

group Staff Selection Process

We are looking for people who are willing to commit their time, energy, and creativity in serving their peers in service for Christ. We consider all interested applicants because we know the critical element in the performance of any service is not necessarily what a person can do, but rather who they are in Christ and what they want to do and will do in what the Lord has called them to. We trust that the spiritual and personal enrichment a person receives from this ministry will be valuable throughout his or her life.

The experiences that come with the position will help you to develop the skills and qualities that you will need throughout life, such as: delegation, responsibility, service, coordination, planning, time management, listening skills, development of ideas, skills in teamwork, self-management, and dependability. This experience will be one of both ministry and learning.

Desired Attributes of a University Ministries group Staff Member

1. The desire to grow spiritually in the Lord Jesus Christ.
2. The desire to help others grow spiritually.
3. Stability and maturity – emotionally, psychologically, and spiritually.
4. The ability to motivate and facilitate student involvement.
5. The ability to lead and follow with a servant attitude.
6. The ability to manage projects and activities by setting clear goals and bringing them to completion.
7. The ability to communicate effectively.
8. The ability to organize and manage one's own activities (academic, extracurricular, and ministry-related).
9. The willingness and ability to be mentored and taught by others, especially by the staff of University Ministries and other professionals who have been entrusted with the long-term development of the campus ministries.

Minimum Qualifications for Applicant

1. A commitment to work as a University Ministries group Staff Member for one academic year. Average time commitment of 12-15 hours per week, depending on position.

2. A commitment to attend training sessions and regular meetings throughout the year, including Fall Leadership Conference (near the end of Summer '11).
3. Minimum Cumulative GPA of 2.5.

Application Information

Completed applications are to be turned in to University Ministries. Please type or print neatly (using black or blue ink). Also, feel free to include any additional information which you think might be helpful. Read the reference form as well, so that you will be familiar with what we ask your references about you. It is your responsibility to make sure references are turned in on-time.

All applicants will be interviewed by the group advisor, the 2010-2011 group coordinator, and the newly-selected 2011-2012 group coordinator. Musicians will also participate in an audition.

Applications and references are due to Brian McConkey (c/o Bob Zurinsky, University Ministries)

by:

5:00 p.m. on Wednesday, April 27, 2011

*You'll find the University Ministries mailing address
on the last page of this application packet.*

A Final Word to the Applicant

You are encouraged to enter into the University Ministries Selection Process seeking God's guidance, prayerfully and thoughtfully. This ministry is both challenging and rewarding; however, the rewards are not always evident and immediate. We would **strongly** encourage you to talk with members of current group Staff to find out more about what this ministry will involve next year. It is also important to talk to the current leaders of the ministry so that you are aware of the long-term vision and goals for the program.

We wish you well during the selection process!

group Staff Job Descriptions

General Requirements/Responsibilities

All Staff:

Staff members need to be committed to serve their Lord and their peers through their involvement in the group service. They need to be supportive to one another as they work to see God's will manifested on our campus. Along with this commitment, staff members are required to commit to:

Attendance at group services on Wednesdays, including setup and takedown (approx. 4pm-11pm)

Attendance at the weekly group Staff cadre (2 hours, time and day TBD)

Attendance at the Spring Leadership Kick-off (1 evening during Spring Quarter 2011)

Attendance at the 2011-2012 Fall and Winter Leadership Retreats (2-3 days each)

Additional Requirements/Responsibilities

Music Team:

Fulfill all General Staff Requirements (see above)

Attend the weekly service planning meeting (*optional*)

Participate in a weekly band rehearsal (3 hours)

Musical proficiency in one's specific instrument(s)

Worship leading experience is strongly desired

A desire to grow musically and explore the worship of God in all forms

Core Team:

Fulfill all General Staff Requirements (see above)

Attend the weekly service planning meeting (1-2 hours)

Explore ways to enhance the worship experience through liturgy and creativity

Organize special artistic presentations/hands-on activities for group services

Recruit a team of people to assist in the implementation of group activities

Assist group advisor and coordinator with cadre preparation and implementation

Explore ways to enhance the worship experience through multimedia

Find ways to support the whole group staff through prayer, special staff events, etc.

Craft and operate weekly media/PowerPoint presentations

Experience with Microsoft PowerPoint strongly desired

Administrative Assistant:

Fulfill all General Staff requirements (see above)

Serve as a member of the Core Team (see above)

Attend the weekly service planning meeting (1-2 hours)

In charge of all financial operations including, but not limited to, group budget management and the logging and turning in of reimbursement forms

Help the group coordinator in organization of all music and materials

Responsible for the care and hospitality of guest speakers ("Thank You" cards, etc.)

Create and distribute weekly announcement/bulletin sheet, as needed

Organize publicity of the service (creating posters, etc.)

Experience in record keeping and computer media is very strongly desired

***Note:** The AA position is compensated by ASSP. Contact Brian (mcconb@spu.edu) for more info.

Sound Technician:

Fulfill all General Staff Requirements (see above)

Attend the weekly service planning meeting (*optional*)

Organize, transport, set up, and run all sound equipment for group

Recruit a team of people to assist in the set-up and tear-down of all sound equipment

Assist the musicians in the set up of equipment needed for rehearsal (usually held on Tues. nights)

Assist guest speakers with necessary sound needs

Manage equipment usage with ASSP Media Tech

Experience in the operation of sound equipment is very strongly desired

Understand that the sound system is also an instrument of worship and should be used in a manner that expresses care and excellence

***Note:** The group Sound Technician is compensated by ASSP. This person is paid because of the additional responsibility of transporting/setting-up/protecting the equipment. Contact mcconb@spu.edu for more info.

University Ministries group Staff Application

2011-2012

Name: _____ Mailstop: _____ Cell Phone: _____

Please indicate all the possible position(s) on Group Staff for which you are applying:

- Vocals
- Acoustic Guitar
- Electric Guitar
- Bass
- Piano or Keyboard
- Drums/Percussion
- Administrative Assistant (Do you have experience with PowerPoint? Yes____ No____)
- Core Team (Do you have experience with PowerPoint? Yes____ No____)
- Sound Technician
- Other _____

Major: _____ Minor: _____

Student ID: _____

Date of Admission to SPU: _____

Class Status as of Fall '11: _____

Current Cumulative GPA: _____

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

Summer mailing address: _____

Summer phone (if different from cell phone number above): _____

Reasons for application

Why do you wish to be considered for a position with group? What has brought you to this place?

Statement of faith

Please write your testimony/statement of faith in words which a non-Christian would understand.

Spiritual growth – your recent journey

Describe your own spiritual journey over the last 12 months. What big themes have you been wrestling with? What ways do you think you've grown? What practices have helped to encourage your growth?

Personal background and vision

What are your personal life goals as far as you know them right now? How would a position with group Staff help you reach those goals?

Personal Evaluation

Please identify and describe three strengths and three weaknesses, which you would bring into a position with group Staff.

Leadership and Service

Please describe your past and present leadership, service, and missions experiences that would be relevant to the position for which you are applying. Include SPU and non-SPU related experiences.

Your view of worship services

A "worship service" is a very specific type of event. What do you think is the main purpose of a worship service? What should the goals of a worship service be, and how do you reach those goals?

Your understanding of "group"

Based on your experience with the group worship service specifically, what do you think is unique about group's particular approach to worship services, and how has it been effective or not effective?

Other time commitments

Please list all extra-curricular activities in which you plan to be involved in next year (i.e. church, intramurals, SPU athletics, student teaching, work, etc.). Give an estimate of your weekly time commitment to each.

Personal References

Three reference evaluation forms are included with this application. It is your responsibility to make sure they are submitted to University Ministries by the due-date of this application. List the names, addresses, and phone numbers of your references below.

Name	Address	Phone
1.		
2.		
3.		

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

Have references sent to: Brian McConkey c/o Bob Zurinsky
University Ministries, Suite 207
Seattle Pacific University
3307 Third Ave West
Seattle WA 98119
Fax#: (206)281-2730

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

Signature _____ Date _____

Reference Form

(To be completed by peer leader [PA, SMC, RHMC, or other student leader])

Name of Applicant _____ Position applying for _____

The person named above is applying for a position on the 2011-2012 University Ministries **group staff** at Seattle Pacific University. "group" is the Wednesday night all-campus worship service. The group staff is a team of student leaders that helps to produce the weekly service. This team includes musicians, artists, and administrators. To be successful, a person in one of these positions 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
- 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 manage activities (i.e., 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)

Those involved in the University Ministries selection process would greatly appreciate your assessment of this candidate based on his/her personal characteristics, spiritual maturity, and potential for success in this role.

Please mail this reference form to Josh Anway in University Ministries by Wednesday, **April 27, 2011**, at this address:

Brian McConkey c/o Bob Zurinsky
University Ministries, Suite 207
Seattle Pacific University
3307 Third Avenue West
Seattle, WA 98119
Fax: (206)281-2730

NOTE: This form will be used only for the purpose of selecting the Group Staff members for next year. 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 University Ministries Group Staff selection process.

How well do you know the candidate? Slightly___ Fairly well___ Very well___

How long and under what circumstances have you known the candidate?

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 and lead activities, to facilitate

group interaction. Comments:

5 4 3 2 1 **Ability to Relate to Others:** Consider ability to accept diversity of others, work cooperatively, and

to communicate/relate interpersonally. 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 and the ability to make effective responses to them. Comments:

5 4 3 2 1 **Ability to work with staff and supervisors:** Consider individuals' attitude toward supervision and

group / staff relationships. Comments:

5 4 3 2 1 **Spiritual Commitment/Concern:** Consider individual's personal relationship with Jesus Christ,

endeavoring to lead a Christ-centered life, desire to help others in spiritual matters. Comments:

5 4 3 2 1 **Organization:** Consider the ability to prioritize tasks and manage time wisely. Comments:

Additional comments that might help us evaluate the candidate. (Attach additional pages as needed.)

Please indicate your reaction to this person's potential for success as a member of the University Ministries group staff by checking one response:

Highly recommend

Recommend with reservations (please attach explanation)

Recommend

Would not recommend at this time (please attach explanation)

Name (printed) _____ Your Title/Organization _____

Signature _____ Date _____

Reference Form

(To be completed by Faculty, Professional Staff or Pastor)

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