Residence Hall Ministry Coordinator

(RHMC)

## Application

2013-2014

"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.

Position Description:

Residence Hall Ministry Coordinator

The RHMC ministers to the Residence Halls through training, mentoring, encouraging, and challenging individual SMCs and SMC staffs.

Partnerships:

* Collaborate with the Office of University Ministries and the Center for Worship to encourage student participation in worship, small groups, and the 37five project.
* Work in partnership with Residence Life and the Peer Advisor Program to develop a positive residence hall environment.
* Communication with Resident Hall Councils to form servant partnership in determining and meeting the needs of their residents through all-hall events.
* Connection with fellow RHMC’s to help foster inter-resident hall SMC support, collaboration, and ministry together

Training and Support:

* Read selected book during the summer to prepare for the year ahead.
* Attend fall RHMC and SMC training and leadership conference (this requires returning one week before classes start) and Campus Ministry Conference (1 weekend winter qtr.)
* Weekly one-on-one meeting with co-RHMC (1 hour).
* Weekly one-on-one meeting with CSMC (1 hour).
* Weekly RHMC staff meeting (2 hours).
* Attend weekly SMC cadre (1 hour).

Regular Responsibilities:

* Facilitate regular SMC staff meeting with your co-RHMC (2 hours, 3 times per month).
* Participate in a weekly one-on-one meeting with individual SMCs (1 hour each, 3 times per month).
  + Encourage SMC in daily discipleship.
  + Encourage SMC in overall wellness.
  + Empower SMC to exceed ministry goals.
* Participate in a weekly SMC cadre for continued training (1 hour, 3 times per month).
* Weekly one-on-one with CSMC (1 hour, three times per month).

Quarterly

* Plan quarterly SMC staff retreats with co-RHMC.
* Coordinate at least one all-hall ministry event per quarter with SMC staff.

An RHMC must maintain a GPA of 2.5 or higher.

**SMC Program Selection Timeline 2013**

(Dates Subject to Change)

# February 1st

Applications & References DUE (please indicate an interview time on your application)

# February 18th, 21st-22nd

RHMC Interviews

# March 15th

##### RHMC Notifications Sent (no placements yet!)

#### **March 27th**

#### RHMC Signed Contracts due (2nd SUB)

##### **April 12th**

Placement Notification

##### **TBA**

New Staff Celebration

**Student Ministry Program**

**Residence Hall Ministry Coordinator Application Form**

**2013-2014**

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you attend church regularly? If so, which one?

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 below 500 words when answering the following questions.**

# 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 supported or participated in University Ministries programs/events this year (e.g., weeky chapel or group attendance, Relinquish, etc.).

What makes Christian leadership different from other kinds of leadership? How are you presently seeking to develop the qualities of a Christian leader?

# 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 the position.

Describe what the word “mentoring” means to you and the shape that might take in the RHMC position.

A RHMC plans the SMC staff meeting each week. Its purpose is to spiritually encourage and challenge SMCs 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 or among their staff members. How would you approach and resolve the issue?

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

How would you approach a situation in which an SMC/PA relationship was less than ideal?

How do you understand the relationship between encouragement and challenge?

(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?

# Activities

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

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.

Finally, what is your perspective on SPU Lifestyle Expectations?

# Placement in Residence Halls

In which residence hall do you feel most suited to serve? List your first three choices. Please note that RHMCs serving in Emerson receive additional compensation to account for the hall’s extra costs. If you still have concerns about possibly serving in Emerson, please indicate below.

1.

2.

3.

# 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 University Ministries by **February 1st, 2013.**

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 a part of the selection committee.

All references must be sent to: Gerald Shaddock and McKenna Dalrymple

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 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 1st, 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, please contact Gerald Shaddock and McKenna Dalrymple at gj31691@spu.edu.

**Please circle all available times for interviews:**

|  |  |  |
| --- | --- | --- |
| Monday, Feb 18 | Thursday, Feb. 21 | Friday, Feb. 22 |
| 7:00-8:00 pm | 7:00-8:00 pm | 7:00-8:00 pm |
| 8:00-9:00 pm | 8:00-9:00 pm | 8:00-9:00 pm |

\*An email will be sent out notifying you of your interview time by Feb. 8th.

**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.

The Student Ministry Coordinator program as a whole 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 discipleship 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 1st, 2013** to:

Gerald Shaddock and McKenna Dalrymple

Office of University Ministries

Seattle Pacific University

3307 3rd Ave. W.

Seattle, WA 98119

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

If you have any questions, e-mail Gerald Shaddock and McKenna Dalrymple, Campus Student Ministry Coordinators, at [gj31691@spu.edu](mailto:gj31691@spu.edu) or [dalrymplem@spu.edu](mailto:dalrymplem@spu.edu).

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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.

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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.

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**Additional Comments:**

--Continued on next page—

**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 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) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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