

**Residence Hall  
Ministry Coordinator  
(RHMC)  
Application  
2007 - 2008**

**"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 Campus 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.

## Residence Hall Ministry Coordinator Position Description

### **Purpose:**

The purpose of the Residence Hall Ministry Coordinator is to encourage and mentor individual SMC students, to facilitate the residence hall SMC staff, and to coordinate and participate in residence hall ministry activities.

### **Key Ministry Responsibilities:**

1. To pray for the SMC staff and residence hall community.
2. To facilitate a staff meeting to provide support to the SMC staff.
3. To meet with the SMC's on an individual basis, for the purpose of encouragement, accountability, and establishing ministry goals.
4. To meet with the SMC Program Coordinator to develop a vision for ministry in the residence hall and discuss SMC needs.
5. To work in partnership with the Residence Life Coordinators and the Peer Advisor program.
6. To work in partnership with the Office of Campus Ministries to inform the SMC staff of upcoming events.
7. To recognize and empower potential leaders on the SMC staff.
8. To plan quarterly SMC staff retreats.
9. To coordinate at least one all hall ministry event per quarter.

### **Key Position Responsibilities:**

1. Read selected book during the summer to prepare for the year ahead.
2. Attend Fall SMC/RHMC Training and Student Leadership Conference.
3. Attend weekly SMC cadre (1 hour).
4. Plan weekly SMC staff meeting with co-RHMC (2 hours).
5. Weekly meeting with each individual SMC (3-6 hours).
6. Weekly one-on-one with co-RHMC (1 hour).
7. Weekly RHMC staff meeting (1-2 hours).
8. Weekly one-on-one with SMC Program Coordinator (1 hour).
9. Participate in the program selection process during spring quarter.

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

## **SMC Program Selection Timeline 2006**

### **January 18**

Informational meeting & applications available

### **February 12- 16**

Sign up for interviews - interviews will take place the week of

February 27th(SUB 2<sup>nd</sup>)

### **February 7th**

Applications & References due (SUB 2<sup>nd</sup>)

### **February 27 – March 2**

Interviews begin

### **March 3**

Selection Day

### **March 16**

Notification Letters mailed out with selection (no placement)

### **March 29**

Signed Contracts due

### **April 13**

Placement Notification

### **TBA**

New Staff Celebration

**Student Ministry Program  
Residence Hall Ministry Coordinator Application Form  
2007-2008**

Name \_\_\_\_\_ Mailstop \_\_\_\_\_  
SPU ID # \_\_\_\_\_ Current Class Status \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Major/Minor \_\_\_\_\_  
Current GPA \_\_\_\_\_ (An RHMC must maintain a 2.50 GPA or higher.)  
Email \_\_\_\_\_ Campus Phone \_\_\_\_\_  
Home Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home 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

**Reason for Application** (attach additional sheets if necessary or desired)

Why do you wish to be considered for a position in the SMC program?

What is it about the RHMC 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 fulfilled your CFE service requirement this year.

What is one characteristic or quality of Christian leadership and service that you are presently seeking to develop? Why is this important to you?

**Personal Background**

Explain three of your gifts or strengths that would be applicable to the RHMC position.

Explain three weaknesses that you would bring to position.

Describe what the word “mentoring” means to you and what it might look like in the RHMC position.

A RHMC plans the SMC staff meeting each week. Its purpose is to spiritually encourage and challenge SMC’s in their ministry, as well provide a relaxing time of fellowship. How would you creatively accomplish this goal?

Imagine a SMC was failing to spend time building relationships on their floor. How would you confront and hold them accountable to their ministry commitment?

Explain how you would foster healthy and effective partnerships with other ministry and hall leadership?

(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?  
How does being a RHMC coincide with these goals?

**Activities**

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, and work. Please estimate your weekly time commitment, recognizing that being a RHMC requires a time commitment of at least 12-15 hours per week.

**Placement in Residence Halls**

In which residence hall do you feel most suited to serve? List your first three choices. Please indicate if you are unable to serve in Emerson Hall due to the additional financial cost. able/unable (circle one)

- 1.
- 2.
- 3.

As much as the selection committee will try to place you in a hall of your choice, would you be willing to serve in a hall other than those you have indicated? Y/N (circle one)

### **Personal References**

Three reference evaluation forms are included with this application. It is your responsibility to be sure they are submitted to the Office of Campus Ministries by **February 7th, 2006**.

List the names, addresses and 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: Eric Mill  
Office of Campus 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 RHMC 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 application by 5:00 pm, February 7th, to the Office of Campus Ministries, on the second floor of the SUB.**

Please feel free to attach additional sheets if necessary. If you having any questions, call Eric Mill at (206) 281-2457 ext.2.

Remember to sign up for an interview beginning Feb. 12<sup>th</sup> in the Office of Campus Ministries, on the second floor of the SUB.

## Residence Hall Ministry Coordinator Reference Form

(To be completed by a faculty member, staff member, or pastor.)

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

This person is applying for the position of Residence Hall Ministry Coordinator at Seattle Pacific University. The purpose of the Residence Hall Ministry Coordinator is to encourage and mentor individual SMC students, to facilitate the residence hall SMC staff, and to coordinate and participate in residence hall ministry activities.

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
- 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 initiate activities (i.e. to set and complete goals)
- The ability to communicate effectively
- The ability to organize and manage one's own activities
- The ability to function within a staff

Those involved in the Residence Hall Ministry 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 RHMC staff. 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 7<sup>th</sup>, 2007** to: Eric Mill, Office of Campus Ministries, Seattle Pacific University, 3307 3<sup>rd</sup> Ave. W., Seattle, WA 98119. You may also submit this form via fax to: (206)-281-2730

If you have any questions, call the SMC Program Coordinator, Eric Mill at (206) 281-2457 ext.2 or email him at mille@spu.edu.

**Residence Hall Ministry Coordinator Reference Form**  
(To be completed by a peer ministry leader, i.e. peer advisor, RHMC.)

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## Residence Hall 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.)

**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.

Comments:

--Continued on other side--

**Residence Hall 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 your 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 \_\_\_\_\_

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