

Spiritual Formation 2022-2023

Spiritual Formation Team Leader

Job Description



The primary purpose of the Spiritual Formation Team Leader at Simpson University is to assist the Director of Spiritual Formation in all administrative areas related to the Spiritual Formation Office including but not limited to: Correspondence, coordination of select events, planning and implementation of spiritual formation ministries (such as chapel, digital media projects, and team retreats and parties, and other special projects.) The Spiritual Formation Team Leader serves as the senior member of the Spiritual Formation Student Leadership Team, which consists of all student leaders appointed by the Spiritual Formation Staff. As the senior member, they serve as the student leader liaison to the Director. This leadership role will require an average of 8-10 hours per week. Like all student leaders, the Spiritual Formation Team Leader is required to sign the Student Leadership Covenant and Student Contract upon acceptance of this position.

Compensation:

A \$3,000 scholarship will be given to the student in this position. It will be dispersed over the course of 1 full academic year, equal in amount to \$1,500/semester. Consult with Financial Aid to ensure scholarship eligibility before accepting the position.

Prerequisites & Qualifications:

1. Demonstrates an active faith development, intentionally growing in their relationship with Jesus Christ and living consistent with the university Mission, Vision, and Values.
2. Enrolled as a full time student and in good standing with the University.
3. Proficient in academic pursuits (with a cumulative 2.5 GPA), in good standing with Student Development guidelines, Chapel attendance, and the Simpson University community as a whole.
4. Holds at least a sophomore standing and possesses the heart and the skills necessary for administrative responsibility.
5. Ability to interact professionally with persons related or unrelated to Simpson University.
6. A teachable spirit, possesses organizational skill, attention to detail, and demonstrates leadership abilities as well as the ability to deal appropriately with confidential information.
7. Possesses a working knowledge of Microsoft programs (i.e. PowerPoint, Word, Excel, Outlook, etc.) or at least a willingness to be trained.
8. Limit outside commitments to 10-15 hours (including other on campus employment by Simpson University) with supervisor approval.

Core Responsibilities:

1. Actively seek and discern what the Holy Spirit is doing on campus and in the lives of students through spiritual listening, thoughtful conversation, and prayer. Seek out how God is inviting you to participate with Him in ministry.
2. Meet weekly with the Director of Spiritual Formation to discuss the vision and direction for assigned projects.
3. Meet regularly as the Spiritual Formation Student Leader liaison with the Spiritual Formation Director and Staff.
4. Assist the Director of Spiritual Formation in the planning and implementation of spiritual formation activities and special projects, such as Chapel, media projects, holiday decorations or parties.
5. Assist the Director of Spiritual Formation in the planning and implementation of Student Leader training, retreats, parties, and recognition of appreciation.
6. Coordinate and monitor the Spiritual Formation Student Leader office hours.
7. Frequently be present at chapel and other spiritual formation events and prepared to pray with students.
8. Faithfully attend all Student Leadership Training and Spiritual Formation Student Leadership Team Meetings.
9. Schedule a minimum of four (4) weekly fixed office hours and an average of 9-10 hours of service per week dedicated to student leadership responsibilities.
10. Support all Spiritual Formation and Campus Life Student Leadership activities and events voluntarily and as assigned. All Student Leaders participate in New Student Orientation.

Required Dates of Attendance:

- New Student Leadership spring retreat – March 26th, 2022
- Student Leadership training (August and January) - August 21st - September 4th, 2022 & January 12-15th, 2023
- New Student Orientation (August and January)
- Student Leadership Banquet – April 19th, 2023
- Ongoing training and leadership celebration events

Dates of Leadership Commitment:

August 21st - September 4th, 2022 through May 13th, 2023