



Job Description

Position: Student Chaplain for Missions

Reports to: Chaplain for Missions

Revision date: 2010.08.20

Information for application

Prospective applicants should submit a resume with their work history, with a specific emphasis in the areas of music ministry. A letter of recommendation is encouraged.

Prerequisites

- They must be a baptized and involved member of the Seventh-day Adventist Church. He/she should be stable, spiritually minded, fun loving, have a real love for young people, an openness to listen and understand their expressed needs, and the ability to perceive their hidden needs. He/she should understand and be able to teach the key doctrines of the Seventh-day Adventist Church. He/she must have a real desire to lead our youth to a life with Jesus.
- They should have leadership qualities and be able to communicate these skills to others.
- They should have experience in mission work and be recognized by other leaders in this area.
- Must be an excellent communicator.

Management

- Chaplain for Missions is your direct line manager
- Assistant to the President for Spiritual Life is your appeals manager.
- Reviews are bi-annual
- Termination notice is 4 weeks

Areas of Responsibility

SM Processing

1. Responsible for supporting students through the processing of their online and offline forms.
2. Work closely with NAD and GC volunteers' office. Report weekly processing updates and maintain records.
3. Update Master of the Universe numbers file.
4. Follow up all interests with an email, phone call, and visit.

SM Funding

1. Write thank-you letters to all donors and sponsors.
2. Cover alumni offering.
3. Scholarship processing – Swallen and AU.

4. Receipt all donations and process to CM Finance Manager.
5. Maintain accurate records.

SM Care

1. Plan and send out care packages at least monthly.
2. Contact all students out serving by phone at least once a month.
3. Maintain connection and support.

Chapels

1. Confirm or arrange accommodations and meals.
2. Confirm or arrange travel.
3. Arrange meet and greet sessions.
4. Process expenses.

Special Events

1. Confirm venues.
2. Manage check list for each event, including run sheets.
3. Maintain budget.
4. Work closely with marketing.

Administration

1. Maintain records of SM graduates.
2. Administration for the AU Missions Advisory.
3. Meet weekly with Chaplain for Missions and send weekly report.
4. Check all snail mail, emails, and voice mail daily.
5. Maintain regular office hours.
6. Attend key SM Mission events.
7. Assist Student Missions Club.
8. Maintain Calendar.
9. Back-up all files to the aumissions space and the g drive.
10. Process expense report bi-weekly.

11. Develop a team to operate the multifaceted aspects of Mosaic. The team should include the following:
 - Music director
 - Musicians/band director
 - Worship leader
 - Usher team
 - Any other staff necessary for the smooth operation of the program
12. Meet regularly to plan quality programming.
13. At least two months prior to the beginning of the semester, create a program calendar with the Mosaic programs planned for the school year.
14. Submit weekly weekend reports of Mosaic services.
15. Evaluate the programming monthly.
16. Maintain a strong personal walk with Jesus Christ.
17. Serve as a member of the Inreach Worship Committee.
18. Serve as a member of the Inreach Leadership team.
19. Attend all Inreach Leadership meetings.

Time Commitment

1. Fall and spring semesters
2. Weekly expectation is 8-10 hours per week.
3. Weekends are a premium (Friday nights).