



## Offering Worship Leader (Fellowship Leader)



**PURPOSE:** The Offering Worship Leader is a student extension of the Assistant Dean of Spiritual Formation who helps create a spiritual area that is consistent with the mission of Rochester College, The Center for Student Life, and Spiritual formation. The Offering Worship Leader serves fellow students by creating a *hospitable* environment that creates space for other student leaders to develop to their fullest potential intellectually, ethically, socially, morally, and spiritually in the context of a community. The Offering Worship Leader promote spiritual exploration and expressiveness for students in the RC community. The specific qualifications and responsibilities for the Offering Worship Leader are outlined below:

### QUALIFICATIONS:

- Be in good academic and judicial standing with Rochester College
- Exhibit an active and growing Christian faith
- Senior or Junior with prior leadership experience at RC
- Demonstrates enthusiasm for the college, students, faculty, staff and co-curricular programming
- Posses an in-depth knowledge of the institution and its resources
- Communicates effectively both verbally and written; as well as interactively with various technologies
- Be willing to help students with personal concerns
- Demonstrate sensitivity/interest in diversity/cultural differences; ability to effectively communicate with a variety of personalities
- Function effectively in a team environment
- Exhibit strong analytical and problem-solving skills
- Have the ability to prioritize multiple tasks and responsibilities

### RESPONSIBILITIES:

**Worship Leadership and Direction:** The Offering Worship Leader provides thoughtful worship experiences for the Rochester College Community. serve.

1. Participate in worship experiences in a variety of ways (This includes but is not limited to: Leading worship, planning worship, and empowering other worship leaders)
2. Work with ADSF to build “The Offering” worship night schedule each year.
3. Coordinate musical worship planning for “The Offering” worship nights.
4. Recruit student musicians to assist in the offering worship times (singers, instrumentalists, etc.)
5. Conduct interviews/ auditions for potential worship team participants.

6. Build offering worship support team (prayer team, ushers, scripture readers, AV Technician)
7. Organize “The Offering” worship night rehearsals (dates, times, locations, etc)
8. Be available to occasionally lead coordinate/lead worship in Chapel during Tuesday/Thursday chapel times.

**Ministerial Leadership:** The Offering Worship Leader will serve other students ministry leaders by mentoring them, and encouraging them to discover and foster their unique strengths in service to the campus community.

1. Lead “The Offering” worship teams in organizing consistent worship experiences for students.
2. Develop and maintain positive relationships with student ministry leaders through availability, accountability, and creativity.
3. Work collaboratively with the ADSF and ministry staff to plan and execute spiritual programming, and events.
4. Conduct regular organizational meetings with Campus ministry leaders who you directly support.
5. Support and challenge ministry leaders in their spiritual growth and development.
6. Promote and support campus ministry events on and off campus.

**Administrative Tasks:** The Offering Worship Leader will be responsible for administrative duties related to the day-to-day operations of the ministry in which they serve. All responsibilities will be conducted with guidance and assistance from the Offering Worship Leader’s direct supervisor.

1. Maintain communication with multiple student volunteers
2. Work with ADSF before each semester to reserve needed spaces for worship preparation/execution.
3. Ensure thorough communication to student body about upcoming worship opportunities
4. Complete budgeting needs related to needed worship supplies for each semester.
5. Perform assigned tasks in a timely and professional manner and meet assigned deadlines consistently. (24 hour email response time for external emails)
6. Print sheet music
7. Perform other duties as assigned by the ADSF

**Staff Training and Development:** The Offering Worship Leader is expected to participate in staff training, which is designed to develop the Offering Worship Leader to have the necessary skills to perform their job and meet expectations.

1. Arrive early to campus for Fall Training.
2. Participate with the ADSF in mutual performance evaluations based on job description.
3. Provide growth opportunities for student leaders under your care

**Student Life Fellowship:** Student Life Fellowship Leaders are at the heart and soul of Rochester College. The Offering Worship Leader is a part of the Center for Student Life’s Fellowship program. Fellowship Leaders gain leadership and real world experiences in the areas of marketing, public relations, public speaking, branding, team building, pastoral care and the management of others. Working in the Center for Student Life and closely with the Admissions office, Fellows are genuinely interested in the development and success of the college and students, new and continuing.

1. Support the Admissions Office in the early stages of onboarding potential and new “admit” students through calling admitted students, giving campus tours, hosting admitted students on campus visits, and connecting with admitted students through social media platforms.
2. Actively participate in the organizing and shaping of the Admission Office’s RC Warrior Fridays.
3. Actively participate in the organizing and shaping of the Advising Center’s Crimson Days.
4. Support the Center for Student Life in planning and executing Warrior Week (new student orientation) for new incoming students which includes attending and participating in all Warrior Week activities.
5. Attend a First Year Experience training session prior to new student move-in
6. Actively participate in move-in day by helping new residential students move into their residence hall and helping families navigate the campus under the oversight of Rochester College’s Community Living office
7. Support the Center for Student Life’s First Year Experience (Seminar) as cohort leaders during the Fall semester of new students by facilitating bi-weekly small group discussion, outings and/or service projects through the Fall semester for assigned learning community connected to the First Year Seminar.
8. Attend an annual leadership retreat during the Spring Semester.
9. Attend a weekly 1-hour Leadership Course for Fall semester (TBD)
10. Attend Refresh Retreat in Spring semester
11. Be committed to an ongoing mentoring relationship with members of an assigned learning community through the end of the Refresh Retreat that encourages and supports new students’ spiritual, academic, social and personal growth and development as they acclimate and transition to RC.
12. Fellowship leaders may not hold other leadership positions through the Center for Student Life. Due to the responsibilities and time commitments of Fellowship Leaders, extracurricular involvements (i.e. off campus jobs) beyond the role need to receive approval from the Assistant Dean of your area (Community Living, Spiritual Formation, Student Engagement)

**TIME COMMITMENT:** Although it is difficult to quantify a ministry role, an Offering worship leader can expect to put in at least an average of 10-15 hours/week. Extra-curricular activities should not conflict with the time needed to effectively perform the assigned duties of the Offering worship leader position throughout the year. Offering worship leaders are to be available and accessible to commuting and residential students throughout the academic year.

**The Offering Worship Leader position is a one academic year commitment. Reappointment is not guaranteed, but is based upon an exemplary performance record and the successful completion of all interviews and applications required for returning staff. The Offering Worship Leader’s performance will be evaluated to maintain the highest possible standards. Failure to meet any of the qualifications or responsibilities listed in this agreement or specified by the Spiritual formation team, may result in personnel sanctions which could include, but are not limited to, verbal or written warnings, probation, or possible termination.**