

## **Position Results Description For Wesley Student Center Student Intern**

**Main Goal:** (Mission Statement) To provide opportunities for college students to establish and nurture relationships with Christ and one another through discovery of His teachings, outreach to others, and honoring God through worship.

**Key Result Area #1:** Communicate information about Wesley Student Center

Supporting Goal: To provide information to WSC members and the community about activities and events within WSC.

Performance Standards:

- A. Send weekly emails to WSC members detailing meetings, activities, and events happening that week.
- B. Prepare articles for The SPIRE newsletter and The Cracked Pot alumni newsletter about WSC happenings.
- C. Attend the Student Involvement Fair each fall to spread information about WSC to new OU students.
- D. Spread information about WSC to the university student body (through fliers, facebook, etc.)

**Key Result Area #2:** Registered Student Organization

Supporting Goal: Communicate with the University as a Registered Student Organization (RSO).

Performance Standards:

- A. Maintain RSO status by re-registering WSC each spring.
- B. Maintain an advisor, president, and treasurer according to OU standards for RSO officers.
- C. Apply for Student Activities Commission (SAC) funding each quarter.
- D. With WSC treasurer, maintain accounting books for Student's General Fund (Chubb account).

**Key Result Area #3:** Serve First United Methodist Church

Supporting Goal: To be an effective team member of the staff of Athens FUMC

Performance Standards:

- A. Attend church services on a regular basis.
- B. Communicate clearly and effectively with other staff members.
- C. Attend Committee on Higher Education and Campus Ministry (CHECM) meetings as necessary.
- D. Be a visible face of the WSC ministry to the First UMC congregation

**Key Result Area #4:** WSC meetings and events

Supporting Goal: To be an effective planner and leader for WSC meetings and events.

Performance Standards:

- A. With WSC Director, plan and execute Bible studies and discussions for weekly Wednesday meetings.
- B. Assemble a meeting itinerary for meetings.
- C. Be in a leadership position for all meetings and events.
- D. Plan details of WSC events such as transportation, meeting times, food, etc.
- E. Be present at all WSC meetings and events.

**Key Result Area #5:** WSC Spring Break Mission Trip

Supporting Goal: To research, plan, implement, and evaluate a risk taking and faith forming mission experience for and with WSC students.

Performance Standards:

- A. Research mission opportunities within the UMC system and other established programs with the assistance of the WSC director and determine at least 2 quarters in advance.
- B. Make a daily plan for the trip (including travel, service, meals, lodging, and fun stuff). Include the students' ideas/desires in planning. Give them a few options to choose from. (If you ask for too much input, it is harder to get everyone to agree).
- C. Budget for mission expenses with the help of the WSC Director.
- D. Fundraise via Athens FUMC congregation, student's home church, grants via the WOC, student fee, and other programs.
- E. Investigate and secure travel arrangements (OU vans, airfare, etc.).
- F. Communicate via church news letter, skits, church bulletin, website, letters to parents, letters to home churches, etc.
- G. Secure all emergency forms, first aid, passports, etc. by predetermined deadlines.
- H. Identify spiritual guide for trip and discuss duties based on W.O.C. Volunteers in Missions Leader's Handbook.
- I. Attend and participate in the trip.
- J. Plan and implement pre-trip informational meetings.
- K. Plan and implement post trip celebration (include congregation). Also include all that contributed but are not local by writing a letter or sending post cards from students.