



CONCORDIA
UNIVERSITY IRVINE

abbey west
application packet

Thank you for prayerfully considering serving as a leader in abbey **west**!

Application Dates

DEADLINE: Friday, February 1, 2013 • 4:30 p.m.

Submit this application, your general application and letters of recommendation to the Center for Student Leadership and Development.

Application Checklist

- ☐ Complete this supplemental application.
- ☐ Complete necessary information on abbey **west** Recommendation Form and forward a form to one reference specific to each position applied for in abbey **west** (Center for Student Leadership and Development staff may NOT be used as references). References will either submit their completed recommendation forms in a sealed envelope to you or mail it directly to the CSLD. **Applications will be considered incomplete if recommendation forms are not received by the deadline.**
- ☐ All pieces of the application process must be completed and returned no later than **4:30 p.m. on Friday, February 1, 2013** to the Center for Student Leadership and Development.

Requirements and Important Dates

An abbey **west** ministry team member is expected to handle his/her responsibilities maturely and exhibit exemplary conduct while assuming the position.

An abbey **west** ministry team member must have excellent communication skills and the ability to relate to a diverse student population. Organizational skills are also essential, as is the ability to learn quickly, multi-task, give clear instructions, and solve problems in a timely and efficient manner. abbey **west** ministry team members must be able to relate well with students and CUI faculty/staff. abbey **west** ministry team members should be comfortable working independently and as a part of a team ministry.

All applicants must meet the following:

This Semester (Spring 2013)

- Be in good standing and maintain at least a 2.5 cumulative GPA at the time of appointment.
- Attend the Christian College Leadership Conference (CCLC) on April 13, 2013 (full day event).
- Expected to spend a few hours each week during this semester in preparation and training for next year. This will include some shadowing of current abbey **west** coordinators, taking on a few responsibilities, and participating in some meetings.
- Participate in abbey **west** training sessions/meetings during the spring semester, 2013.
- Complete at least 24 credit hours (full-time student status) by the end of the current spring semester at CUI. Members must be full-time students (12 units per semester).

abbey west

2013-2014 Academic Year Responsibilities

- Return to CUI for the 2013-2014 academic year.
- Available to return to campus for student leadership training on Thursday, August 8, 2013 (subject to change).
- Available for various activities and programs during WOW.
- Available to return to campus for *spring* student leadership training on Thursday, January 2, 2014 (subject to change).
- Meet weekly with the campus pastor or direct supervisor.
- Attend abbey **west** leadership team meetings and all student leadership meetings.
- Responsible for working 10-15 hours per week (coordinators) or 8-10 hours per week (res. care ministers).
- Attend Sunday Source regularly.
- Maintain a 2.75 GPA while holding position.
- May not hold any other student leadership position at Concordia University Irvine unless otherwise approved by the Campus Pastor.
- May not hold an outside job or position that will come into *direct* conflict with the responsibilities of the abbey **west** position.
- Agree to two academic semesters with performance reviews done at the conclusion of each semester.
- Understand and believe in the objectives of abbey **west**.
- Adhere to the Student Code of Conduct.

Positions Available

abbey **west** ministry team members assist the campus pastor by providing leadership to one of the following specific ministry areas within abbey **west**:

Care Ministry	Worship	Beloved	Witness
Chapel	Marketing and Communications	Global Missions	Youth Ministry Teams
SHOUT	Battalion	Local Missions	Res. Care Ministry

Compensation

- \$1500 per semester for *ministry coordinators*. Stipend beginning fall 2013.
- \$1000 per semester for *res. care ministers*. Stipend beginning fall of 2013.

abbey **west** is a movement of students on the campus of Concordia University Irvine who desire to pursue dynamic discipleship in Jesus Christ. Turning to the teachings of Jesus, our mission is quite simply **to make disciples of a new generation.**

Individual Position Sketches - Coordinators

- Care Ministry Coordinator:**
The Care Ministry Coordinator assists the campus pastor in providing leadership to the Residential Care ministry team which provides spiritual care to Concordia University residential students. He will consult with the campus pastor and vicar on spiritual needs of students, pray regularly for the student and professional campus ministry staff and set up a ministry of prayer support for the campus. The Care Ministry Coordinator will also work to intentionally connect students to one of our local partner congregations for consistent weekend worship as a key part of their spiritual care and regularly check in with those students to see if there are spiritual needs or concerns.
- Chapel Coordinator:**
The Chapel Coordinator will assist the campus pastor and Director of Worship Arts in the implementation of a Worship Arts strategy within our weekly chapel/worship settings. He/she will support the execution of our diverse chapel experiences through their ongoing organization and administration of the teams of people who serve within these chapel experiences. They will routinely recruit and schedule greeters, readers, liturgists and cantors for chapels, and daily tend to the set-up & clean-up needs of the CU Center. Participation in the planning and execution of aspects of our chapel experiences may be routine depending on the spiritual gifts, heart, abilities, personality and experiences of the coordinator.
- SHOUT Coordinator:**
The SHOUT Coordinator will assist the campus pastor and Director of Worship Arts in the implementation of a Worship Arts strategy within the SHOUT setting. Under the oversight of the campus pastor he/she will provide leadership in the planning and execution of a student led worship experience that is consistent with the Christian faith and Lutheran Confessions. They will provide leadership to the SHOUT worship team by communicating expectations, organizing rehearsals, and lead the team in time of study and prayer.
- Worship Coordinator:**
Leads in the implementation of a Worship Arts strategy within our weekly Sunday evening worship setting. Supports the execution of the Sunday worship plan through ongoing administrative duties, creative communication projects, and the organization/ supervision of the people serving on our worship ministry teams. Leading of weekly worship planning meetings, ongoing oversight of volunteer responsibilities, team devotions/prayer, and set-up of the worship space is routine. Other participation in Sunday Source may be required on an as-needed basis, and is dependent upon the spiritual gifts, heart, abilities, personality and experiences of the coordinator.
(Please note that the scope of responsibilities for this position will change for next year to reflect the changes that abbey west will make in our approach to ministry in this area. More information can be provided by contacting Pastor Anderson or Jon Jordening directly.)
- Marketing and Communications Coordinator:**
The Marketing and Communications Coordinator oversees the advertisement and branding of abbey **west** and all of its programs. He/she will be responsible for making sure that abbey **west** coordinators are implementing strategies of communication for their ministry areas and giving them guidance for maintaining consistency with the branding of abbey west. He/she will consult with the campus pastor to implement a coordinated strategy of regular communication through facebook, twitter and abbeywest.org.

- ***Battalion Coordinator:***
The Battalion Coordinator will assist the campus pastor in the implementation of the Battalion Program. He will recruit and train discipleship group leaders whose responsibilities it will be to create, support, and empower groups of men to pursue dynamic discipleship together in Christ. The Battalion Coordinator will work with the Beloved Coordinator to plan large Nurture events. Ongoing organization and administration of the various small groups will be routine.
- ***Beloved Coordinator:***
The Beloved Coordinator will assist the campus pastor in the implementation of the Beloved Program. She will recruit and train discipleship group leaders whose responsibilities it will be to create, support, and empower groups of women to pursue dynamic discipleship together in Christ. The Beloved Coordinator will work with the Battalion Coordinator to plan large Nurture events. Ongoing organization and administration of the various small groups will be routine.
- ***Global Missions Coordinator:***
The Global Missions Coordinator will assist the campus pastor in the implementation of the Missions Program Globally (beyond southern California). He/she will plan mission trips and projects, communicate with Concordia students to make them aware of opportunities, and will train and debrief participants before and after these trips/projects through regular Missions meetings and other training events. Ongoing organization, administration, publicity, and leadership of these mission projects will be essential.
- ***Local Missions Coordinator:***
The Local Missions Coordinator will assist the campus pastor in the implementation of the Missions Program locally (on campus and around southern California) and will use the Director of Service Learning as a ministry mentor. He/she will plan mission projects, communicate with Concordia students to make them aware of opportunities, and will train and debrief participants before and after these projects through regular Missions meetings and other training events. Ongoing organization, administration, publicity, and leadership of these mission projects will be essential.
- ***Witness Coordinator:***
The Witness Coordinator will assist the campus pastor in the implementation of the Witness Program. He/she will recruit a core team, whose responsibilities will be to plan and execute witness activities, such as servant evangelism, witness workshops, and ten28. These activities will guide disciples of Jesus to share the gospel with non-Christians in our community. Therefore, there are two beneficiaries of the work of the witness program: abbey west actives and non-Christians in our community.
- ***Youth Ministry Teams Coordinator:***
The YMT Coordinator will assist the campus pastor in the implementation of the YMT Program, and will use the DCE Director as a ministry mentor. The YMT Coordinator will organize and empower groups of Concordia students to serve local congregations by leading events for their junior high and high school youth groups. The YMT Coordinator will contact local churches and schedules events. Ongoing organization and administration of various events will be routine.

Individual Position Sketch – Res. Care Ministry

- ***Res. Care Ministry:***
The RCM is there to serve students in a context specific situation within the residential halls. The job of the RCM is connected to the building of positive relationships with the RA in their area(s) as well as with the residents with whom they live amongst. They are there primarily as a prayerful listening ear to the students and are attuned to helping connect them to needed resources on campus (i.e. pastoral care, counseling, other abbey west ministries, etc.).

**If you desire more information on a particular position, please contact
Pastor Anderson on (949) 214-3111 or quinton.anderson@cui.edu.**



CONCORDIA
UNIVERSITY IRVINE

abbey west
application

General Information

Name: _____

Desired Position(s): _____

Application Questions

Please answer the following questions typed on a separate document.

1. Please share your journey of faith in Christ.
2. Describe your previous involvement in **abbey west** (as either a participant or leader).
3. Which position(s) in **abbey west** are you applying for and why?
4. Rate how organized you are on a scale of 1-10 (1=not organized and 10=highly organized).
Give some examples of why you've rated yourself this way.
5. If you could spend a day doing anything, how would you spend it?

I testify that all information submitted in the application process is true and accurate to the best of my knowledge.

(name)

(date)

abbey west



CONCORDIA
UNIVERSITY IRVINE

abbey west
recommendation form

TO THE APPLICANT: Please fill in the information below; forward this form to a faculty member/advisor, administrator, coach, congregational pastor (or other congregational ministry leader), previous or current supervisor/employer (Student Affairs/abbeywest staff may NOT be used as references). *This completed Recommendation Form must be turned in no later than 4:30pm on February 1st, 2013, in order for your application to be considered.*

Section 1: To be completed by the applicant.

Applicant's Name: _____ **Ministry Position:** _____

Ministry Position Description (please use language from the ministry position sketch provided in the application): _____

Applicant's Waiver of Access to Letter of Reference: Under the Federal Family Education Rights and Privacy Act of 1974 and the California Information Practices Act of 1977, students are given the right to inspect their records, including letters of reference.

- ☐ I waive my right to read this letter of reference (i.e. you cannot read this letter).
- ☐ I do not waive my right to read this letter of reference (i.e. you can read this letter).

Applicant's Name: _____

Applicant's Signature: _____ **Date:** _____

Section 2: The following is to be completed by the person filling out this recommendation form.

TO THE PERSON COMPLETING THE RECOMMENDATION: The applicant is seeking a position as a student leader at Concordia University Irvine. Student leaders play an integral role in enhancing the Concordia community and student experience by coordinating a variety of programs, events, and groups. Please honestly state the merits of this applicant's candidacy, any deficiencies, and any other information that may be useful to the selection committee.

Recommender's Name: _____ **Position:** _____

Length of time you've known the applicant: _____

What has been the nature of your relationship? _____

As it applies to being a ministry leader, what would you consider to be the applicant's strengths? _____

abbey west

What do you consider to be the applicant's areas for improvements regarding this student ministry position?

Consider each of the following items and check the appropriate box representing your evaluation. Use N/A if you have insufficient information from which to evaluate.

	Excellent	Good	Average	Poor	N/A	Comments
Initiative						
Reliability						
Team player						
Creativity						
Detail-oriented						
People-oriented						
Conflict resolution						
Knowledge of Scripture						
Discipleship/ spiritual formation						
Reaching the lost with the gospel						

As described in Philippians 2, what would you say about the applicant regarding a contrite spirit, a teachable spirit, and integrity? _____

What didn't we ask about the applicant that would be important to share?

☐ Strongly Recommend

☐ Recommend

☐ Recommend with Reservations

☐ Do Not Recommend

Signature_____

Date_____

**Please sign this reference form and return it in a sealed envelope to the applicant
BEFORE February 1, 2013**

OR

Fax it to (949) 214-3061, attn: Christie Clark

OR

**Return this form by February 1, 2013, to:
Christie Clark • Center for Student Leadership and Development
1530 Concordia West • Irvine • CA • 92612 • Tel. (949) 214-3061**