

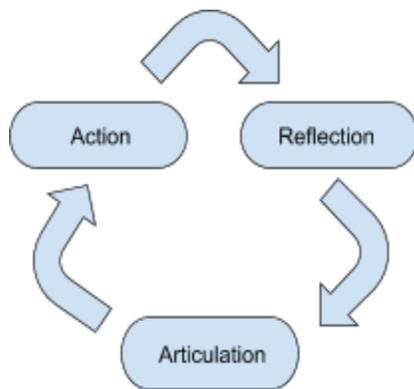


Campus Ministry Fellow Practicum Description

PRACTICUM INFORMATION:

Practicum Supervisor: Mr. Chris Shields II, Assistant Dean of Spiritual Formation
Office Location: Associates Campus Center, Center for Student Life
Office Hours: Tuesday-Friday; 9:00am-5:00pm
Email Address: cshields@rc.edu
Office Phone: (248) 218-2114

POSITION DESCRIPTION:



The Student Leadership course, for Fellows, is a 300 hour practicum course designed to immerse students in a rhythm of shared learning. Learning begins with the student's lived experiences. Students will reflect on those experiences with one another, through course materials, and with instructors/supervisors. Students then articulate new learning in light of these shared practices to influence future leadership activity. Each week this practicum is comprised of 1) one hour of seated class time 2) out of class office hours 3) out of class working meetings 4) execution of and attendance at events and programming. (Additional requirements below).

The practicum component of the course is the laboratory in which students participate in a lived leadership experience, test leadership theories and strategies in live leadership settings reflect on the implications of leadership experiences and influence future actions.

The Campus Ministry Fellows are student leaders who complete practicum requirements by developing ministry opportunities which promote spiritual health, wellness, growth, and exploration for students in the RC community in keeping with the mission of Rochester College, The Center for Student Life, and Spiritual formation. A Campus Ministry Fellow leads the campus ministry team. Fellows are pastorally present to Rochester College students and fosters a hospitable environment that creates space for students to develop to their fullest potential intellectually, ethically, socially, morally, and spiritually in the context of a community.

REQUIRED PRACTICUM MATERIALS: TBA

PRACTICUM RESPONSIBILITIES:

Practice Sabbath: The Campus Ministry Fellow must practice self care and balance in order to be an effective leader in a pastoral role. Proper self-care is an essential spiritual quality that produces longevity in ministry and models healthy living, and spiritual responsibility.

1. Dedicate time weekly to attend to rest and personal care.
2. Participate in spiritual exercises as provided by the Campus Ministry team

Ministerial Leadership: The Campus Ministry Fellow will serve other students ministry leaders by mentoring them, encouraging them to become involved in the campus community, and support and affirm the students to discover and foster their unique strengths.

1. Work collaboratively with the ADSF and ministry staff to plan and execute spiritual programming, and events.
2. Develop and maintain positive relationships with student ministry leaders through availability, accountability, creativity, credibility, and confidentiality.
3. Conduct regular organizational meetings with Campus ministry leaders who you directly support.
4. Support and challenge ministry leaders in their spiritual growth and development.
5. Promote and support campus ministry events on and off campus.
6. Be available to help assist with chapel setup most Tuesdays and Thursdays.

Pastoral Presence: The Campus Ministry Fellow will be a student leader of peer pastoral care, and assist the ADSF in being pastorally present to the Rochester College Community.

1. Be a good listener
2. Keep a journal/log of spiritual conversations, and intentional relational ministry activity
3. Maintain regular weekly office hours for pastoral presence for other students
4. Be available to pray with students as they express need

Administrative Tasks: The Campus Ministry Fellow will be responsible for administrative duties related to the daytoday operations of the area in which they serve. All responsibilities will be conducted with guidance and assistance from the Campus Ministry Leaders direct supervisor.

1. Maintain a log of student intentional relational ministry interactions.
2. Facilitate the planning and implementing community building programs each semester.
3. Perform assigned tasks in a timely and professional manner and meet assigned deadlines consistently. (24 hour email response time for external emails)

4. Perform other duties as assigned by the ADSF

Support of Policies and Standards: A Campus Ministry Fellow is a representative of the College in his/her relationships and contacts both on and off campus. He/she is expected to uphold institutional and residential standards of behavior and policies as outlined in, Rochester College's Student Handbook.

1. Be thoroughly familiar with Rochester College's Student Handbook
2. Communicate and model behavior and policy expectations of Rochester College to the campus community
3. Confront inappropriate behavior when it occurs and take necessary follow-up measures
4. Support and do not openly disagree with college regulations. Be quick to listen and slow to speak with fellow students. Seek appropriate channel to discuss the issue at hand to address the disagreement

Staff Training and Development: The Campus Ministry Fellow is expected to participate in staff training, which is designed to develop the Campus Ministry Fellow to have the necessary skills to perform their job and meet expectations.

1. Arrive early to campus for Fall Training.
2. Participate with the ADSF in mutual performance evaluations based on job description.
3. Participate in the annual spring leadership retreat

Student Life Leadership Fellows Program: Campus Ministry Fellows are members of the Center for Student Life's Leadership Fellows program. Leadership Fellows have the privilege of shaping the student experience at Rochester College through example, programming, leading, serving, researching, and reflection. Through the course of the academic year, Leadership Fellows will:

1. Be committed to the ongoing mentoring and leadership of students entrusted into your care
2. Spend 1 hour per week support the efforts of Rochester College's Admissions Office through the Fall and Spring semesters. Admissions responsibilities may include: making phone calls, writing notes, conducting campus tours, attending Warrior Fridays or attending off-campus admissions events.
3. Participate in two outward facing public relations events organized and sponsored by Rochester College's Development Office. Examples may include: Partnership Dinner, President's Circle of Honor, Fletcher Center Golf Outing, Homecoming, etc.
4. Assist and engage in new student move-in day (Aug 22nd) and warrior weekend (beginning Aug 22nd).

PRACTICUM ELIGIBILITY REQUIREMENTS:

- Be in good academic and judicial standing with Rochester College
- Personal life supports the mission, values and goals of Rochester College
- Preferably, a Junior or Senior with previous student leadership experience
- Demonstrates enthusiasm for the college, students, faculty, staff and co-curricular programming
- Posses an appreciation of the institution and its resources
- Communicates effectively both verbally and written; as well as interactively with various technologies
- Articulate the desire to support student success by helping new students to get off to a strong start academically, socially and personally

- Demonstrates sensitivity/interest in diversity/cultural differences; ability to effectively communicate with a variety of personalities
- Functions effectively in a team environment
- Exhibits analytical and problem-solving skills
- Demonstrated ability to prioritize multiple tasks and responsibilities

PERSONAL COMMITMENT:

There may be no other journey quite like your Leadership experience and we hope you endeavor to make this one of the most adventurous and fulfilling of your lifetime. The Center for Student Life is here to support you, guide you, encourage you and help develop you into the leader you aspire to become. This journey is a uniquely personal one, as each leader has different personal goals and challenges. Individuals thrive in this experience by using it as an opportunity to stretch themselves, to embrace the challenges of leading and developing others, to recognize no journey can ever be perfectly planned or executed but that we must strive to do our very best. And it is the personal nature of the challenge of the Leadership program that makes it so rewarding to complete.

So take a deep breath and jump in with both feet - and know that we so look forward to working with you all on the adventures ahead!

POSITION COMPENSATION: Compensation for Fellows is determined by individual financial aid packages and institutional awards. The basic compensation structure for a First Year Experience Fellow is as follows:

- \$2,000 stipend to be paid bi-monthly over the course of the academic year
- \$500 scholarship
- \$2,295 housing discount

This position is a one academic year commitment. Reappointment is not guaranteed, but is based upon an exemplary performance record and the successful completion of all interviews and applications required for returning staff. Performance will be evaluated to maintain the highest possible standards. Failure to meet any of the qualifications or responsibilities listed in this agreement or specified by the Spiritual formation team, may result in personnel sanctions which could include, but are not limited to, verbal or written warnings, probation, or possible termination.