Coordinator is to serve as *chief administrator and visionary for the SMC program.* The purpose of the Student Ministry Coordinator Program is to serve spiritual needs of students living in the residence halls. Through God’s wisdom and strength, the SMC seeks to glorify Him with the example of his or her lifestyle, prays for the students on his or her floor, provides spiritual growth and discipling opportunities, builds loving and encouraging relationships, nurtures and empowers potential leaders, and works in partnership with the Peer Advisor to develop a floor that strives to become Christ-like.

**Key Ministry Responsibilities:**

1. To pray regularly for the SMC/RHMC staffs and campus ministry opportunities.
2. To serve as a link between the Office of University Ministries, ASSP, and the SMC Program through Campus Ministry Council.
3. To lead the RHMC staff meeting as a means of support and planning.
4. To meet with the RHMC’s on an individual basis, for the purpose of encouragement, accountability, and establishing ministry goals.
5. To plan the SMC cadre to provide continued training.
6. To give encouragement to the SMC’s through quarterly appreciation and individual meetings.
7. To recognize and empower potential leaders.
8. To work in partnership with the Residence Life staff and Peer Advisors.
9. To process the administrative details of the program.

**Key Position Responsibilities:**

1. Plan Fall Training and attend Campus Leadership Conference.
2. Plan weekly SMC cadre (2 hours).
3. Weekly Ministry Council meeting (2 hours).
4. Weekly meeting with each individual RHMC (8 hours).
5. Monthly meeting with SMC Program Advisor (1 hour).
6. Plan and facilitate weekly RHMC staff meeting (2-3 hours).
7. Bi-weekly meeting with Vice President of Ministries (1 hour).
8. Attend to the Administrative duties of the Program (4-5 hours).
9. Prepare SMC program budget and present to ASSP.
10. Coordinate mid-year program and staff evaluations.
11. Coordinate SMC program selection process.
12. Train Program Coordinator for the following year.

**Note:** The Coordinator will report to the SMC Program Advisor and Vice President of Ministries. The Coordinator must maintain a minimum GPA of 2.50 or better. The Coordinator is compensated for their ministry, as outlined in the ASSP by-laws, Article 5, Item D.

**SMC Program Selection Timeline 2014**

(Dates subject to change)

January 23rd (Thursday)

Informational meeting & applications available

# February 5th (Friday)

Applications & References Due by 5pm (SUB 2nd)

**February 10th-13th**

CSMC Interviews

**February 25th-27th**

RHMC Interviews (New CSMCs will participate)

**March 1st (Saturday)**

RHMC Selection Day, 9am-5pm (New CSMCs will participate)

**April 2nd-4th**

SMC Interviews (New CSMCs will participate)

# April 5th (Saturday, all day), April 9th

SMC Selection (New CSMCs will participate)

**April 11th**

##### SMC Notification

#### **April 18th**

#### SMC Signed Contracts due

##### **TBA**

New Staff Celebration

**Student Ministry Program**

**Campus Student Ministry Coordinator**

**Application Form**

**2014-2015**

Name:

SPU ID #: Current Class Status:

Date of Birth: Major/Minor:

Current GPA: (The coordinator must maintain a 2.50 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

**Please keep answers below 500 words when answering the following questions. Please type your responses.**

# Reason for Application

Why do you wish to be considered for a position in the SMC program? 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 describe current and past leadership and/or service involvement, including SPU and non-SPU related experiences.

Explain how you participated in on campus worship events this year (e.g. Weekly Chapel or group attendance, Relinquish events, etc).

What makes Christian leadership different from other types of leadership? How are you presently seeking to develop qualities of that leadership?

# 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.

Describe what the word “mentoring” means to you.

(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.

What are your personal life goals as far as you know them right now?

# Program Vision

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

# 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 Selection process in the Winter and Spring. What are your strategies for handling the various administrative responsibilities of this position?

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

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

Discuss the structure of the SMC program. How do you see this structure functioning on a day-to-day level?

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

# Are you available to plan the fall training during the summer (Beginning Sept. 1)?

# Activities

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

What are ways you practice self-care? Specifically mention sources of support and self-care from outside the SMC program.

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 program?

# 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 5th, 2014 at 5 PM. Please have two peer ministry leaders (i.e. PA or RHMC) and one faculty, staff, or pastor.

List the names, email addresses, and/or phone numbers 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 your review or any other individual who is not apart of the selection committee.

All references must be sent to: Rachel Hurley and David Dovgopolyy

Office of University Ministries

Seattle Pacific University

3307 Third Avenue W.

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 coordinator 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 5:00 pm, February 5th, 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 Rachel Hurley [(rhurley@spu.edu](mailto:(rhurley@spu.edu)) or David Dovgopolyy (dovgopolyyd@spu.edu)

**Campus Student Ministry Coordinator Reference Form**

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

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

The Student Ministry Coordinator program exists to serve the spiritual needs of students living in the residence halls. Through God’s wisdom and strength, the SMC seeks to glorify Him with the example of their lifestyle, prays for the students on their floor, provides spiritual growth and discipling opportunities, loves and encourages floormates, nurtures and empowers potential leaders, and works in partnership with the Peer 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

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 program

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 mail this reference form and recommendation letter by **February 5th, 2013** to:

Rachel Hurley and David Dovgopolyy

Office of University Ministries

Seattle Pacific University

3307 Third Avenue W.

Seattle, WA 98119

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

If you have any questions, e-mail Rachel Hurley [(rhurley@spu.edu](mailto:(rhurley@spu.edu)) or David Dovgopolyy [(dovgopolyyd@spu.edu](mailto:(dovgopolyyd@spu.edu)), Campus Student Ministry Coordinators

If you have any questions, e-mail Justin Eble and Allyson Schlunegger, the Campus Student Ministry Coordinators, at allysons@spu.edu

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

**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 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.

**Comments:**

--Continued on next page—

**Campus Student Ministry Coordinator Reference Form— PAGE 3**

(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 program 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 5pm on Friday, **February 5th**.

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

Rachel Hurley and David Dovgopolyy

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Seattle Pacific University

3307 Third Avenue W.

Seattle, WA 98119