



Important Dates:

- Participate in end of year Pass the Torch Ceremony (**Student Directors Only**) – **Saturday, April 20th, 2019.**
- Attend the OCO New Student Leadership Onboarding on Reading Day **Monday, May 6th, 2019 from 10:30-11:30am in Phelps.**
- Attend the first 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.**
- Work with the Cabinet on the WCF Chapel – **Date TBD by Chaplain's Office**
- Fall Cabinet Retreat – **Date TBD by Supervising Staff Member**
- Participate in the Fall Community Work Day, **Saturday, November 2nd or 16th, 2019**, and the Spring Community Work Day, **Saturday, April 4th, 2019** working one full 8-hour day.
- Also participate in the OCO Fruit Basket fundraiser on **Saturday, December 14th, 2019.**
- Prepare with supervising staff member to lead cabinet in discussion and attend the Mid-Year Retreat **January 17th-19th, 2020**
- Attend Spring Banquet **April 25th, 2020 at 5:30pm (Tentative).**



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***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: WCF - Strives to increase student's awareness of the global church and how they can participate in both international and local contexts. This awareness is developed through the avenues of celebration, intercession, and mobilization.

Responsibilities:

Under the direction of the Director of the Office of Christian Outreach, provide leadership and oversight for cabinet members. Reimagine WCF's ministry and impact at Wheaton College. Design and execute campus activities to bridge global connections and influence the global Church.

Position-Specific Duties:

1. With the OCO Director's approval, select and supervise a seven-member Cabinet including an Administrator, Prayer Coordinator, Event Coordinator, Publicity Coordinator, Kingdom Prayer Vigil Coordinator, and Creative Arts Coordinator.
2. Provide vision and spiritual direction for the Cabinet and all those involved by developing and carrying out the values, policies, and goals of WCF.
3. Lead weekly cabinet meetings, prepare agendas, and delegate appropriate tasks to Cabinet members.
4. Meet weekly with the OCO Director and monthly with the Advisory Cabinet (all other Student Directors).
5. Lead and support the Cabinet by developing relationships with each member and holding them accountable to their responsibilities.
6. Attend the New Student Leadership Onboarding.
7. Attend the first OCO Leadership Dinner on Wheaton's Campus.
8. Attend the OCO Leadership Retreat at Honey Rock in August with your Cabinet. Immediately following Honey Rock, attend G's & O's week at Wheaton College with your Cabinet to develop WCF vision, goals and objectives for the school year. The OCO Director will give final approval of WCF vision, goals and objectives.
9. Serve as a GoGuide for incoming freshmen during Orientation Week.

10. Participate in all fundraising events that take place in the OCO, including but not limited to: both the Fall and Spring Community Work Days working full 8-hour days; Fruit Basket fundraisers; Birthday fundraisers, etc.
11. 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.
12. In partnership with the OCO Director, plan and facilitate Cabinet meetings at the Mid-Winter Kick-Off Retreat to take place during MLK weekend 2020.
13. Work with Cabinet and OCO Director on the fall WCF chapel worship service, including designing chapel order, securing chapel speaker, and casting vision.
14. In partnership with OCO Director, develop strategy to increase student engagement and recruitment.
15. Oversee and attend all WCF programs, meetings, and events in cooperation with the Cabinet. Work with the OCO Director on speaker selection for necessary programs, meetings, and events by the end of February.
16. Collaborate with the Cabinet to plan and sponsor the Kingdom Prayer Vigil as well as a new conference-style event that brings the campus community together as the global Church.
17. Complete a year-end written evaluation of WCF as a ministry and your role as Chair.
18. Prepare a list of potential future chairs and cabinet members beginning second semester.
19. Perform other duties as assigned by the OCO Director.
20. Pray for the ministry of WCF and individual Cabinet members.



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Mission: WCF - Strives to increase student's awareness of the global church and how they can participate in both international and local contexts. This awareness is developed through the avenues of celebration, intercession, and mobilization.

Responsibilities:

Under the direction of the WCF Student Director, assist the Student Director and other Cabinet members in developing and executing all responsibilities involved in the efficient running of the total ministry of WCF. Works primarily with OCO Director.

Position-Specific Duties:

1. Attend the OCO New Student Leadership Onboarding.
2. Attend first OCO Leadership Dinner in August.
3. Attend the OCO Leadership Retreat at Honey Rock in August with your Cabinet. Immediately following Honey Rock, attend G's & O's week at Wheaton College with your Cabinet to develop WCF vision, goals and objectives for the school year. The OCO Director will give final approval of WCF vision, goals and objectives.
4. Assist in developing annual goals and objectives for WCF.
5. Serve as a GoGuide for incoming freshmen during Orientation Week.
6. Participate in all fundraising events that take place in the OCO, including but not limited to: both the Fall and Spring Community Work Days working full 8-hour days; Fruit Basket fundraisers; Birthday fundraisers, etc.
7. Build a notebook of all printed materials, records, and pertinent information of WCF for the entire year.
8. Attend weekly Cabinet meetings and contribute to the corporate planning throughout the year. Provide minutes to the Cabinet and full-time staff of the OCO via email after each meeting.
9. Attend all WCF programs, meetings, and events.
10. Participate in the WCF Cabinet meetings at the Mid-Winter Kick-Off Retreat to take place during MLK weekend 2020.

11. Care for routine office responsibilities, typing, filing, correspondence, ordering supplies, and maintaining an orderly desk area.
12. Provide monthly WCF program, meeting, and event summaries to the Cabinet and the OCO Director.
13. Count the number of attendees at all WCF programs, meetings, and events and report attendance to the OCO Director via email after each event.
14. 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.
15. Complete a year-end written evaluation of the Administrator position and responsibilities.
16. Perform other duties as assigned by the WCF Student Director.
17. Pray for the ministry of WCF and individual Cabinet members.



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Responsibilities:

Under the direction of the World Christian Fellowship Student Director, oversee planning for and implement Kingdom Prayer Vigil. Also support other cabinet members in facilitating the events they are responsible for once Kingdom Prayer is finished. For Kingdom Prayer, work closely with WCF cabinet, Kingdom Prayer volunteers and other campus organizations and groups in the formulation of the vision and follow through for activities during the week.

Position-Specific Duties:

1. Attend the OCO New Student Leadership Onboarding.
2. Attend first OCO Leadership Dinner in August.
3. Attend the OCO Leadership Retreat at Honey Rock in August with your Cabinet. Immediately following Honey Rock, attend G's & O's week at Wheaton College with your Cabinet to develop WCF vision, goals and objectives for the school year. The OCO Director will give final approval of WCF vision, goals and objectives.
4. Assist in developing annual goals and objectives for WCF.
5. Serve as a GoGuide for incoming freshmen during Orientation Week.
6. Participate in all fundraising events that take place in the OCO, including but not limited to: both the Fall and Spring Community Work Days working full 8-hour days; Fruit Basket fundraisers; Birthday fundraisers, etc.
7. Attend weekly Cabinet meetings and contribute to the corporate planning throughout the year, reporting the status of Kingdom Prayer Vigil.
8. Attend all WCF programs, meetings, and events.
9. Participate in Cabinet meetings at the Mid-Winter Kick-Off Retreat to take place during MLK weekend 2020.

10. Assume overall responsibility and supervision for all aspects of Kingdom Prayer Vigil. Look at schedules/visions from year's past. With the help of the WCF Cabinet come up with a vision/theme for Kingdom Prayer.
11. Form, sustain and encourage partnerships with other campus groups and organizations, primarily the SAO, OMD, ISP and Chaplain's office, emphasizing strong, healthy communication with the administration of these offices and shared vision with student leaders across campus.
12. Form and oversee the Kingdom Prayer Committee, comprised of students from across campus, representing all major areas of study, interest and leadership. In leadership of the Kingdom Prayer Committee, work closely with all committee members as they oversee events and ensure involvement of students, faculty, and staff in the best way possible, valuing student's time, gifts, and creativity in contributing their "part of the Body of Christ" to this week of community worship.
13. Be intentional about effectively communicating vision, details and opportunities for involvement during Kingdom Prayer Vigil to other campus groups and organizations, as well as students, faculty, staff and Wheaton community where appropriate.
14. Pray daily with the Kingdom Prayer Committee for Kingdom Prayer Vigil.
15. If possible, select a member of the Kingdom Prayer Committee to be Kingdom Prayer Coordinator for following year and train during the second semester.
16. Debrief Kingdom Prayer Vigil with WCF Cabinet as well as with the Kingdom Prayer Committee, creating a Kingdom Prayer binder laying out everything that was done during the planning stages so that it can be passed to next year's Kingdom Prayer Coordinator.
17. Think creatively with the Events Coordinators about ways to incorporate different aspects of community worship (specifically the forms present on our campus) in WCF's activities in order to further celebrate, unveil and participate in God's global work and what that looks like here at Wheaton.
18. 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.
19. Complete a year-end written evaluation of the Kingdom Prayer Coordinator position and responsibilities.
20. Perform other duties as assigned by the WCF Student Director.
21. Pray for the ministry of WCF and individual Cabinet members.



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Responsibilities:

Under the direction of the WCF Student Director, support other cabinet members in facilitating the events they are responsible for ensuring that artistic portions of the events (visual, audio, worship, etc.) are well thought out and executed. This position maintains communication with Media Resources and College Union regarding the use of equipment. The Creative Arts Event Coordinator will work primarily with the OCO Director.

Position-Specific Duties:

1. Attend the OCO New Student Leadership Onboarding.
2. Attend first OCO Leadership Dinner in August.
3. Attend the OCO Leadership Retreat at Honey Rock in August 2019 with your Cabinet. Immediately following Honey Rock, attend G's & O's week at Wheaton College with your Cabinet to develop WCF vision, goals and objectives for the 2019-2020 school year. The OCO Director will give final approval of WCF vision, goals and objectives.
4. Assist in developing the annual goals and objectives for WCF.
5. Participate in all fundraising events that take place in the OCO, including but not limited to: both the Fall and Spring Community Work Days working full 8-hour days; Fruit Basket fundraisers; Birthday fundraisers, etc.
6. Attend weekly cabinet meetings and contribute to the corporate planning throughout the year, reporting on the creative arts areas of WCF.
7. Attend all WCF programs, meetings, and events.
8. Serve as a GoGuide for incoming freshmen during Orientation Week.
9. Participate in the WCF Cabinet meetings at the Mid-Winter Kick-Off Retreat to take place during MLK weekend 2020.

10. Assume overall responsibility for all creative aspects of WCF Events depending on desires/needs of Cabinet and other event coordinators. Items could include completing and typing song lists, arranging a worship band with rehearsal times, reserving and coordinating lighting and sound needs, and confirming commitments from all participants; etc.
11. Communicate frequently with the Event Coordinator to receive information about what is needed for given events. (Décor, worship, art, equipment, etc.)
12. Be aware of allotment monies for WCF teams and obtain permission for desired spending from OCO Director.
13. 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.
14. Complete a year-end written evaluation of the Creative Arts Coordinator position and responsibilities.
15. Perform other duties as assigned by the WCF Student Director.
16. Pray for the ministry of WCF and individual cabinet members.



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Responsibilities:

Under the direction of the World Christian Fellowship Student Director, oversee planning for assigned events and support other Cabinet members in facilitating the projects they are responsible for. This position seeks to ensure that WCF maintains a vibrant engagement with international, cross-cultural missions by engaging what is going on at Wheaton and outside of Wheaton. The two Event Coordinators will work primarily with the OCO Director.

Position-Specific Duties:

1. Attend the OCO New Student Leadership Onboarding.
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3. Attend the OCO Leadership Retreat at Honey Rock in August 2019 with your Cabinet. Immediately following Honey Rock, attend G's & O's week at Wheaton College with your Cabinet to develop WCF vision, goals and objectives for the 2019-2020 school year. The OCO Director will give final approval of WCF vision, goals and objectives.
4. Assist in developing the annual goals and objectives for WCF.
5. Participate in all fundraising events that take place in the OCO, including but not limited to: both the Fall and Spring Community Work Days working full 8-hour days; Fruit Basket fundraisers; Birthday fundraisers, etc.
6. Serve as a GoGuide for incoming freshmen during Orientation Week.
7. Attend weekly Cabinet meetings and contribute to the corporate planning throughout the year, reporting on the status of ideas for internationally focused WCF programs, meetings, and events that highlight organizations that are engaging the global church both on and off-campus.
8. Attend all WCF programs, meetings, and events.

9. Participate in the WCF Cabinet meetings at the Mid-Winter Kick-Off Retreat to take place during MLK weekend 2020.
10. With the help of the entire WCF Cabinet, coordinate all aspects of the monthly events that are focused on either campus or off-campus globally minded organizations. (Campus focused events include students, staff or faculty that have traveled internationally for missions such as OCO Summer Ministries, HNGR, Spring Break trips, Study Abroad etc. Off-campus focused events would include having international leaders come to our campus to share about missions such as the Billy Graham Scholars, major speakers from other organizations outside of our community etc.) Coordination includes communicating needs with the Publicity, Prayer, Creative Arts Coordinator, etc. (Worship, aesthetics, program planning, PowerPoint, speakers, snacks, prayer etc.)
11. Every 3rd year (2018, 2021, etc.) coordinate with the OCO Director to encourage students to attend the Urbana Student Missions Conference sponsored by InterVarsity. Responsibilities include coordinating publicity, logistics, and prayer.
12. Be aware of financial allotment for WCF events and obtain permission for desired spending from the OCO Director.
13. Oversee and maintain a "Resource Table," presenting practical options to interested students (e.g. applications for SMP, YHM, GUP, HNGR or others) for the application of the global vision that is communicated at events.
14. 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.
15. Complete a year-end written evaluation of the Event Coordinator position and responsibilities.
16. Perform other duties as assigned by the WCF Student Director.
17. Pray for the ministry of WCF and individual Cabinet members.



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Responsibilities:

Under the direction of the WCF Student Director, oversee the prayer ministry of WCF (prayer groups, prayer portion of events, etc.) and support other cabinet members in facilitating the events they are responsible for. This position works to ensure that prayer remains an integral part of the ministry of WCF. The Prayer Coordinator will work primarily with the OCO Director.

Position-Specific Duties:

1. Attend the OCO New Student Leadership Onboarding.
2. Attend first OCO Leadership Dinner in August.
3. Attend the OCO Leadership Retreat at Honey Rock in August with your Cabinet. Immediately following Honey Rock, attend G's & O's week at Wheaton College with your Cabinet to develop WCF vision, goals and objectives for the 2019-2020 school year. The OCO Director will give final approval of WCF vision, goals and objectives.
4. Assist in developing the annual goals and objectives for WCF.
5. Serve as a GoGuide for incoming freshmen during Orientation Week.
6. Participate in all fundraising events that take place in the OCO, including but not limited to: both the Fall and Spring Community Work Days working full 8-hour days; Fruit Basket fundraisers; Birthday fundraisers, etc.
7. Attend weekly Cabinet meetings and contribute to the corporate planning throughout the year, reporting on all areas related to prayer and prayer groups for WCF.
8. Prayerfully create an overall vision for how to engage the Wheaton campus in prayer for the global Church.
9. Lead WCF prayer each week in prayer for the nations, including having awareness of global events and ways to pray for the global Church.

9. Intentionally grow in prayer throughout the year, encouraging cabinet members to do so as well.
10. Assume overall responsibility and supervision for all prayer aspects for WCF programs, meetings, and events. Promote a vision for faith building prayer through all interaction and activities sponsored by WCF.
11. Attend WCF meetings, programs, and events.
12. Participate in the WCF Cabinet meetings at the Mid-Winter Kick-Off Retreat to take place during MLK weekend 2020.
13. Build and maintain relationships with missionaries. Organize student groups who will commit to "sponsoring" a missionary through regular prayer and communication.
14. Encourage the Cabinet and the campus in prayer by organizing opportunities for ongoing intercession (e.g. Joshua Walks, fasting and prayer, concerts of prayer) as well as facilitating the prayer aspects of Kingdom Prayer Vigil and other Special WCF events.
15. Collaborate with Chaplain's Office to sponsor prayer meetings in response to current events and international crises as needed.
16. Maintain a prayer partnership between OCO, ISP, OMD, SAO, and the Student Chaplains.
17. Maintain files on prayer including articles and missionary prayer letters. Facilitate distribution to prayer group leaders and interested persons.
18. 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.
19. Complete a year-end written evaluation of the Prayer Coordinator position and responsibilities.
20. Perform other duties as assigned by the WCF Student Director.
21. Pray for the ministry of WCF and individual Cabinet members.



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Responsibilities:

Under the direction of the WCF Student Director, develop and implement a complete publicity strategy in order to generate and maintain awareness on campus of the ongoing ministries of WCF throughout the year. Work primarily with OCO Office Coordinator (OC).

Requirements: Some working knowledge of design programs such as Photo Shop or Illustrator.

Position-Specific Duties:

1. Attend the OCO New Student Leadership Onboarding.
2. Attend first OCO Leadership Dinner in August.
3. Attend the OCO Leadership Retreat at Honey Rock in August with your Cabinet. Immediately following Honey Rock, attend G's & O's week at Wheaton College with your Cabinet to develop WCF vision, goals and objectives for the school year. The OCO Director will give final approval of WCF vision, goals and objectives.
4. Assist in developing the annual goals and objectives for WCF.
5. Serve as a GoGuide for incoming freshmen during Orientation Week.
6. Participate in all fundraising events that take place in the OCO, including but not limited to: both the Fall and Spring Community Work Days working full 8-hour days; Fruit Basket fundraisers; Birthday fundraisers, etc.
7. Spring Community Work Days working full 8-hour days; Fruit Basket fundraisers; Birthday fundraisers, etc.
8. Attend weekly Cabinet meetings and contribute to the corporate planning throughout the year, reporting on publicity.

9. Work with the Cabinet and Student Director to plan and implement a campus-wide publicity strategy and timeline incorporating announcements, mailings, posters, table cards, the Record, and other creative means for various campus events. Develop a WCF logo/look for the year that can be incorporated in all publicity materials and the WCF T-shirt.
10. Assume overall responsibility and supervision for all publicity for WCF programs, meetings, and events.
11. Attend all WCF programs, meetings, and events.
12. Participate in the Cabinet meetings at the Mid-Winter Kick-Off Retreat to take place during MLK weekend 2020.
10. Provide leadership for the Kingdom Prayer Vigil publicity subcommittee through strategy meetings, delegation of responsibilities, holding members accountable for their responsibilities and passing on the KPV vision. Come up with a KPV/look/logo for the year. Translate this vision in all materials and KPV T-shirt.
11. Communicate frequently with Event Coordinators in order to share/communicate their vision for each program, meeting, and event.
10. Consistently evaluate and understand the Wheaton campus culture specifically in response to the WCF vision and programs, using surveys or other appropriate means.
11. 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.
12. Complete a year-end written evaluation of the publicity coordinator position and responsibilities.
13. Perform other duties as assigned by the WCF Student Director.
14. Pray for the ministry of WCF and individual Cabinet members.