

SMALL GROUP BIBLE STUDY LEADER APPLICATION APPLICATION PROCESS

Please read the job description below before beginning the process of completing the application. If you have any questions, contact Kendra Lambert at ext. 4137 or klambert@mvnu.edu

Click on the below link to download and save the Word document to your computer. The completed and signed application must be returned to Kendra Lambert at klambert@mvnu.edu via email or a printed copy no later than **Tuesday, March 24, 2010**.

[New Small Group Leader Application](#)
[Returning Small Group Leader Application](#)

You can sign up for an interview time in the Chaplain's Office starting March 22-26, 2010. Fifteen minute interviews will begin **March 25, 29-31, 2010** during the evening hours in the Chapel Conference Room.

* You must have a 2.0 g.p.a to apply.

** All names of applicants will be given to the office of Student Development for reference to any past or current disciplinary actions.

Responsibilities of a Small Group Leader (2010-2011)

Administrative Responsibilities

- Meet with my small group on **Wednesdays during the chapel hour (10:20 am – 11:15 am for all freshmen & transfer groups)** each week except on designated dates for special Wednesday chapel services and keep careful attendance. Additional group meetings can be held outside of the regular Wednesday chapel hour but the group must meet a *minimum of 10 times (within a semester)* during the Wednesday chapel hour to receive spiritual formation credits for chapel attendance. Upperclassmen groups have the option of meeting during the Wednesday chapel hour if their group's schedule permits them to do so.
- Each week spend a couple of hours in preparation, praying for my students in my small group, and spending time with them outside of weekly meetings.
- Make sure that all my group members are listed in the administrative database and approve or deny their attendance record at the end of the semester. Communicate with the Assistant to the Chaplain for Small Group Ministries about any problems occurring with the administrative database and chapel attendance procedures.
- Discuss what I will be doing in my meetings with my assigned Spiritual Life Assistant and be involved in once a month accountability partnership with the Spiritual Life Assistant in your assigned living areas. The Spiritual Life Assistants will attend one of your small group meetings to evaluate how your small group is doing.
- Attend monthly mandatory small group leader meetings. (Dates will be announced at the beginning of the school year.)
- Be trained by the staff in the Campus Ministries office.
- Have my small group participate in one community service project each semester. The service project must be approved by the Assistant to the Chaplain for Small Group Ministries and be done outside of the regular Wednesday meeting time.
- Fill out a Small Group Leader Report form (on-line) for my weekly small group meeting each week.

Personal Leadership Responsibilities

- Be a role model in my Christian walk so that others may see the love of Christ. Be an encourager and prayer partner for all of the members of my small group. Be respectful in listening and honest in sharing with all group members.
- Uphold the lifestyle guidelines of Mount Vernon Nazarene University. If I am placed on social probation for any violation of University policies or rules, I will step down from my position as a Small Group Leader.
- Handle all information shared during the Bible study or outside of the regular weekly meeting in confidence and not share with other members or students. (If you feel that one of your small group members is struggling with a serious life-threatening situation to themselves or someone else, please bring this to the attention of his or her Resident Director or the Assistant to the Chaplain for Small Group Ministries.)
- Maintain a 2.0 grade point average throughout the year. (GPA's will be checked at the end of each semester.)