

## **2010-2011 Volunteer Campus Ministry Coordinator Selection Process Timetable**

- February 19<sup>th</sup>      **CMC applications are due** in the Office of Campus Ministries. Interviews will be conducted two weeks after. Sign-up sheets for interviews will be posted outside the Office of Campus Ministries. If you have submitted an application but have not signed up for an interview, you will be contacted to see if you are still interested in going through the Campus Ministry Coordinator Selection process.
- February 26<sup>th</sup>      **References are due.**
- March 1<sup>st</sup> - 5<sup>th</sup>      **Interviews for Campus Ministry Coordinators.**
- March 12<sup>th</sup>      **Notification.** All candidates will be notified of their final status by this date and contracts will be sent to those who have been selected to take positions in the Campus Ministry Coordinator program for 2010-2011.

**Persons selected to be in the 2010-2011 Volunteer Campus Ministry Coordinator program will be notified of future events at the time of their selection.**

**KEEP THIS TIMETABLE FOR YOUR INFORMATION**

Application for the  
**Volunteer CMC Program**  
2010 - 2011

**Huntington University**  
Office of Campus Ministries

**Disclaimer:** Due to the university's budget cuts and the CMC program becoming completely volunteer for 2010-2011 school year, the enclosed job description may be subject to change. No additional responsibilities will be added, but some of the current ones may be altered to fit the changing program. We regret this issue, yet we know your awareness is important to making a decision to apply.

## VOLUNTEER CAMPUS MINISTRY COORDINATOR SELECTION PROCESS

*We are looking for people who are willing to voluntarily 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 and what they **want** to do and **will** do.

The experiences that come with the position will help you develop the skills and life qualities that you will need throughout life, such as: listening skills, delegation, responsibility, service, coordination and planning, time management, program development, helping skills, self-management, and dependability. In addition, you will acquire skills in helping others grow in faith, such as: Bible study leadership, prayer partners, supporting others, developing fellowship and the like. This is designed to be a ministry as well as a learning experience.

### Desired Attributes of a Campus Ministry Coordinator

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 **establish and maintain healthy relationships**
5. The ability to **lead with a servant attitude**
6. The ability to **initiate floor activities** (i.e., to set goals and bring them to completion)
7. The ability to **communicate effectively**
8. The ability to **organize and manage one's own affairs** (academic as well as CMC responsibilities)
9. The ability to **relate and work** effectively within a staff

### Minimum Qualifications for Applicant

1. **A commitment to work in the CMC program for one year.** This commitment begins upon selection and ends the following May.
2. **A commitment to live on-campus.**
3. **A commitment to attend the CMC training sessions, staff meetings, and retreats** (as will be announced)

### Application Information

Completed applications are to be turned in at the Office of Campus Ministries. Please type or print neatly (using black or blue ink). 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. **Please include a photo of yourself with your application.**

We will make every effort to provide ministry for the traditional residence halls through the CMC program. However, it is possible that some floors may not have a CMC assigned due to a lack of a good match between the available volunteers and a particular floor. We say this so that you might understand why some people might not be accepted into the program even when there are spaces available. We also say this to encourage you to encourage others you know to apply for the CMC program. **Please note the timetable included with the application.** Failure to meet any deadline may result in exclusion from the remainder of the selection process.

### A Final Word to the Applicant

You are encouraged to enter into the Campus Ministry Coordinator Selection Process, seeking God's guidance prayerfully and thoughtfully. This ministry is both challenging and rewarding; the rewards, however, are not always immediate. Also be in prayer for the people who are involved in selecting next year's Campus Ministry leaders. We are as eager as you to hear God's voice in the process. We wish you God's best in this selection process.

# CAMPUS MINISTRY COORDINATOR

## Ministry Description

### Who is a Campus Ministry Coordinator?

A person with God-given capacity and God-given responsibility who engages students on a specific dorm floor in enhancing their faith journey. The CMC should demonstrate a love for God, love for people, and a desire to bring the two together through effective leadership.

### Key Responsibilities for the CMC:

1. Be a Christ-like example to those around you, hold yourself to a higher standard, joyfully participate, and intentionally build relationships.
2. Serve on a residence hall floor to coordinate, delegate, encourage, and be a resource for spiritual life in the residence hall. *(Possible activities include: community builders, fellowship events, Bible studies, prayer groups, outreach projects, topical discussion and accountability groups, retreats, Ekklesia service, etc.)*
3. Help plan and lead two Dorm CMC Ekklesia Chapels (Baker/Roush, Miller/Meadows, Hardy and Wright).
4. Be knowledgeable of and encourage involvement in existing on and off campus ministry and spiritual formation opportunities, including our resource blog: [www.spiritualinform.blogspot.com](http://www.spiritualinform.blogspot.com)
5. Serve individual floor members as he/she sees fit given the various needs and the CMC's personal gifts.
6. Meet occasionally with the Assistant Director of Campus Ministries.
7. Meet regularly with floor Resident Assistant and occasionally with dorm Resident Director - as need dictates.
8. Attend all bi-weekly support and prayer meetings with Head CMC.
9. Attend all four CMC in-service gatherings (two per semester) *There will also be a special gathering during J-term for those on or around campus.*
10. Assist in the selection of the following year's CMCs.

### A CMC should not be considered:

- |  |                          |
|--|--------------------------|
| ⊗ The one with all the answers               | ⊗ Resident Assistant     |
| ⊗ Primary floor activities programmer        | ⊗ Spiritual giant        |
| ⊗ The ONLY Christian role model on the floor | ⊗ Professional counselor |
| ⊗ A moral judge for floor member disputes    | ⊗ Professional minister  |
|  | ⊗ A disciplinarian       |
- 
- ⊗ The ONLY individual capable of leading Spiritual Formation activities
  - ⊗ The ONLY one who can meet every spiritual need of floor members

## **TRAINING AND SUPPORT:**

Every Campus Ministry Coordinator is expected to participate in the following:

1. Fall Student Leadership Retreat (Date due back on campus: Monday, August 23, 2010) time for training, orientation, fellowship and goal setting for the year.
2. Weekly/biweekly accountability, informational, and support meetings with other residence hall CMC staff.
4. In-Service Gatherings (twice a semester during the school year)

## **ACCOUNTABILITY:**

The Campus Ministry Coordinator is primarily responsible to the Assistant Director of Campus Ministries

## **COMPENSATION: (PLEASE NOTE)**

We regret to announce that Campus Ministry Positions for 2010-2011 school year will be **completely volunteer (not paid)**. There will be **NO** compensation due to the university's budget cuts for next year. If you are in need of compensation, we ask that you seek employment through a work study program.

# VOLUNTEER CAMPUS MINISTRY COORDINATOR PROGRAM APPLICATION FORM

Name \_\_\_\_\_ Box # \_\_\_\_\_ Phone \_\_\_\_\_

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

Major \_\_\_\_\_ Social Security \_\_\_\_\_

Present Residence \_\_\_\_\_ Floor (if in a Res. Hall) \_\_\_\_\_

Class status at time of application \_\_\_\_\_ Date of Admission to HC \_\_\_\_\_

Current Cumulative GPA \_\_\_\_\_

Summer mailing address and phone number:

Street Address \_\_\_\_\_

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

Area Code/Phone (\_\_\_\_\_) \_\_\_\_\_

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

Please indicate your personal history with the Residence Life program at Huntington University.

Residence Hall/Floor

Semesters you lived there

### Reasons for application

Why do you wish to be considered for a position in the Campus Ministry Coordinator program?

### Statement of faith

What do you believe and why? (Please limit your response to the space below).

**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**

Please list and describe current and past leadership and/or service involvement, including HU and non-HU related experiences.

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

**Personal background**

What are your personal life goals as far as you know them right now? How would the Campus Ministry Coordinator program help you reach these goals?

Identify three strengths and three weaknesses you would bring to a position in the Campus Ministry Coordinator Program.

A **Campus Ministry Coordinator** is one who seeks to be relationally oriented to the spiritual well being of others. What do you think of this priority of the Campus Ministry Coordinator program?

How might you achieve this priority on your floor?

What areas of training and support would be helpful for you in achieving these priorities (e.g., leading Bible studies, creative leading, etc.)?

**Placement in the residence halls**

In which hall and floor do you feel most suited to serve? List below your first three choices and your reasons for choosing that particular floor and/or hall.

- 1st:
- 2nd:
- 3rd:

As much as the selection staff will try to place applicants on the floor of their preference, we may ask you to serve on a floor /in a hall for which we feel you would be better suited and/or where there is a greater need. Would you be willing to serve on a floor/in a hall other than those you have indicated?

**Extra-curricular activities**

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

**Personal references**

Three (3) reference evaluation forms are included with the Campus Ministry Coordinator Application form. It is **your responsibility** to make sure they are submitted to the Office of Campus Ministries within five days of the application due date. 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 form is considered CONFIDENTIAL and will not be available for review by the applicant or any other individual who is not involved in the Campus Ministry Coordinator selection process.**

**Have all references sent to:**  
Office of Campus Ministries  
Huntington University  
2303 University Ave.  
Huntington, IN 46750

The information provided in this application is true and accurate as I have represented it. **Please submit a current photo of yourself.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Campus Ministry Coordinators Selection Process Huntington University

## REFERENCE FORM

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

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

The person named above is applying for a position in the Campus Ministry Coordinator program at Huntington University. The primary responsibilities of this position are to be relationally oriented toward the spiritual well being of others and to initiate and coordinate spiritual life activities for their floor and living area. 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 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 affairs** (academic as well as other responsibilities)
- The ability to **function within a staff**

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. **Thank you for your assistance in this process. This reference form is due back by February 26, 2010 to:**

Rev. Bob Henry  
Office of Campus Ministries  
Huntington University  
2303 College Ave.  
Huntington, IN 46750

NOTE: This form will be used only for the purpose of selecting the Campus Ministry Coordinator staff 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 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 this program by checking one response:

- |   |   |
|---|---|
| <input type="checkbox"/> Highly Recommend | <input type="checkbox"/> Recommend with reservations      |
| <input type="checkbox"/> Recommend        | <input type="checkbox"/> Would not recommend at this time |

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name** \_\_\_\_\_ **Title** \_\_\_\_\_

# Campus Ministry Coordinators Selection Process Huntington University

## REFERENCE FORM

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

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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 this program by checking one response:

- |   |   |
|---|---|
| <input type="checkbox"/> Highly Recommend | <input type="checkbox"/> Recommend with reservations      |
| <input type="checkbox"/> Recommend        | <input type="checkbox"/> Would not recommend at this time |

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name** \_\_\_\_\_ **Title** \_\_\_\_\_

# Campus Ministry Coordinators Selection Process Huntington University

## REFERENCE FORM (to be completed by Peer Leader)

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

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- C. Under what circumstances have you known the candidate? \_\_\_\_\_
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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 this program by checking one response:

- |   |   |
|---|---|
| <input type="checkbox"/> Highly Recommend | <input type="checkbox"/> Recommend with reservations      |
| <input type="checkbox"/> Recommend        | <input type="checkbox"/> Would not recommend at this time |

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name** \_\_\_\_\_ **Title** \_\_\_\_\_