Checklist

Application for Missions Conference Coordinator

All portions of application must be submitted by the below due dates or your application will not be considered valid or complete

By Friday September 11th at 3:00pm:

The following must be submitted hard copy to the SGA/SPA/SMU Office:

- Applications Questions
- Resume
- Sealed character reference form
- Copy of all weekly commitments on your calendar
- Training and Meeting Agreement (signed)
- Community Standing Form (signed)
- Academic Standing Forms (signed)
Dear 2016 Missions Conference Coordinator Applicant,

Thank you for your interest in this year’s Missions Conference! We are so excited to finally get a chance to come face to face with you all, whom we have been praying for all summer! We greatly anticipate seeing how God is going to change our hearts and minds through Biola’s 87th Missions Conference.

We, the Directors, Coordinators, and Staff, will be functioning as an intricate unit and family this year as we put on the largest student-run Missions Conference in the world, all for the glory of God! While this is quite a task to undertake, we firmly believe that our Father will be guiding us every step of the way. As a possible coordinator, you will be a vital part of the Missions Conference team, helping us complete our mission to educate, equip, and inspire the students of Biola to embrace their role in the completion of the Great Commission. As representatives of SMU, you will be an instrument of the Holy Spirit to stir the hearts of students, cultivating a thriving and unquenchable fire for missions domestically and around the world.

We are so excited that you have chosen to trust God in your decision to apply for coordinator; we want you to know that we are praying for you in this process. Missions Conference is more than just a three day event- it creates an eternal ripple effect that will far outlive our time here on earth. Thank you so much for applying!

For His glory in the nations,
Molly Rae Shadden & Jake Nagy
(2016 Missions Conference Directors)

*If you have any questions or would like to discuss a position please feel free to e-mail us or stop by the Student Missionary Union.
BIOLA UNIVERSITY JOB DESCRIPTION: Student Missionary Union

**Title of Position:** Missions Conference Coordinator

**Basic Function and Responsibility of each Coordinator Position:**

“Just as each of us has one body with many members, and these members do not all have the same function, so in Christ we who are many form one body, and each member belongs to all the others. We have different gifts, according to the grace given us.” - Romans 12:4-6

All coordinators are required to attend weekly meetings, one with all staff, one with coordinators, and one with the directors.

1. **Marketing & Hospitality Coordinators (2):**
   - Help the MOs (Missions Organizations) feel welcome and informed prior to and during conference.
   - Oversee the MO registration process as well as providing them with the most up to date information throughout the conference.
   - Oversee the activities for missionaries and students to interact including setting up meals, housing, sports events, etc.

2. **Global Awareness Coordinators (2):**
   - Work with Directors to create a new, sustainable direction for GA that presents students with a realistic view of the nations.
   - Creatively deliver a passion for overseas missions and global needs through an eloquent form of media or performing art.
   - Provide leadership during a new season for Global Awareness.

3. **Interactions Coordinators (2):**
   - Creatively bring the world to Biola students in order to help them better understand how God sees it.
   - Facilitate the planning of interactive activities and events such as Ethnic Lunch, Cultural Events, Drink House, Market Place, Explorations, and Campus Decoration providing the students with the opportunity to experience different cultures.

4. **Logistics Coordinators (2):**
   - Facilitate behind-the-scenes details and the organization of Missions Conference.
   - Act as a channel through which all equipment requests and room reservations are directed to Biola Facility Services.
   - Work with Biola faculty, facilities, and other departments in a professional manner.

5. **Prayer and Worship Coordinators (2):**
   - Call attention to the importance of prayer, specifically in a missional context, through the organization of Prayer Rooms and Prayer events
• Plan and execute the Spring Biola Day of Prayer as a Pre-Conference event, as well as developing a pre-conference devotional/fast.
• Establish and develop a sustainable prayer support network for the conference.
• Help to organize student devotionals and the fireside chat.
• Train and guide a staff to pray for Biola students during conference.

6. Session Coordinators (2):
• Integrate various forms of worship through performing arts.
• Oversee all overflow sites.
• Work with Directors to plan and finalize the integral details of Sessions and Seminars.
• Coordinate Parade of Nations and Parade of Majors in main session.
• Provide hospitality to the band and speakers for MC.

Supervision Received: Missions Conference Directors and Assistant

Supervision of Others: Department Staff of MC Volunteers

Qualifications:

General: Possess strong organizational and detail management skills. Ability to communicate both on a personal and group level. Demonstrate an incredible attention to detail and superb multi-tasking skills. Demonstrate spiritual leadership skills. Demonstrate skills necessary to supervise and delegate responsibilities, and be able to work well within a team.

Education and Experience:
At the time of appointment, have a cumulative grade point average of 2.50 on a scale of 4.00. Failure to maintain this GPA requirement will result in immediate forfeiture of this position. In addition, have completed at least one semester at Biola University with a full time student status or be of transfer student status having completed at least one college semester elsewhere, and currently be enrolled as a full time student. Past Missions Conference Experience is recommended.

Hours Worked: An average of 8-12 hours weekly, 6 months total, 3 months are paid.
Name of Reference; his/her relationship to you
1. ___________________________________________________  

Please provide typed answers to the questions below.
1. Which coordinator position(s) are you interested in?

2. Why are you interested in this position?

3. What do you think most uniquely qualifies you for this position?

4. What is your understanding of the purpose of SMU?

5. What role do you usually play on a team?

6. Please list 2 of your strengths and 2 of your weaknesses and how they might affect you as a leader in SMU.

7. Explain your understand of Biola’s Community Standards and comment on your willingness to model those standards as a servant leader in SMU.

Questions may be directed to SMU Director of Administrative Services, Jessica Snow, at smu.director.admin@biola.edu
Pastor, Employer or Professor Reference

_____________________________________________(APPLICANT’S NAME) is applying for the position of __________________________ within the Student Missionary Union at Biola University for the 2015-2016 academic year.

Please be as candid, objective, and honest as you can about the applicant’s readiness to work with Biola’s Student Missionary Union. The assessors will hold your feedback in confidence. References need to be submitted by Friday, September 11th.

Please note: It is preferred that references are not to be filled out by family members

Reference Name: __________________________

Reference Email Address: __________________________

Your role in the applicant’s life __________________________
How well do you know the applicant’s spiritual life? How long have you known the applicant?
_________________________________________________________________________________________________

_______________________________________

_________________________________________________________

Please rate the applicant’s strengths and weaknesses in relation to the characteristics below on a scale of 1-5. Feel free to make comments if necessary. Poor (1) Below Average (2) Average (3) Above Average (4) Excellent (5)

_____Humility             _____Servant-mindedness          _____Flexibility

_____Team-oriented        _____Self-awareness           _____Dependability

_____Organization         _____Follow-through             _____Ability to listen

_____Ability to relate to different types of people  _____Leadership skills  _____Ability to manage stress
If you have any additional comments please state them here:

_________________________________________________________________________________________________
_________________________________________________________________________________________________

Please answer the following questions:

1. Many positions in SMU require students to supervise their peers. This can often be uncomfortable or even lead to conflict among staff members. How well do you believe the applicant could handle supervising his or her peers?

2. How does the applicant handle responsibility and follow-through when he or she is not closely supervised?

3. In what ways has the applicant demonstrated leadership ability? In what ways (s) has the applicant taken initiative or has shown responsibility.

4. Please take the time to make some specific comments about the applicant and why you would personally recommend them for a position on SMU staff. We’ve found that such information proves especially helpful in making final decisions.

Overall, how would you recommend the applicant for this position?

_____ I would strongly recommend.

_____ I would recommend with reservations.

_____ I would not recommend.

Your name___________________________________________ Position/Title _________________________

Email Address _____________________________ Phone number _____________________
Please return form to applicant in a *sealed envelope* or directly to the SMU office at: Biola University Student Missionary Union, 13800 Biola Ave, La Mirada, CA 90639; Box # 14. You may also email this form directly to smu.director.admin@biola.edu
STUDENT MISSIONARY UNION

(Take this form to the Registrar's office to be completed and stamped)

Academic Standing – Office of the Registrar

Yes [ ] No [ ]

The following student, __________________, has a cumulative GPA of 2.5 or above.

This student has COMPLETED ___ semesters at Biola University.

This student is currently in good academic standing at Biola University.

Official Signature ______________________ Date ________

STUDENT MISSIONARY UNION

Community Standing Form for SMU Staff Members

Due to the SMU Office by Friday, September 11th at 3:00pm.

I ______________________________ waive the right for the Director of Student Programming to check my community standing with Student Development. I understand that I am not an eligible applicant until my good community standing has been confirmed. I further understand that my appointment to office is conditional upon meeting the requirements for both good academic and community standing at the conclusion of the Spring 2015 semester.

Applicant’s Signature _______________________________ Date
2015-2016 TRAINING & MEETING AGREEMENT

I, ____________________________ understand that I am to be available for ALL of the following dates and am willing to move my schedule around to accommodate the dates that are TBA:

• 6 month commitment:
  o An average of 8-12 total hours a week in the fall
  o An average of 12-15 hours in the spring
• Volunteer-based during the Fall
• Paid-based during the Spring
• Weekly meetings with all MC Staff: Two hours on Sunday nights
• Saturday work days during the Spring 9am-12pm
• Weekly meetings with all “MC CORE” (Directors and all Coordinators): Two hours weekly
• Weekly one on two meetings with a Director & Co-Coordinator: One hour weekly
• Attendance on two retreats: Coordinator Retreat: September 25th-27th & Staff Retreat
• Preparation before Conference
• Attendance at the Conference: March 9-11th, 2016
• Post Conference Clean-Up
• Post Conference Event
• Debrief Coordinator Retreat