



### Important Dates:

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



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**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: YHM** - Mobilizing and equipping students to engage the traveling community in Europe and other parts of the world with the Gospel through living in community, offering friendship, evangelism and service.

**Responsibilities:** Under the supervision of the Assistant Director of Summer Programs (ADSP), provide overall leadership for Youth Hostel Ministry participants and Cabinet.

**Position-Specific Duties:**

1. Select, with the Assistant Director's approval, and supervise a five-member Cabinet including a Administrator/Travel Coordinator, Publicity Coordinator, Orientation Coordinator, and Fundraising Coordinator.
2. Attend the OCO New Student Leadership brunch.
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.
5. Serve as a GoGuide for incoming freshmen.
6. Help communicate with previous YHM 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 YHM by facilitating the creative process with the YHM Cabinet during goals and objectives week. The ADSP will give final approval of the YHM goals and objectives.
8. Participate in the Fall and Spring Community Work Days, working a full 8-hour day. (YHM Summer '19 participants are expected to bring (1) buddy during Fall Community Work Day due to expectations laid out in the YHM Covenant.) Also participate in the 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. Attend Spring OCO Leadership Banquet.

11. Plan and collaborate in SM Chapel with other chairs.
12. Provide leadership and support for the cabinet and YHMers, developing relationships and holding them accountable for their responsibilities.
13. Meet with cabinet members individually at least once a quad, facilitating opportunities for inter-cabinet relationship building during the year.
14. Assist in Summer Ministries Kick-Off Preparation and Programming in collaboration with ADSP and OCO Staff.
15. Provide vision and spiritual direction for the cabinet and all those involved by developing and carrying out the philosophy, policies and goals of YHM.
16. Prepare agendas and lead weekly cabinet meetings, delegating appropriate tasks to cabinet members.
17. Meet weekly with the Assistant Director of Summer Programs and monthly with the Advisory Cabinet. YHM Chair will also be a member of the Wheaton Evangelism Group committee led by Dr. Jerry Root.
18. Work with the YHM Publicity Coordinator and cabinet on the fall chapel & the recruitment/selection/placement process in cooperation with OCO Staff. Participate in the selection and orientation process of YHM students for Summer 2020. Attend YHM Selection, Reveal Night, and Kick Off Workshop.
19. Communicate with interested cabinets as well as prospective participants during recruitment season.
20. Communicate to campus and community the needs, concerns, and goals of YHM, having all correspondence channeled through you in consultation with OCO Staff.
21. Actively participate in the weekly orientation meetings second semester.
22. Write periodic thank-you letters to contributors.
23. Supervise and prepare cabinet for leading small groups second semester and visit groups once a month.
24. Provide leadership for YHM ministry by selecting a former YHMer to be a travel partner and together overseeing/mentoring travelers during the summer while maintaining regular contact with OCO Staff. Also connect with existing and develop new hostel partnerships with oversight from ADSP.
25. Prepare a list of potential future chairs/cabinet members beginning second semester.
26. Complete a year-end written evaluation of YHM.
27. Perform other duties as assigned by the OCO Assistant Director of Summer Programs.
28. Pray for the ministry of YHM and individual Cabinet members.



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**Mission: YHM** - Mobilizing and equipping students to engage the traveling community in Europe and other parts of the world with the Gospel through living in community, offering friendship, evangelism and service.

**Responsibilities:** Under the direction of the Chair of Youth Hostel Ministry, assume overall responsibility for spiritual direction and guidance of YHM Cabinet and summer participants during the academic year.

**Position-Specific Duties:**

1. Attend the OCO New Student Leadership brunch.
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 week following.
3. Assist in developing annual goals and objectives for YHM 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 Assistant Director of Summer Programs (ADSP) and other Chaplains.
6. Attend weekly Cabinet meetings and contribute to the corporate planning throughout the year.
7. Organize and facilitate weekly devotional structure for cabinet meetings and specific monthly prayer gatherings for YHM participants/global partners.
8. Participate in the Fall and Spring Community Work Days, working a full 8-hour day. (YHM Summer '19 participants are expected to bring (1) buddy during Fall Community Work Day due to expectations laid out in the YHM Covenant.) Also participate in the 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 a YHM Alumni gathering of past summer participants in October for continued connection, storytelling and debriefing.

11. Assist in preparation of small group curriculum utilized with YHM small groups during Spring semester.
12. Participate in recruiting, interviewing, selecting, and placing YHMers. Participate in the selection and orientation process of YHM students for Summer 2020. Attend YHM Selection, Reveal Night and Kick-Off Workshop.
13. Assist in Summer Ministries Kick-Off preparation and programming in collaboration with ADSP and OCO staff.
14. Organize weekly prayer time before each orientation meeting and prayer for designated speaker.
15. Lead a small group of trainees during orientation second semester.
16. Assist in the planning and facilitation of Commissioning event for all Summer Ministries participants in collaboration with SMP and GUP chairs and chaplains.
17. Attend Spring Leadership Banquet.
18. Complete a year-end written evaluation of the Orientation position and responsibilities.
19. Perform other duties as assigned by the YHM Chair.
20. Pray for the ministry of YHM and individual Cabinet members.

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**Responsibilities:** To assist the Chair of Youth Hostel Ministry and other Cabinet members in developing and executing all responsibilities involved in the efficient running of the total ministry and travel logistics of YHM. Work primarily with Assistant Director of Summer Programs (ADSP).

**Position-Specific Duties:**

1. Attend the OCO New Student Leadership brunch.
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 YHM 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. Organize team google drive with all new printed material, records, and pertinent information of YHM for the entire year.
8. Attend the weekly Cabinet meetings and contribute to the corporate planning throughout the year providing minutes to the Cabinet and the 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 placing YHMers. Participate in the selection and orientation process of YHM students for Summer 2020. Attend YHM Selection, Reveal Night, and Kick-Off Workshop.

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11. 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.
12. Work with OCO staff to help facilitate the YHM selection process by gathering all applications, DISC, and other pertinent materials necessary for the weekend before leaving. Provide a complete list of those accepted, waitlisted or not accepted to the ADSP the Monday after selection weekend along with letters signed by the YHM Chair.
13. Assist in Summer Ministries Kick-Off Preparation and Programming in collaboration with ADSP and OCO Staff.
14. Actively participate in the weekly orientation meetings, communicating all pertinent travel information to the group. (Keeping track of Travel Nurse appointments, flight arrangements, passports etc.)
15. Work with the ADSP in preparing itineraries, booking airfare, coordinating and scanning passports, accessing Go Global information, purchasing Eurorails etc. for all YHM teams. Must also provide printed copies of all materials for the YHM Travel Notebook.
16. Beginning November of first semester, assist ADSP 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.
17. Coordinate with overseeing staff and other Administrators second semester to assemble summer readings (articles from books) for the following years cabinets.
18. 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.
19. 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.
20. Copy all necessary materials for participant folders for each YHMer for the YHM Workshop in May. ADSP will put packets together in May.
21. Attend Spring Leadership Banquet- Dates listed on "Important Dates" Sheet
22. Lead a small group of trainees during orientation second semester.
23. Complete a year-end written evaluation of the Administrator/Travel Coordinator position and responsibilities.
24. Perform other duties as assigned by YHM Chair.
25. Pray for the ministry of YHM and individual Cabinet members.



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**Responsibilities:** Under the direction of the Chair of Youth Hostel Ministry, assume overall responsibility and supervision for participant orientation sessions and related areas of YHM. Works primarily with Assistant Director of Summer Programs (ADSP).

**Position-Specific Duties:**

1. Attend the OCO New Student Leadership brunch.
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 week following.
3. Assist in developing annual goals and objectives for YHM 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. (YHM Summer '19 participants are expected to bring (1) buddy during Fall Community Work Day due to expectations laid out in the YHM Covenant.) Also participate in the 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 YHM. 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 placing YHMers. Participate in the selection and orientation process of YHM students for Summer 2020. Attend YHM Selection, Reveal Night and Kick-Off Workshop.



10. Coordinate the YHM orientation program by planning the details of each meeting (snacks, equipment, worship, flow etc.) submitting a final approved schedule to the Cabinet and ADSP during spring semester. 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. 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.
12. Prepare and distribute the YHM 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 the materials that will be included in Kick Off notebook.
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 Leadership Banquet.
16. Complete a year-end written evaluation of the Orientation position and responsibilities.
17. Perform other duties as assigned by the YHM Chair.
18. Pray for the ministry of YHM and individual Cabinet members.



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**Responsibilities:** Under the direction of the Chair of Youth Hostel Ministry, assume overall responsibility and supervision for all publicity for YHM. Work primarily with Assistant Director of Summer Programs (ADSP).

***Position-Specific Duties:***

1. Attend the OCO New Student Leadership Brunch.
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, of the following week.
3. Assist in developing annual goals and objectives for YHM 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. (YHM Summer '19 participants are expected to bring (1) buddy during Fall Community Work Day due to expectations laid out in the YHM Covenant.) Also participate in the OCO Fall Fruit Basket fundraiser and the Summer Ministries Spring Fruit Basket fundraiser.
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 publicity and special projects area.
8. Work with the Chair and Cabinet to facilitate details for the fall chapel and promotional materials for recruiting students for YHM.
9. Participate in recruiting, interviewing, selecting, and placing YHMers. Participate in the selection and orientation process of YHM students for Summer 2020. Attend YHM Selection, Reveal Night, and Kick-Off Workshop.

10. Work with ADSP and other Publicity Coordinators from Summer Ministries to plan and implement the Summer Ministries Hard Questions Debriefing Dinner before B Quad.
11. Work alongside the Orientation Coordinator in the fall to help, create and organize the materials for the Orientation Notebook.
12. Coordinate the designing of the YHM T-Shirt.
13. Take pictures of all teams at YHM's first orientation meeting or up at Kick-off Workshop If necessary.
14. Actively participate in the weekly orientation meetings, communicating all pertinent publicity project information to the group.
15. Work with ADSP to plan and carry out an Evangelism Plunge.
16. Assist in Summer Ministries Kick-Off Preparation and Programming in collaboration with ADSP and OCO Staff.
17. Work alongside the Travel Coordinators in the spring to help organize the materials for the Participant folders.
18. Lead a small group of trainees during orientation second semester.
19. Create a promotional video for the next year's Summer Ministries Fall Chapel, and year end video for Spring Leadership Banquet.
20. Create YHM T-shirt design and order for all YHM Participants and Cabinet members.
21. Attend Spring Leadership Banquet.
22. Actively seek out ways to support other cabinet members with their responsibilities.
23. Complete a year-end evaluation of the Publicity Coordinator position and responsibilities.
24. Perform other duties as assigned by the YHM Chair.
25. Pray for the ministry of YHM and individual Cabinet members.

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**Responsibilities:** Under the direction of the Chair of Youth Hostel Ministry, assume overall responsibility and supervision for all fundraising and related areas of YHM. Work primarily with OCO Assistant Director of Summer Programs (ADSP).

***Position-Specific Duties:***

1. Attend the OCO New Student Leadership brunch.
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 YHM at the Leadership Workshop.
4. Serve as a GoGuide for incoming freshmen.
5. Participate in the Fall and Spring Community Work Days, working a full 8-hour day. (YHM Summer '19 participants are expected to bring (1) buddy during Fall Community Work Day due to expectations laid out in the YHM Covenant.) Participate in the Fall and Spring Summer Ministries 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 fundraising area.
8. Provide leadership for each of the fundraisers, in cooperation with the OCO staff and other OCO fundraising Cabinet members, encouraging the YHMers and holding them accountable for their responsibilities. (Community Work Days, Birthday Cakes, Summer Ministries Fruit Baskets).
9. Participate in recruiting, interviewing, selecting, and placing YHMers. Participate in the selection and orientation process of YHM students for Summer 2020. Attend YHM Selection, Reveal Night, and Kick-Off Workshop.

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