



Important Dates:

- Participate in end of year Pass the Torch Ceremony (**Student Directors Only**) – **Saturday, April 20th, 2019.**
- Attend OCO New Leadership Onboarding on Reading Day **Monday, May 6th, 2019 from 10:30-11:30am in Phelps.**
- Attend the OCO Leadership Dinner on Wheaton's Campus on **Sunday, August 11th, 2019** beginning at **5:00pm.**
- 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 Week from **Monday through Friday, August 19th-23rd, 2019** on the Wheaton College campus.
- Serve in some capacity alongside GoGuides from **Thursday through Tuesday, August 22nd -August 27th, 2019.**
- At the start of the **2019-2020** school year, work with the GUP Cabinet on the Fall Chapel-**Date TBD by Chaplain's Office** - and the recruitment/selection/placement process of summer **2020** teams in cooperation with OCO Staff.
- Participate in the Fall Community Work Day, **Saturday, November 2nd or 16th, 2019**, and the Spring Community Work Day, **Saturday, April 4th, 2020** working one full 8-hour day. (GUP Summer '20 participants are expected to bring (1) buddy during Fall Community Work Day due to expectations laid out in the GUP Covenant).
- Also participate in the OCO Fruit Basket fundraiser on **Saturday, December 14th, 2019** and the Summer Ministries Fruit Basket fundraiser on **Saturday, May 2nd, 2020.**
- Participate in the selection and orientation process of GUP Summer **2020** participants.
- Attend GUP Selection Night on **Saturday, December 7th, 2019**, Reveal Night on **Thursday, December 12th, 2019** and Kick-off Retreat **January 17th-19th, 2020.**
- Attend Spring Banquet **April 25th, 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 Christ-centered community.

***Mission: Office of Christian Outreach** - 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: GUP - Transforming students by raising their awareness of urban issues and mobilizing them to live out the incarnational Gospel in cities around the world.

Responsibilities: Under the supervision of the Assistant Director of Summer Programs (ADSP), provide overall leadership for Global Urban Perspectives participants and Cabinet.

Position-Specific Duties:

1. Select, with the Assistant Director's approval, and supervise a four-member Cabinet including: Administrator/Travel, Orientation, Publicity/Campus Programs, and Fundraising.
2. Attend the OCO New Student Leadership Onboarding.
3. Attend the Advisory Cabinet Leadership Workshop planning session on Wheaton's Campus.
4. Attend the OCO Leadership Workshop 2019 at HoneyRock with your Cabinet. Continue meeting for cabinet goals and objectives on the Wheaton College campus Monday to Wednesday.
5. Serve as a GoGuide for incoming freshmen.
6. Help communicate with previous GUP participants regarding debrief dinner, Fall and Spring Community Work Days, Chapel speaking and evaluation of their summer *directly* after end of summer program.
7. Develop and implement annual goals and objectives for GUP by facilitating the creative process with the GUP Cabinet during goals and objectives week. The Assistant Director will give final approval of the GUP goals and objectives.
8. Participate in the Fall Community Work Day 2019 and the Spring Community Work Day 2019 working a full 8-hour day. (GUP Summer '19 participants are expected to bring (1) buddy during Fall Community Work Day due to expectations laid out in the GUP Covenant). Also, participate in the Summer Ministries Fall and Spring Fruit Basket fundraiser.
9. Provide leadership and support for the Cabinet and GUPers by developing relationships and holding them accountable for their responsibilities.
10. Planning and coordinating with other Student Directors for SM Chapel.

11. Meet with Cabinet members individually at least once a quad, facilitating opportunities for inter-cabinet relationship building during the year.
12. Provide vision and spiritual direction for the cabinet and all those involved by developing and carrying out the philosophy, policies, and goals of GUP.
13. Prepare agendas and facilitate weekly Cabinet meetings, delegating appropriate tasks to Cabinet members.
14. Meet weekly with the OCO Assistant Director of Summer Programs and monthly with Advisory Cabinet.
15. Communicate with prospective participants during recruitment season.
16. Work with the GUP Cabinet on the Fall Chapel and the recruitment/selection/placement process for participants involved in Summer 2020 in cooperation with OCO Staff. Attend and facilitate GUP Selection Day.
17. Communicate to the campus and community the needs, concerns, and goals of GUP, having all correspondence through you in consultation with OCO Staff.
18. Assist in Summer Ministries Kick-Off Preparation and Programming in collaboration with ADSP and OCO Staff.
19. Actively participate in the weekly Orientation meetings second semester.
20. Write periodic thank-you letters to contributors.
21. Oversee the GUP Publicity/Campus Programs coordinator as they work with cabinet and other college organizations to host one event in fall and one event in spring.
22. Prepare a list of potential future chairs/cabinet members beginning second semester.
23. Attend Spring Banquet.
24. Complete a year-end evaluation of the Student Director position and responsibilities.
25. Perform other duties as assigned by the OCO Assistant Director of Summer Programs.
26. Pray for the ministry of GUP, individual Cabinet members, and the events, functions and activities of GUP.



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 Christ-centered community.

***Mission: Office of Christian Outreach** - 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: GUP - Transforming students by raising their awareness of urban issues and mobilizing them to live out the incarnational Gospel in cities around the world.

Responsibilities: To assist the Student Director of Global Urban Perspectives and other Cabinet members in developing and executing all responsibilities involved in the efficient running of the total ministry of GUP. Work primarily with the OCO Assistant Director of Summer Programs (ADSP).

Position-Specific Duties:

1. Attend the OCO New Student Leadership Onboarding.
2. Attend the OCO Leadership Workshop at HoneyRock with your Cabinet. Continue meeting for cabinet goal/objectives on the college campus Monday to Wednesday, the following week.
3. Assist in developing the annual goals and objectives for GUP at the Leadership Workshop in August.
4. Serve as a GoGuide for incoming freshmen.
5. Participate in the Fall and Spring Community Work Days, working a full 8-hour day. (GUP Summer '19 participants are expected to bring (1) buddy during Fall Community Work Day due to expectations laid out in the GUP Covenant.) Also participate in the Summer Ministries Fall and Spring Fruit Basket fundraisers.
6. Build a notebook of all printed materials, records, and pertinent information of GUP for the entire year.
7. Attend weekly Cabinet meetings and contribute to the corporate planning throughout the year. Providing minutes to the Cabinet and staff of the OCO via email after each meeting.
8. Care for routine office responsibilities, typing, filing, correspondence, ordering supplies, and maintaining an orderly desk area.
9. Participate in recruiting, interviewing, selecting, and placement of GUPers. Participate in selection and orientation process of GUP students for Summer 2020. Attend GUP Selection, Reveal Night, and Kick Off Workshop.
10. Assist the staff with the application process by following up with interview schedule reminders for both Cabinet and participants, creating and maintaining applicant files being sure they are up to date as references are returned, etc.

11. Work with ADSP to help facilitate the SMP selection process by gathering all applications, placement information and tri-fold board. Provide a complete list of those accepted, waitlisted or not accepted to ADSP the Monday after selection weekend along with letters signed by the GUP Student Director.
12. After selection, email a letter of confirmation to each organization chosen and an email to those not chosen. Email applications to partners.
13. Actively participate in the weekly orientation meetings, communicating all pertinent placement and travel information to the group (keeping track of Travel Nurse appointments, flight arrangements, passports, visas).
14. Work with ADSP in preparing all details for summer trips, booking airfare, coordinating and scanning passports, accessing GoGlobal information, etc. Must also provide printed copies of all materials for the GUP Travel Notebook.
15. Beginning November of first semester, assist overseeing staff member in creating an itinerary, fulfilling room requests, and gathering cabinet and summer participants' food restrictions for OCO Kickoff retreat. Turn all information into staff before Christmas break.
16. Coordinate with overseeing staff and other Administrators second semester to assemble summer readings (articles from books) for the following years cabinets.
17. Collaborate with staff and other Administrators second semester to update August and September calendars for following year. Turn these into staff by early March.
18. Beginning January of second semester, collaborate with overseeing staff and cabinet to update/rewrite job descriptions for next years' cabinet. Review all updated descriptions before posting online applications in early March.
19. Assist in Summer Ministries Kick-Off Preparation and Programming in collaboration with ADSP and OCO Staff.
20. Compile GUP Travel Folders before final GUP orientation session.
21. Lead a small group of trainees during orientation second semester.
22. Attend Spring Banquet.
23. Complete a year-end written evaluation of the Administrator/Travel position and responsibilities.
24. Perform other duties as assigned by GUP Student Director.
25. Pray for ministry of GUP 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 Christ-centered community.

***Mission: Office of Christian Outreach** - 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: GUP - Transforming students by raising their awareness of urban issues and mobilizing them to live out the incarnational Gospel in cities around the world.

Responsibilities: Under the direct supervision of the Global Urban Perspectives Student Director, assume overall responsibility and supervision for the publicity and networking for all GUP events, functions and activities. Work primarily with OCO Assistant Director of Summer Programs (ADSP).

Position-Specific Duties:

1. Attend the OCO New Student Leadership Onboarding.
2. Attend the OCO Leadership Workshop at HoneyRock with your Cabinet. Continue meeting for cabinet goals and objectives on the Wheaton College campus Monday to Wednesday, the following week
3. Assist in developing the annual goals and objectives for GUP at the Leadership Workshop in August.
4. Serve as a GoGuide for incoming freshmen.
5. Participate in the Fall and Spring Community Work Days, working a full 8-hour day. (GUP Summer '19 participants are expected to bring (1) buddy during Fall Community Work Day due to expectations laid out in the GUP Covenant.) Also participate in the Summer Ministries Fall and Spring Fruit Basket fundraisers.
6. Attend weekly Cabinet meetings and contribute to the corporate planning throughout the year, reporting on publicity.
7. Work with the Cabinet and AD to plan and implement a campus-wide publicity strategy and timeline incorporating announcements, mailings, posters, table cards, the Record, and other creative means for summer immersion opportunities as well as one-time campus events. Work with Cabinet and ADSP to design and order GUP T-shirt.
8. Work with Student Director and Cabinet to facilitate details for the fall chapel.
9. Develop plan of networking with on campus organizations, faculty, and departments in order to increase relationships and awareness for GUP.
10. Provide leadership for a Publicity committee, if applicable, through regular meetings as determined by the timeline, holding members accountable for their responsibilities.

11. With assistance of GUP Cabinet and publicity committee, select, plan and implement one campus event per semester. Coordinate and facilitate on and off campus programs, communicating schedules, logistics, and focus of events to all involved. Correspond with speakers, guests and outside contacts as necessary.
12. Communicate frequently with the Cabinet in order to understand the vision for each event, function and activity and produce publicity accordingly.
13. Participate in recruiting, interviewing, selecting, and placement of GUPers. Participate in selection and orientation process of GUP students for Summer 2020. Attend GUP Selection, Reveal Night and Kick-Off Workshop.
14. Actively participate in the weekly orientation meetings, relaying pertinent fundraising information to the group.
15. Lead a small group of trainees during orientation second semester.
16. Create a promotional video for the next year's Summer Ministries Fall Chapel, and year end video for Spring Leadership Banquet.
17. Assist in Summer Ministries Kick-Off Preparation and Programming in collaboration with ADSP and OCO Staff.
18. Attend Spring Banquet.
19. Complete a year-end evaluation for the Publicity/Campus Programs coordinator position and responsibilities.
20. Perform other duties as assigned by the GUP Student Director.
21. Pray for the ministry of GUP 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 Christ-centered community.

***Mission: Office of Christian Outreach** - 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: GUP - Transforming students by raising their awareness of urban issues and mobilizing them to live out the incarnational Gospel in cities around the world.

Responsibilities: Under the direction of the Student Director of the Global Urban Perspectives, assume overall responsibility and supervision for participant orientation and related areas of GUP. Work primarily with the OCO Assistant Director of Summer Programs (ADSP).

Position-Specific Duties:

1. Attend the OCO New Student Leadership Onboarding.
2. Attend the OCO Leadership Workshop at HoneyRock with your Cabinet. Continue meeting for cabinet goals and objectives on the Wheaton College campus Monday to Wednesday, the following week.
3. Assist in developing annual goals and objectives for GUP at the Leadership Workshop in August.
4. Serve as a GoGuide for incoming freshmen.
5. Participate in the Fall Community Work Day, working a full 8-hour day. (GUP Summer '19 participants are expected to bring (1) buddy during Fall Community Work Day due to expectations laid out in the GUP Covenant.) Also participate in the Summer Ministries Fall and Spring Fruit Basket fundraisers.
6. Attend weekly Cabinet meetings and contribute to the corporate planning throughout the year, reporting the status of orientation area.
7. Develop and execute, with the aid of the other Summer Ministries Orientation Coordinators (OC), a philosophy of orientation, incorporating the goals of GUP. Prepare with Cabinet and OC's a preliminary schedule of topics, speakers, and activities for orientation and oversee the facilitation of small groups. Discuss and present to ADSP.
8. Participate in recruiting, interviewing, selecting, and placement of GUPers. Participate in selection and orientation process of GUP students for Summer 2020. Attend GUP Selection, Reveal Night, and Kick Off Workshop.
9. Prepare and distribute the GUP Kick Off/Orientation notebooks with the help of Cabinet and all other training materials as they come up throughout the year. Work with the ADSP on all materials that will be included in the Kick Off notebook. Reference last year's book.
10. Coordinate the GUP orientation program by planning the details of each meeting (snacks, equipment, worship, flow

OFFICE OF CHRISTIAN OUTREACH GLOBAL URBAN PERSPECTIVES ORIENTATION COORDINATOR

etc.), submitting a final approved schedule to the Cabinet and ADSP. Provide a weekly announcement sheet and a written evaluation of each meeting reflecting your Cabinet's assessment of the session, and write thank you notes to each speaker. Check with ADSP that all names and information are accurate for Honorariums.

11. Actively participate in weekly orientation meetings, relaying pertinent orientation information to the group.
12. Keep track of attendance at orientation meetings making sure that Cabinet small group leaders are connecting with students who have approved or not-approved absences.
13. Lead a small group of trainees during orientation second semester.
14. Assist in Summer Ministries Kick-Off Preparation and Programming in collaboration with ADSP and OCO Staff.
15. Attend Spring Banquet.
16. Complete a year-end written evaluation of the orientation position and responsibilities.
17. Perform other duties as assigned by the GUP Student Director.
18. Pray for the ministry of GUP 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 Christ-centered community.

***Mission: Office of Christian Outreach** - 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: GUP - Transforming students by raising their awareness of urban issues and mobilizing them to live out the incarnational Gospel in cities around the world.

Responsibilities: Under the direction of the Student Director of Global Urban Perspectives, assume overall responsibility and supervision for all fundraising and related areas of GUP. Work primarily with the OCO Assistant Director of Summer Programs (ADSP).

Position-Specific Duties:

1. Attend the OCO New Student Leadership Onboarding.
2. Attend the OCO Leadership Workshop at HoneyRock with your Cabinet. Continue meeting for cabinet goals and objectives on the Wheaton College campus Monday to Wednesday, the following week.
3. Assist in developing annual goals and objectives for GUP at the Leadership Workshop in August.
4. Serve as a GoGuide for incoming freshmen.
5. Participate in the Fall and Spring Community Work Days, working a full 8-hour day. (GUP Summer '19 participants are expected to bring (1) buddy during Fall Community Work Day due to expectations laid out in the GUP Covenant.) Also participate in the Summer Ministries Fall and Spring Fruit Basket fundraisers.
6. Attend the weekly Cabinet meetings and contribute to the corporate planning throughout the year, reporting the status of the fundraising area.
7. Provide leadership for all fall and spring fundraisers, in cooperation with the OCO staff and other OCO fundraising Cabinet members, encouraging the GUPers and holding them accountable for their responsibilities. (Including Community Work Days, Birthday Cakes, Mailings, and Summer Ministries Fruit baskets).
8. Participate in recruiting, interviewing, selecting, and placement of GUPers. Participate in the selection and orientation process of GUP students for Summer 2020. Attend GUP Selection, Reveal Night, and Kick Off Workshop.
9. Actively participate in the weekly orientation meetings, relaying pertinent fundraising information to the group.
10. Provide overall leadership and facilitation for the prayer letter process by proofreading the letters, saving them on the office computer, and with the assistance of the OCO staff, printing and distributing final letters to GUPers for their approval.

OFFICE OF CHRISTIAN OUTREACH GLOBAL URBAN PERSPECTIVES FUNDRAISING COORDINATOR

11. Present to participants the goals & purposes of fundraising projects at various orientation meetings.
12. Work with OCO staff to print and provide financial updates to participants during orientation meetings second semester.
13. Lead a small group of trainees during orientation week second semester.
14. Attend Spring Banquet.
15. Complete a year-end written evaluation of the fundraising position and responsibilities.
16. Perform other duties as assigned by the GUP Student Director.
17. Pray for the ministry of GUP and individual Cabinet members.