



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 to Saturday, August 12th-17th, 2019** at Honey Rock with your Cabinet.
- Continue meeting for Cabinet Goals and Objectives Week from **Monday-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 SMP 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. (SMP Summer '20 participants are expected to bring (1) buddy during Fall Community Work Day due to expectations laid out in the SMP 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 SMP Summer **2020** participants.
- Attend SMP 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).



OCO

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: SMP - Mobilizing and equipping students to partner with the global church and to make known the Kingdom of God among the nations.

Responsibilities: Under the supervision of the Assistant Director of Summer Programs (ADSP), provide overall leadership for Student Ministry Partners participants and Cabinet. Work primarily with the ADSP.

Position-Specific Duties:

1. Select, with the ADSP's approval, and supervise a cabinet including an Administrator, an Orientation Coordinator, a Fundraising Coordinator, Placement/Travel Coordinator and Publicity Coordinator.
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 at HoneyRock with your Cabinet. Continue meeting for cabinet goals and objectives on the Wheaton College campus Monday to Wednesday, the following week.
5. Serve as a GoGuide for incoming freshmen.
6. Help communicate with previous SMP participants regarding debrief dinner, Community Work Day, Chapel speaking and evaluation of their summer directly after end of summer program.
7. Develop and implement annual goals and objectives for SMP by facilitating the creative process with the SMP Cabinet during goals and objectives week. The ADSP will give final approval of the SMP goals and objectives.
8. Participate in the Fall and Spring Community Work Days, working a full 8-hour day. (SMP Summer '19 participants are expected to bring (1) buddy during Fall Community Work Day due to expectations laid out in the SMP Covenant.) Also participate in the Summer Ministries Fall and Spring Fruit Basket fundraisers.
9. The OCO staff is committed to a spiritually formational leadership development experience to help propel you toward God's best for you. We do this through loving community, inclusive dialogue, and faculty/staff facilitated experiential learning sessions. As such, the OCO will host multiple leadership development workshops called **LaB** (Learning and Becoming) throughout the 2019-2020 school year. All OCO student leaders are required to be in attendance.
10. Plan and collaborate in SM Chapel with other chairs.



**STUDENT MINISTRY
PARTNERS**

11. Provide leadership and support for the Cabinet and SMPers, developing relationships and holding them accountable for their responsibilities.
12. Meet with Cabinet members individually at least once a quad, facilitating opportunities for inter-cabinet relationship building during the year.
13. Provide vision and spiritual direction for the Cabinet and all those involved by developing and carrying out the philosophy, policies and goals of SMP.
14. Prepare agendas and lead weekly Cabinet meetings, delegating appropriate tasks to Cabinet members.
15. Meet weekly with the ADSP and monthly with the Advisory Cabinet.
16. Work with the Publicity Coordinator and Cabinet on the fall Chapel and the recruitment/selection/placement process in cooperation with OCO Staff. Participate in the selection and orientation process of SMP students for the Summer 2019. Attend SMP Selection, Reveal Night and Kick-Off Workshop.
17. Assist in Summer Ministries Kick-Off Preparation and Programming in collaboration with ADSP & OCO Staff.
18. Communicating with interested cabinets as well as prospective participants during recruitment season.
19. Communicate to the campus community the needs, concerns, and goals of SMP, having all correspondence through you in consultation with OCO Staff.
20. Actively participate in the weekly orientation meetings.
21. Write periodic thank-you letters to contributors.
22. Prepare a list of potential future chairs/cabinet members beginning second semester.
23. Supervise and prepare cabinet for leading small groups second semester and visit groups once a month.
24. Compile and/or update a list of all possible partner organizations with ADSA. Present this list to SMP Cabinet in early Spring.
25. Attend Spring Banquet.
26. Complete a year-end written evaluation of your experience as SMP Student Director.
27. Perform other duties as assigned by the ADSP.
28. Pray for the ministry of SMP and individual Cabinet members.



OCO

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: SMP - Mobilizing and equipping students to partner with the global church and to make known the Kingdom of God among the nations through summer immersion programs.

Responsibilities: To assist the Student Director of Student Ministry Partners and other Cabinet members in developing and executing all responsibilities involved in the efficient running of the total ministry of SMP.

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 SMP 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. (SMP Summer '19 participants are expected to bring (1) buddy during Fall Community Work Day due to expectations laid out in the SMP Covenant.) Also participate in the Summer Ministries Fall and Spring Fruit Basket fundraisers.
6. The OCO staff is committed to a spiritually formational leadership development experience to help propel you toward God's best for you. We do this through loving community, inclusive dialogue, and faculty/staff facilitated experiential learning sessions. As such, the OCO will host multiple leadership development workshops called **LaB** (Learning and Becoming) throughout the 2019-2020 school year. All OCO student leaders are required to be in attendance.
7. Build a notebook of all printed materials, records, and pertinent information of SMP for the entire year.
8. Attend weekly Cabinet meetings and contribute to the corporate planning throughout the year. Providing minutes to the Cabinet and full-time staff of the OCO via email after each meeting.
9. Care for routine office responsibilities, typing, filing, correspondence, ordering supplies, and maintaining an orderly desk area.



10. Participate in recruiting, interviewing, selecting, and placement of SMPers. Participate in selection and orientation process of SMP students for Summer 2020. Attend SMP Selection, Reveal Night, and Kick Off Workshop.
11. Assist in Summer Ministries Kick-Off Preparation and Programming in collaboration with ADSP and OCO Staff.
12. Assist the OCO 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.
13. Work with OCO staff to help facilitate the SMP selection process by gathering all applications, DISC, and other pertinent materials necessary for the weekend before leaving. Also provide a complete list of those accepted waitlisted or not accepted to the Assistant Director, the Monday after selection weekend along with letters signed by the SMP Student Director.
14. Lead a small group of trainees during orientation second semester.
15. Beginning November of first semester, assist OCO staff and 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 OCO 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 OCO 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. Attend Spring Banquet.
20. Complete a year-end written evaluation of the Administrator position and responsibilities.
21. Perform other duties as assigned by SMP Student Director.
22. Pray for the ministry of SMP and individual Cabinet members.



OCO

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: SMP - Mobilizing and equipping students to partner with the global church and to make known the Kingdom of God among the nations through summer immersion programs.

Responsibilities: Under the direction of the Student Director of Student Ministry Partners, assume overall responsibility for spiritual direction and guidance of SMP cabinet and summer participants during the academic year.

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 Friday, the following week.
3. Assist in developing annual goals and objectives for SMP at the Leadership Workshop in August.
4. Serve as a GoGuide for incoming freshmen.
5. Assist in preparation and programming for Annual Summer Ministries Debrief Gathering in September, in collaboration with ADSP and other Chaplains.
6. Organize and facilitate weekly devotional structure for cabinet meetings and specific monthly prayer gatherings for SMP participants/global partners.
7. Meet with Ministry Associate in Chaplains office to discuss overarching Summer Ministries Chapel themes and goals in collaboration with Summer Ministries Chairs and Chaplains.
8. Participate in the Fall and Spring Community Work Days, working a full 8-hour day. (SMP Summer '19 participants are expected to bring (1) buddy during Fall Community Work Day due to expectations laid out in the SMP Covenant.) Also participate in the Summer Ministries Fall and Spring Fruit Basket fundraisers.
9. The OCO staff is committed to a spiritually formational leadership development experience to help propel you toward God's best for you. We do this through loving community, inclusive dialogue, and faculty/staff facilitated experiential learning sessions. As such, the OCO will host multiple leadership development workshops called **LaB** (Learning and Becoming) throughout the 2019-2020 school year. All OCO student leaders are required to be in attendance.
10. Plan an SMP Alumni gathering of past summer participants in October for continued connection, storytelling, debriefing.

STUDENT MINISTRY
PARTNERS

11. Attend weekly Cabinet meetings and contribute to the corporate planning throughout the year.
12. Assist in preparation of small group curriculum utilized with SMP small groups during Spring Semester.
13. Participate in recruiting, interviewing, selecting, and placement of SMPers. Participate in selection and orientation process of SMP students for Summer 2020. Attend SMP Selection, Reveal Night and Kick Off Workshop.
14. Assist in Summer Ministries Kick-Off Preparation and Programming in collaboration with ADSP and OCO Staff.
15. Organize weekly prayer time before each orientation meeting and prayer for designated speaker.
16. Lead a small group of trainees during orientation second semester.
17. Assist in the planning and facilitation of Commissioning Event for all Summer Ministries participants in collaboration with YHM and GUP chairs and chaplains.
18. Attend Spring Banquet.
19. Complete a year-end written evaluation of the Chaplain position and responsibilities.
20. Perform other duties as assigned by the SMP Student Director.
21. Pray for the ministry of SMP and individual Cabinet members.



OCO

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: SMP - Mobilizing and equipping students to partner with the global church and to make known the Kingdom of God among the nations through summer immersion programs.

Responsibilities: Under the direction of the Student Director of Student Ministry Partners, assume overall responsibility and supervision for all fundraising and related areas of SMP. Work primarily with the OCO staff.

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 SMP 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. (SMP Summer '19 participants are expected to bring (1) buddy during Fall Community Work Day due to expectations laid out in the SMP Covenant.) Also participate in the Summer Ministries Fall and Spring Fruit Basket fundraisers.
6. The OCO staff is committed to a spiritually formational leadership development experience to help propel you toward God's best for you. We do this through loving community, inclusive dialogue, and faculty/ staff facilitated experiential learning sessions. As such, the OCO will host multiple leadership development workshops called **LaB** (Learning and Becoming) throughout the 2019-2020 school year. All OCO student leaders are required to be in attendance.
7. Attend the weekly Cabinet meetings and contribute to the corporate planning throughout the year, reporting the status of the fundraising area.
8. Provide leadership for all fall and spring fundraisers, in cooperation with the OCO staff and other OCO fundraising Cabinet members, encouraging the SMPers and holding them accountable for their responsibilities. (Community Work Days, Birthday Cakes, Prayer Letters and Summer Ministries Fruit baskets).



**STUDENT MINISTRY
PARTNERS**

9. Participate in recruiting, interviewing, selecting, and placement of SMPers. Participate in selection and orientation process of SMP students for Summer 2020. Attend SMP Selection, Reveal Night, and Kick-Off Workshop.
10. Assist in Summer Ministries Kick-Off Preparation and Programming in collaboration with ADSP and OCO Staff.
11. Actively participate in the weekly orientation meetings, relaying pertinent fundraising information to the group.
12. Provide overall leadership and facilitation, along with the OCO staff, for the prayer letter process by proofreading the letters, saving them on the office computer, and printing and distributing final letters to SMPers for their approval.
13. Present to the group the goals and purposes of fundraising projects at various SMP orientation meeting as fundraisers approach.
14. Work with OCO staff to print and provide financial updates to participants during orientation meetings second semester.
15. Lead a small group of trainees during orientation second semester.
16. Attend Spring Banquet.
17. Complete a year-end written evaluation of the Fundraising position and responsibilities.
18. Perform other duties as assigned by the SMP Student Director.
19. Pray for the ministry of SMP and individual Cabinet members.



OCO

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: SMP - Mobilizing and equipping students to partner with the global church and to make known the Kingdom of God among the nations through summer immersion programs.

Responsibilities: Under the direction of the Student Director of Student Ministry Partners, assume overall responsibility and supervision for participant orientation and related areas of SMP. Work primarily with the 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 SMP at the Leadership Workshop in August.
4. Serve as as a GoGuide for incoming freshmen.
5. Participate in the Fall and Spring Community Work Days, working a full 8-hour day. (SMP Summer '19 participants are expected to bring (1) buddy during Fall Community Work Day due to expectations laid out in the SMP Covenant.) Also participate in the Summer Ministries Fall and Spring Fruit Basket fundraisers.
6. The OCO staff is committed to a spiritually formational leadership development experience to help propel you toward God's best for you. We do this through loving community, inclusive dialogue, and faculty/staff facilitated experiential learning sessions. As such, the OCO will host multiple leadership development workshops called **LaB** (Learning and Becoming) throughout the 2019-2020 school year. All OCO student leaders are required to be in attendance.
7. Attend weekly Cabinet meetings and contribute to the corporate planning throughout the year, reporting the status of the orientation area.
8. Develop and execute, with the aid of the Cabinet, a philosophy/vision of orientation, incorporating the goals of SMP. Prepare with the Cabinet and other SM Orientation Coordinators a preliminary schedule of topics, speakers, and activities for orientation and oversee the facilitation of small groups. Discuss and present to ADSP.
9. Participate in recruiting, interviewing, selecting, and placement of SMPers. Participate in selection and orientation process of SMP students for the Summer 2020. Attend SMP Selection, Reveal Night and Kick Off Workshop.



**STUDENT MINISTRY
PARTNERS**

10. Prepare and distribute the SMP 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.
11. Assist in Summer Ministries Kick-Off Preparation and Programming in collaboration with ADSP and OCO Staff.
12. Follow up with speakers at least a week before they are scheduled to speak, meeting with them in person if deemed necessary. Particularly prioritize first-time summer ministries speakers to meet with.
13. Coordinate the SMP orientation program by planning the details of each meeting (snacks, equipment, worship, flow etc.), submitting a final approved schedule to the Cabinet and OCO 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.
14. Actively participate in weekly orientation meetings, relaying pertinent orientation information to the group. 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.
15. Lead a small group of trainees during orientation second semester.
16. Attend Spring Banquet.
17. Complete a year-end written evaluation of the Orientation position and responsibilities.
18. Perform other duties as assigned by the SMP Student Director.
19. Pray for the ministry of SMP and individual Cabinet members.



OCO

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: SMP - Mobilizing and equipping students to partner with the global church and to make known the Kingdom of God among the nations through summer immersion programs.

Responsibilities: Under the direction of the Student Director of Student Ministry Partners, assume overall responsibility and supervision for all travel and related areas of SMP. Work primarily with the 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 SMP at the Leadership Workshop in August.
4. Serve as as a GoGuide for incoming freshmen.
5. Participate in the Fall and Spring Community Work Days, working a full 8-hour day. (SMP Summer '19 participants are expected to bring (1) buddy during Fall Community Work Day due to expectations laid out in the SMP Covenant.) Also participate in the Summer Ministries Fall and Spring Fruit Basket fundraisers.
6. The OCO staff is committed to a spiritually formational leadership development experience to help propel you toward God's best for you. We do this through loving community, inclusive dialogue, and faculty/staff facilitated experiential learning sessions. As such, the OCO will host multiple leadership development workshops called **LaB** (Learning and Becoming) throughout the 2019-2020 school year. All OCO student leaders are required to be in attendance.
7. In the absence of a Publicity coordinator, assist Cabinet with special recruitment and publicity activities first semester (i.e. display case and posters, etc.)
8. Attend weekly Cabinet meetings and contribute to the corporate planning throughout the year, reporting the status of the travel area.
9. Participate in recruiting, interviewing, selecting, and placement of SMPers. Participate in selection and orientation process of SMP students for Summer 2020. Attend SMP Selection, Reveal Night and Kick Off Workshop.



**STUDENT MINISTRY
PARTNERS**

10. Assist in Summer Ministries Kick-Off Preparation and Programming in collaboration with ADSP and OCO Staff.
11. In preparation for selection, compile placement information on a tri-fold board (see last year's for reference).
12. After selection, email a letter of confirmation to each partner chosen and an email to those not chosen. Also e-mail student applications to partners.
13. Actively participate in the weekly orientation meetings, communicating all pertinent travel information to the group. (Keeping track of Travel Nurse Appointments, flight arrangements, passports, visas etc.)
14. Work with ADSP in preparing all details for summer trips, booking airfare, coordinating and scanning passports, accessing Go Global information, etc. Must also provide printed copies of all materials for the SMP Travel Notebook.
15. Maintain an updated file/procedure sheet for each organization SMP works with that includes ministry opportunities, applications, and information about the process of working with them (How is payment sent? Do they have extra materials that students need to fill out? Does the organization provide visa and travel service? Is there an orientation? Do they need copies of our applications? Do they purchase plane tickets? etc.)
16. Complete SMP Student Travel Folders before final SMP orientation session.
17. Lead a small group of trainees during orientation second semester.
18. Attend Spring Banquet.
19. Complete a year-end written evaluation of the Travel Coordinator position and responsibilities.
20. Perform other duties as assigned by the SMP Student Director.
21. Pray for the ministry of SMP and individual Cabinet members.



OCO

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: SMP - Mobilizing and equipping students to partner with the global church and to make known the Kingdom of God among the nations.

Responsibilities: Under the direction of the Student Director of Student Ministry Partners, assume overall responsibility and supervision for all special projects for SMP. Work primarily with the 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 SMP 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. (SMP Summer '19 participants are expected to bring (1) buddy during Fall Community Work Day due to expectations laid out in the SMP Covenant.) Also participate in the Summer Ministries Fall and Spring Fruit Basket fundraisers.
6. The OCO staff is committed to a spiritually formational leadership development experience to help propel you toward God's best for you. We do this through loving community, inclusive dialogue, and faculty/staff facilitated experiential learning sessions. As such, the OCO will host multiple leadership development workshops called **LaB** (Learning and Becoming) throughout the 2019-2020 school year. All OCO student leaders are required to be in attendance.
7. Attend weekly Cabinet meetings and contribute to the corporate planning throughout the year, reporting the status of the special projects area.
8. Work with the Student Director and Cabinet to facilitate details for the fall chapel and promotional materials for recruiting students for SMP (display cases, posters, social media, video footage)
9. Participate in recruiting, interviewing, selecting, and placement of SMPers. Participate in selection and orientation process of SMP students for the Summer 2020. Attend SMP Selection, Reveal Night, and Kick Off Workshop.
10. Work alongside the Orientation Coordinator in the fall to help create and organize the materials for the Orientation Notebook.

STUDENT MINISTRY
PARTNERS

11. Actively participate in the weekly orientation meetings, communicating all pertinent special projects information to the group.
12. Assist in Summer Ministries Kick-Off Preparation and Programming in collaboration with ADSP and OCO staff.
13. Take pictures of all teams at SMP's first orientation session, following up at kick-off workshop if necessary.
14. Work with Orientation Coordinator to plan and carry out an SMP Plunge.
15. Work alongside the Travel Coordinators in the spring to help organize the materials for the Participant Notebooks taking responsibility for uploading passport information to GoGlobal and printing off all participant health forms.
16. Create SMP T-shirt design and order for all SMP Participants and Cabinet members.
17. Create a promotional video for the next year's Summer Ministries Fall Chapel, and year end video for Spring Leadership Banquet.
18. Actively seek out ways to support other Cabinet members with their responsibilities.
19. Lead a small group of trainees during orientation second semester.
20. Attend Spring Banquet.
21. Complete a year-end evaluation of the Special Projects position and responsibilities.
22. Perform other duties as assigned by the SMP Student Director.
23. Pray for the ministry of SMP and individual Cabinet members.