



**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 **Monday, May 6<sup>th</sup>, 2019.**
3. Attend first OCO Leadership Dinner on Wheaton's campus at **5:00 pm on Sunday, August 11<sup>th</sup>, 2019.**
4. Attend the OCO Leadership Workshop from **Monday through Saturday, August 12<sup>th</sup>-17<sup>th</sup>, 2019** at Honey Rock with your Cabinet. Continue meeting for cabinet goals and objectives on the Wheaton College campus **Monday through Friday, August 19<sup>th</sup>-23<sup>rd</sup>.**
5. Serve in some capacity alongside GoGuides during the following dates: **Thursday through Tuesday, August 22<sup>nd</sup> -August 27<sup>th</sup>, 2019.**
6. Coordinator Kick-Off **August 30<sup>th</sup>, 2019** (Tentative).
7. Attend and facilitate the Ministry Fair **September 6<sup>th</sup>, 2019.**
8. Attend and facilitate the CSC Chapel **September 11<sup>th</sup>, 2019.**
9. Participate in Angel Tree Drop-Off on **December 14<sup>th</sup>, 2019.**
10. Participate in Mid-Year Retreat **January 17<sup>th</sup>-19<sup>th</sup>, 2020.**
11. Participate in the Fall Community Work Day, **November 2<sup>nd</sup> or 16<sup>th</sup>, 2019** and the Spring Community Work Day, **Saturday, April 4th, 2020** working a full 8-hour day.  
Also, participate in the OCO Fruit Basket fundraiser on **May 2<sup>nd</sup>, 2019.**
12. Attend Spring Banquet **April 25, 2020 at 5:30pm** (Tentative).



**Mission: Wheaton College** - serves Jesus Christ and advances His Kingdom through excellence in liberal arts and graduate programs that educate the whole person to build the church and benefit society worldwide.

**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: CSC** - Mobilizing students to serve and share the Gospel in the Chicagoland area through weekly and one-time ministry opportunities.

**Responsibilities:** Under the Assistant Director of School Year Programs the CSC Student Director will assist executing all responsibilities pertaining to the Christian Service Council in the OCO.

**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 CSC at the Leadership Workshop in August.
4. Serve as a GoGuide for incoming freshmen.
5. Participate in the Coordinator Leadership Workshop
6. Assist in planning and participate in the fall CSC Chapel & Ministry Fair Sign-up Day.
7. Participate in the Fall Community Work Day, and the Spring Community Work Day, working a full 8-hour day. (CSC Coordinators are expected to work both the fall and spring workdays while their participants are to work one or the other.)
8. With other OCO Cabinet members, participate in the OCO Fruit Basket fundraiser if it does not conflict with Christmas service opportunities.
9. Attend weekly Cabinet meetings and contribute to the corporate planning throughout the year reporting updates from assigned responsibilities.
10. Attend OCO professional development occurring throughout the year.
11. Participate in the Passing the Torch Ceremony at the end of Spring semester (only Student Directors participate).

**Position-Specific Duties:**

12. Select, with approval of the OCO Director and ADSYP, and supervise a six-member cabinet including: Administrator, Publicity Coordinator, Fundraising Coordinator, and three Division Coordinators.
13. Attend Spring Orientation on Reading day.
14. Develop and implement annual goals and objectives for CSC by facilitating the creative process with the CSC cabinet at the OCO Leadership Workshop. The OCO Assistant Director will give final approval of the CSC goals and objectives.
15. Oversee, with the help of the CSC cabinet, the fall Chapel and Ministry Fair Sign-up Day process. Ministry Sign-up Day will be held within the first two weeks of fall semester (date TBD by Chaplains office). Student Director will also be required to participate accordingly.
16. Provide vision and spiritual direction for the cabinet and all those involved by developing and carrying out the philosophy, policies, and goals of CSC.
17. Plan and lead the Coordinator Leadership Workshop date TBD.

18. Serve as point-person for CSC Ministry Coordinators in times of crisis and problem solving, informing them of your role as point-person at the Coordinator Leadership Workshop in the fall.
19. Provide leadership, support for the CSC cabinet by developing relationships and holding them accountable for their responsibilities.
20. Meet with Cabinet members individually at least once a quad, facilitating opportunities for inter-cabinet relationship building during the year.
21. Prepare agendas and lead all weekly Cabinet meetings and other CSC meetings, delegating appropriate tasks to cabinet members.
22. Meet weekly with the ADVP
23. Attend monthly Advisory Cabinet meetings
24. Communicate to campus and community the needs, concerns, and goals of CSC, having all correspondence through you in consultation with OCO Staff.
25. Oversee, along with the CSC cabinet, the planning of the Passing the Torch Ceremony at the end of spring semester. Student Director will be required to participate accordingly.



**Mission: Wheaton College** - serves Jesus Christ and advances His Kingdom through excellence in liberal arts and graduate programs that educate the whole person to build the church and benefit society worldwide.

**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: CSC** - Mobilizing students to serve and share the Gospel in the Chicagoland area through weekly and one-time ministry opportunities.

**Responsibilities:** Under the direction of the Student Director of Christian Service Council and Assistant Director (AD) the Fundraising Coordinator will assist in developing and executing all responsibilities pertaining to OCO fundraising initiatives and CSC Grants involved in the efficient running of the total ministry of CSC.

**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 CSC at the Leadership Workshop in August.
4. Serve as a GoGuide for incoming freshmen.
5. Participate in the Coordinator Leadership Workshop
6. Assist in planning and participate in the fall CSC Chapel & Ministry Fair Sign-up Day.
7. Participate in the Fall Community Work Day, and the Spring Community Work Day, working a full 8-hour day. (CSC Coordinators are expected to work both the fall and spring workdays while their participants are to work one or the other.)
8. With other OCO Cabinet members, participate in the OCO Fruit Basket fundraiser if it does not conflict with Christmas service opportunities.
9. Attend weekly Cabinet meetings and contribute to the corporate planning throughout the year reporting updates from assigned responsibilities.
10. Attend OCO professional development occurring throughout the year.
11. Assist in planning the Passing the Torch Ceremony at the end of Spring semester(only Student Directors participate).

**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 coordinators and students.
14. Assist CSC Student Director in all logistical and administrative duties including keeping track of the budget, reconciling the credit card, and reserving rooms for CSC related events.
15. Organize paperwork and materials for coordinators as well as paperwork for site visits, CSC grants, etc.
16. Help organize the Christmas Store volunteer opportunity with Community Outreach.
17. Complete a year-end written evaluation of the Administrator position and responsibilities.
18. Perform other duties as assigned by the CSC Student Director and OCO Assistant Director.
19. Pray for the ministry of CSC and individual Cabinet members.



**Mission: Wheaton College** - serves Jesus Christ and advances His Kingdom through excellence in liberal arts and graduate programs that educate the whole person to build the church and benefit society worldwide.

**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: CSC** - Mobilizing students to serve and share the Gospel in the Chicagoland area through weekly and one-time ministry opportunities.

**Responsibilities:** Under the direction of the Student Director of Christian Service Council and Assistant Director (AD) the Fundraising Coordinator will assist in developing and executing all responsibilities pertaining to OCO fundraising initiatives and CSC Grants involved in the efficient running of the total ministry of CSC.

***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 CSC at the Leadership Workshop in August.
4. Serve as a GoGuide for incoming freshmen.
5. Participate in the Coordinator Leadership Workshop
6. Assist in planning and participate in the fall CSC Chapel & Ministry Fair Sign-up Day.
7. Participate in the Fall Community Work Day, and the Spring Community Work Day, working a full 8-hour day. (CSC Coordinators are expected to work both the fall and spring workdays while their participants are to work one or the other.)
8. With other OCO Cabinet members, participate in the OCO Fruit Basket fundraiser if it does not conflict with Christmas service opportunities.
9. Attend weekly Cabinet meetings and contribute to the corporate planning throughout the year reporting updates from assigned responsibilities.
10. Attend OCO professional development occurring throughout the year.
11. Assist in planning the Passing the Torch Ceremony at the end of Spring semester (only Student Directors participate).

***Position-Specific Duties:***

12. Communicate current information about fundraising from the office to the cabinet as well as to the Coordinators.
13. Be an active participant on the OCO Fundraising Team, led by the Office Manager, and aid in the creation, facilitation and execution of all OCO fundraising initiatives throughout the academic year. This includes mailings, Fruit Baskets, Community Work Days, monthly fundraising team meetings, and any other duties assigned by the Office Manager.
14. Communicate CSC grant information to coordinators and facilitate the approval process for grants to cabinet.
15. Complete a year-end written evaluation of the Fundraising position and responsibilities.
16. Perform other duties as assigned by the CSC Student Director and OCO Assistant Director.
17. Pray for the ministry of CSC and individual Cabinet members.



**Mission: Wheaton College** - serves Jesus Christ and advances His Kingdom through excellence in liberal arts and graduate programs that educate the whole person to build the church and benefit society worldwide.

**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: CSC** - Mobilizing students to serve and share the Gospel in the Chicagoland area through weekly and one-time ministry opportunities.

**Responsibilities:** Under the direction of the Student Director of Christian Service Council and Assistant Director (AD) the Publicity Coordinator will assist in developing and executing all responsibilities pertaining to the advertisement and promotion of the CSC and the ministries.

**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 CSC at the Leadership Workshop in August.
4. Serve as a GoGuide for incoming freshmen.
5. Participate in the Coordinator Leadership Workshop
6. Assist in planning and participate in the fall CSC Chapel & Ministry Fair Sign-up Day.
7. Participate in the Fall Community Work Day, and the Spring Community Work Day, working a full 8-hour day. (CSC Coordinators are expected to work both the fall and spring workdays while their participants are to work one or the other.)
8. With other OCO Cabinet members, participate in the OCO Fruit Basket fundraiser if it does not conflict with Christmas service opportunities.
9. Attend weekly Cabinet meetings and contribute to the corporate planning throughout the year reporting updates from assigned responsibilities.
10. Attend OCO professional development occurring throughout the year.
11. Assist in planning the Passing the Torch Ceremony at the end of Spring semester (only Student Directors participate).

**Position-Specific Duties:**

12. In preparation for the Ministry Fair Sign-up Day, work with Cabinet and AD to design publicity for ministry fair including brochure, posters, t-shirts, etc.
13. Work with the CSC Cabinet and Assistant Director of School Year Programs (while cooperating with Marketing and Communications department) to plan and implement a campus-wide publicity strategy and timeline incorporating announcements, mailings, posters, table cards, the Record, and other creative means. This includes generating campus awareness of CSC ministries as well as Special Events (such as the Christmas Store with Community Outreach) in creative and effective ways. This work could start in the summer before you arrive on campus.
14. Serve as the primary publisher of CSC related posts on OCO social media, working with Marketing and Communications department as well as AD to ensure regular, high quality posts which tell the stories of Wheaton students involved in CSC ministries.
15. Update CSC online information. This includes the CSC Partner and Ministry information page as well as the online calendar of events.
16. Serve as a resource for the ministry Coordinators in advertising for their respective ministries.

17. Work with the Assistant Director of School Year Programs to manage the OCO Volunteer Board by creating and implementing a monthly decorative theme, maintaining the opportunities listed and the cleanness of the board, create and distribute quarterly reminders to student groups promoting the opportunities, and collaborate with the CSC cabinet and Assistant Director of School Year Programs to choose the organizations we promote.



**Mission: Wheaton College** - serves Jesus Christ and advances His Kingdom through excellence in liberal arts and graduate programs that educate the whole person to build the church and benefit society worldwide.

**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: CSC** - Mobilizing students to serve and share the Gospel in the Chicagoland area through weekly and one-time ministry opportunities.

**Responsibilities:** Under the direction of the Student Director of Christian Service Council and Assistant Director (AD) the Tutoring Division Leader will assist in developing and executing all responsibilities pertaining to the Tutoring ministries in the CSC.

***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 CSC at the Leadership Workshop in August.
4. Serve as a GoGuide for incoming freshmen.
5. Participate in the Coordinator Leadership Workshop
6. Assist in planning and participate in the fall CSC Chapel & Ministry Fair Sign-up Day.
7. Participate in the Fall Community Work Day, and the Spring Community Work Day, working a full 8-hour day. (CSC Coordinators are expected to work both the fall and spring workdays while their participants are to work one or the other.)
8. With other OCO Cabinet members, participate in the OCO Fruit Basket fundraiser if it does not conflict with Christmas service opportunities.
9. Attend weekly Cabinet meetings and contribute to the corporate planning throughout the year reporting updates from assigned responsibilities.
10. Attend OCO professional development occurring throughout the year.
11. Assist in planning the Passing the Torch Ceremony at the end of Spring semester (only Student Directors participate).

***Position-Specific Duties:***

1. Organize regular occurring division meetings with tutoring ministries.
2. Meet 1 on 1 with coordinators twice a semester to discuss volunteer work and any concerns related to ministry.
3. Attend each ministry site at least once a semester to conduct site visits.
4. Be a resource for the Coordinators as they seek to learn about tutoring best practices through the appropriate means of either large group training sessions, or 1-on-1 encouragements.
5. Connect with Education Professor Sara Vroom-Fick who leads the freshman tutoring practicum for all ED majors.
6. Other Duties assigned by AD and Student Director.





**Mission: Wheaton College** - serves Jesus Christ and advances His Kingdom through excellence in liberal arts and graduate programs that educate the whole person to build the church and benefit society worldwide.

**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: CSC** - Mobilizing students to serve and share the Gospel in the Chicagoland area through weekly and one-time ministry opportunities.

**Responsibilities:** Under the direction of the Student Director of Christian Service Council and Assistant Director (AD) the Outreach Division Leader will assist in developing and executing all responsibilities pertaining to leading the ministries designated as Outreach.

***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 CSC at the Leadership Workshop in August.
4. Serve as a GoGuide for incoming freshmen.
5. Participate in the Coordinator Leadership Workshop
6. Assist in planning and participate in the fall CSC Chapel & Ministry Fair Sign-up Day.
7. Participate in the Fall Community Work Day, and the Spring Community Work Day, working a full 8-hour day. (CSC Coordinators are expected to work both the fall and spring workdays while their participants are to work one or the other.)
8. With other OCO Cabinet members, participate in the OCO Fruit Basket fundraiser if it does not conflict with Christmas service opportunities.
9. Attend weekly Cabinet meetings and contribute to the corporate planning throughout the year reporting updates from assigned responsibilities.
10. Attend OCO professional development occurring throughout the year.
11. Assist in planning the Passing the Torch Ceremony at the end of Spring semester (only Student Directors participate).

***Position-Specific Duties:***

1. Organize regular occurring division meetings with Outreach ministries.
2. Meet 1 on 1 with coordinators twice a semester to discuss volunteer work and any concerns related to ministry.
3. Attend each ministry site at least once a semester to conduct site visits.
4. Be a resource for the Coordinators as they seek to learn to serve their respective populations through the appropriate means of either large group training sessions or 1-on-1 encouragements.
5. Other duties assigned by the AD and Student Director.



**Mission: Wheaton College** - serves Jesus Christ and advances His Kingdom through excellence in liberal arts and graduate programs that educate the whole person to build the church and benefit society worldwide.

**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: CSC** - Mobilizing students to serve and share the Gospel in the Chicagoland area through weekly and one-time ministry opportunities.

**Responsibilities:** Under the direction of the Student Director of Christian Service Council and Assistant Director (AD) the Fundraising Coordinator will assist in developing and executing all responsibilities pertaining to the Evangelism ministries in the CSC.

**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 CSC at the Leadership Workshop in August.
4. Serve as a GoGuide for incoming freshmen.
5. Participate in the Coordinator Leadership Workshop
6. Assist in planning and participate in the fall CSC Chapel & Ministry Fair Sign-up Day.
7. Participate in the Fall Community Work Day, and the Spring Community Work Day, working a full 8-hour day. (CSC Coordinators are expected to work both the fall and spring workdays while their participants are to work one or the other.)
8. With other OCO Cabinet members, participate in the OCO Fruit Basket fundraiser if it does not conflict with Christmas service opportunities.
9. Attend weekly Cabinet meetings and contribute to the corporate planning throughout the year reporting updates from assigned responsibilities.
10. Attend OCO professional development occurring throughout the year.
11. Assist in planning the Passing the Torch Ceremony at the end of Spring semester (only Student Directors participate).

**Position-Specific Duties:**

1. Organize regular occurring division meetings with evangelism ministries.
2. Meet 1 on 1 with coordinators twice a semester to discuss volunteer work and any concerns related to ministry.
3. Attend each ministry site at least once a semester to conduct site visits.
4. Be a resource for the Coordinators as they seek to learn to evangelize better through their ministries, through the appropriate means of either large group training sessions, or 1-on-1 encouragements.
5. Represent student voice on the Wheaton Evangelism Group (WEG), chaired by Dr. Jerry Root.
6. Attend weekly prayer gathering for evangelism on Wheaton's campus.
7. Participate in CSC evangelism ministries, actively seeking to share the gospel weekly and encourage those in the ministries by encouraging, inspiring, and learning from them.