

**Important Dates:**

1. End of year Pass the Torch Ceremony (Student Directors Only) -**Saturday, April 20th, 2019 from 10:30-11:30am; location TBA.**
2. Attend the OCO New Student Leadership Onboarding on **May 6th, 2019.**
3. Attend first OCO Leadership Dinner on Wheaton's campus at **5:00 pm on Sunday, August 11th, 2019.**
4. Attend the OCO Leadership Workshop from **Monday through Saturday, August 12th-17th, 2019** at Honey Rock with your Cabinet. Continue meeting for cabinet goals and objectives on the Wheaton College campus **Monday through Friday, August 19th-23th.**
5. Serve in some capacity alongside GoGuides during the following dates: **Thursday through Tuesday, August 22nd -August 27th, 2019.**
6. Publicize at the Ministry Fair **September 6th, 2019.**
7. Attend and facilitate the BAM Chapel **Dec 4th, 2019** (Tentative).
8. Participate in Fruit basket fundraiser on **Saturday, December 14th, 2019.**
9. Participate in Mid-Year Retreat **January 17th-19th, 2020.**
10. Participate in the Fall Community Work Day, **November 2 or 16th, 2019**, and the Spring Community Work Day, **April 4th, 2020** working a full 8-hour day. Also, participate in the OCO Fruit Basket fundraiser on **Saturday, May 2nd, 2019.**
11. BAM Information Meeting **TBD.**
12. BAM Sign-Up Night **TBD.**
13. BAM Pre-trip and Post-trip events **TBD.**
14. Attend Spring Banquet **April 25th, 2020 at 5:30pm** (Tentative).



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Mission: Student Development - Exists to support, challenge and influence students' learning in a diverse, Christ-centered community.

Mission: OCO - The Office of Christian Outreach equips Wheaton College students to learn from, serve alongside, and partner with communities and organizations around the world in faithful witness to the gospel.

**please note that this version of our new mission statement is currently a close work in progress, but not yet officially approved. A final version will be released before Fall 2019*

Mission: BAM - Creating opportunities for personal transformation by having Wheaton staff, faculty, and students minister together during Spring Break.

Responsibilities: Under the direction Assistant Director of School Year Programs the Breakaway Student Director assist in developing and executing all responsibilities pertaining to Breakaway Ministry.

General Cabinet Duties:

1. Attend the OCO New Student Leadership Brunch on reading day at the end of the school year.
2. Attend the OCO Leadership Workshop at HoneyRock with your Cabinet. Continue meeting for cabinet goals and objectives on the Wheaton College campus.
3. Assist in developing annual goals and objectives for BAM at the Leadership Workshop in August.
4. Serve as a GoGuide for incoming freshmen.
5. Participate in advertising during the fall CSC Ministry Fair Sign-up Day.
6. Participate in the Fall Community Work Day, and the Spring Community Work Day, working a full 8-hour day.
7. With other OCO Cabinet members, participate in the OCO Cake Basket and Fruit Basket fundraiser.
8. Attend weekly Cabinet meetings and contribute to the corporate planning throughout the year reporting updates from assigned responsibilities.
9. Attend OCO professional development occurring throughout the year.
10. Participate in the Passing the Torch Ceremony at the end of Spring semester (only Student Directors participate).
11. All BAM Cabinet members are strongly encouraged to select a trip to go on and will receive a credit of half the cost of a trip if they sign up.

Position-Specific Duties:

12. With OCO Assistant Director of School Year Programs approval, select and supervise a five-member Cabinet including an Administrator, Publicity, and three Trip Logistics Cabinet members.
13. Meet with the AD once a week for planning and leadership development.
14. Develop and implement annual goals and objectives for BAM by facilitating the creative process with the BAM Cabinet during OCO G's and O's Week. Supervising staff will give final approval of the BreakAway goals and objectives.
15. Plan with Cabinet for BreakAway Chapel to announce our BreakAway Trips for Spring Break and the purpose of BreakAway.
16. Facilitate and attend all mandatory BAM pre-trip and post-trip events including BreakAway Sign-up Day in November; BAM Pre-trip Meeting; and the BAM Debrief Dessert.
17. After Spring Break Trips, complete a BAM Spring Break Summary Report. With the help of your Cabinet, summarize the BAM Trip leader and BAM Participant evaluations and recall a few quotes. This is to share with our donors in Wheaton's April acknowledgement letter. Send the final summary to the AD.
18. Participate in BAM Trip Leader Exit Interviews with OCO Staff and Cabinet members.
19. Complete a year-end written evaluation of the Student Director position and responsibilities.



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Responsibilities: Under the direction of the BAM Student Director and the Assistant Director of School Year Programs the Breakaway Administrator will assist in developing and executing all responsibilities pertaining to administrative duties.

General Cabinet Duties:

1. Attend the OCO New Student Leadership Brunch on reading day at the end of the school year.
2. Attend the OCO Leadership Workshop at HoneyRock with your Cabinet. Continue meeting for cabinet goals and objectives on the Wheaton College campus.
3. Assist in developing annual goals and objectives for BAM at the Leadership Workshop in August.
4. Serve as a GoGuide for incoming freshmen.
5. Participate in advertising during the fall CSC Ministry Fair Sign-up Day.
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8. Attend weekly Cabinet meetings and contribute to the corporate planning throughout the year reporting updates from assigned responsibilities.
9. Attend OCO professional development occurring throughout the year.
10. Assist in planning the Passing the Torch Ceremony at the end of Spring semester (only Student Directors participate).
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Position-Specific Duties:

12. Record Minutes from each meeting and upload them to google drive.
13. Keep track of maintaining the google drive and any requests that come in from potential participants.
14. Assist BAM Student Director in all logistical and administrative duties including keeping track of the budget, reconciling the credit card, and reserving rooms for BAM related events.
15. Organize paperwork and materials for Trip Leaders and students as well as paperwork for locations.
16. Complete a year-end written evaluation of the Administrator position and responsibilities.
17. Perform other duties as assigned by the BAM Student Director and OCO Assistant Director.
18. Pray for the ministry of BAM and individual Cabinet members.



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Responsibilities: Under the direction of the BAM Student Director and the Assistant Director of School Year Programs the Breakaway Trip Logistics Coordinator will assist in developing and executing all responsibilities pertaining to trip planning.

General Cabinet Duties:

1. Attend the OCO New Student Leadership Brunch on reading day at the end of the school year.
2. Attend the OCO Leadership Workshop at HoneyRock with your Cabinet. Continue meeting for cabinet goals and objectives on the Wheaton College campus.
3. Assist in developing annual goals and objectives for BAM at the Leadership Workshop in August.
4. Serve as a GoGuide for incoming freshmen.
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9. Attend OCO professional development occurring throughout the year.
10. Assist in planning the Passing the Torch Ceremony at the end of Spring semester (only Student Directors participate).
11. All BAM Cabinet members are strongly encouraged to select a trip to go on and will receive a credit of half the cost of a trip if they sign up.

Position-Specific Duties:

12. Attend all mandatory BAM pre-trip and post-trip events including (you will be required to facilitate when you are not in class); BreakAway Sign-up Day (you will be required to facilitate when you are not in class), BAM Pre-trip Meeting; and the BAM Leader/Student Debrief Dessert.
13. With the help of the BAM Student Director, Cabinet, and Assistant Director, research trip locations, finalize selections, and secure locations requesting necessary financial transactions from AD. There will be a \$50 deposit for all ground trips and a \$100 deposit for all air trips.
14. Maintain a travel notebook for each trip that you are coordinating, gathering and collecting all materials pertinent to the trip in your notebook.
15. Contact and maintain communication with ministry site coordinators for each trip site ccing/updating AD on all communications.
16. Arrange, with the help of the AD, all logistics for each trip, including modes of transportation, housing, and meals. Work with the AD on researching and securing airfare reservations and housing deposits for the various trips. Staff will assist you in reserving ground transportation for driving trips.
17. With the help of partnering ministries and AD, plan an itinerary that involves both service and play. Submit finalized itineraries to AD in a timely fashion.
18. Under the direction of the BAM Student Director, compile a BreakAway Spring Break Summary Report that summarizes the BAM Participant evaluations.
19. Participate in BAM Trip Leader Exit Interviews with OCO Staff and Cabinet members.
20. Complete a year-end written evaluation of the Travel Logistics position and responsibilities.
21. Perform other duties as assigned by the BAM Student Director and AD.
22. Pray for BAM and individual cabinet members.



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Responsibilities: Under the direction of the BAM Student Director and the Assistant Director of School Year Programs the Breakaway Publicity Coordinator will assist in developing and executing all responsibilities pertaining to Breakaway promotion and advertisement.

General Cabinet Duties:

1. Attend the OCO New Student Leadership Brunch on reading day at the end of the school year.
2. Attend the OCO Leadership Workshop at HoneyRock with your Cabinet. Continue meeting for cabinet goals and objectives on the Wheaton College campus.
3. Assist in developing annual goals and objectives for BAM at the Leadership Workshop in August.
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Position-Specific Duties:

13. Work with the Cabinet AD to plan and implement a campus-wide publicity strategy and timeline incorporating campus-wide emails, announcements, a brochure, posters, table tents, the Record, and other creative means.
14. Attend weekly Cabinet meetings and contribute to the corporate planning throughout the year, reporting on the status of all areas relating to publicity.
15. Attend all mandatory BAM pre-trip and post-trip events including BreakAway Sign-up Day date TBD (you will be required to facilitate when you are not in class), BAM Pre-trip Dinner date TBD; and the BAM Leader/Student Celebration Dinner TBD.
16. Provide leadership for a Publicity committee, if applicable, through regular meetings.
17. Work with Cabinet and AD to produce a logo/brochure for the year, incorporating the verse/theme chosen by the Cabinet. This can be done by the Publicity Coordinator, Publicity Committee, or through the use of Wheaton College's Marketing and Communications Department.
18. Work with the Cabinet and AD to produce and design a BreakAway T-shirt to be given to all trip participants, trip leaders, and Cabinet. Work with OC on purchasing the t-shirt to get the best price.
19. Decorate the OCO display case on the east wall running next to Sam's week of Chapel and the week of BAM Sign Ups.
20. Complete a Publicity Notebook with flyers, brochures, emails, and pictures of all types of publicity such as photos of display case or pictures of displays in CPO etc.
21. Perform other duties as assigned by the BreakAway Student Director and AD.