

56

A Guide to Your First 56 Days
in Campus Ministry

Phase 1: Before Students Arrive (July 20 – First Day of Freshman Orientation)

Foundations

- ❑ Reinforce your spiritual disciplines.
 - ▶ Set a daily devotional time with clear guidelines. Write it down and keep it somewhere visible. By getting into a good habit now, you will be better prepared for what is ahead.

- ❑ Invite a few key people to specifically pray for you and your semester's work.

- ❑ Take a prayer walk around campus every week.

Develop a network

- ❑ Find a church.

If you do not have a church connection, finding a church should be a very high priority:

 - ▶ Pray throughout the entire process, knowing that God has a place for you at a local church.

 - ▶ Decide what you (and your family) are looking for in a church and differentiate between those things that are non-negotiable for you and those which are “up for grabs.” Remember, you will not be able to find the “perfect” church until the Consummation.

 - ▶ Ask key people in the area where they attend church. Ask them questions about the church to get a sense of the church (probable topics include: theological perspective, style and “feel” of worship service, fellowship options, etc.).

 - ▶ Decide before Sunday morning which church you want to visit and make sure you know how to get there. Your goal is to get the “lay of the land” without church hopping.

- ▶ Continue visiting churches until you find one that clicks. Keep attending there for a couple weeks. Try to get to know the church outside of what happens on Sunday morning.
- ▶ Once you discern that you have found the right church, dive in! Find ways to get connected as much as you can.

☐ Identify a mentor/spiritual director.

- ▶ As you make the transition to full-time vocational ministry, you'll need to give specific attention to your spiritual growth to make sure you don't grow stagnant. Having a guide and specific person to help continue to grow spiritually can be very important. If you do not have someone who can serve you in this area, your AD can help you find someone in your area who would be good at this.

☐ Set up a meeting with mentor/spiritual director.

- ▶ Set up an initial meeting with this person and assess your needs and how best to move forward. Set up a plan to connect with them on a regular basis.

☐ Meet your neighbors.

- ▶ Have them over for dinner, bake goods for them, or do other things that will help you get to know them.

☐ Identify one or two Key People who can help you navigate through your first 56 days. Who are your key allies? Who "knows the ropes" and can guide you to find the right people you'll need to talk to? (examples: fellow CCO staff person, Christian faculty/staff person, fellow campus minister, etc.)

CCO Staff on Campus

- Meet with the other CCO workers on your campus.
 - ▶ If you have other CCO workers on your campus, meet with them. Ask questions to learn about their work on campus so far, the coming year, and how your position fits with their position. Set a regular meeting schedule.

Meet with your AD

- Use the “AD Conversation” template to talk to your AD.

Get to Know the Campus

- Finish the “Getting to Know Your Campus – Culture” guide.
- Finish the “Getting to Know Your Campus – Administration” guide.
- Finish the “Getting to Know Your Campus – Christian Community” guide.
- Collect all the names and emails of all the active students returning to your ministry (If you are taking over a position for someone).
- Email all known students in ministry to introduce yourself.
- Add academic calendar dates to your master calendar.
- Identify and meet with at least two counselors in the area (for potential referrals of students or for yourself as needed).

Campus Credentials

- Find out how you can become “officially recognized” by your campus (one of your Key People can help you with this).
- Find out if there a chaplain’s committee/interfaith board/ministry group that you need to join.

- ❑ Find out how you can get a:
 - Campus ID card
 - Parking pass
 - Library card
 - Meal pass (if needed)

Co-op Responsibilities

- ❑ Set up an initial meeting with your Co-op Supervisor and then pick a regular time for you to meet every week (if applicable).
- ❑ Use the “Co-op Supervisor Conversation” template as you meet with your Co-op Supervisor.
- ❑ Get the most up-to-date job description for your position and make sure you understand it.
- ❑ Determine the 3-5 people who are significant for the success of your co-op work and schedule times to meet with them.
- ❑ Identify the key co-op events that will occur over the next year and add them to your master calendar.
- ❑ Develop a plan of action for the next month.
 - ▶ Set a quick strategy to move ahead at your co-op. Consider questions like, “what do I need to learn?” “what needs to be done?” and “who should I be talking to?”
- ❑ Develop a plan of action for the semester.
 - ▶ Try to assess what you will be doing specifically at your co-op for the coming semester. It’s ok if you feel you may change your mind later. For now, you need a direction. Set a few goals and move ahead. Your main task is to be faithful with the immediate needs of your co-op as you learn your job and set the foundation for a longer-term plan.

Settling In

- Settle yourself - Home
 - ▶ Take care of your:
 - Home/renter's insurance
 - Internet/phone/cable
 - Utilities (water, gas, electric, garbage)

- Settle yourself - Auto
 - ▶ Take care of your:
 - Insurance
 - Driver's License
 - Registration and License Plates

- Settle yourself - Fun
 - ▶ Find:
 - Cool restaurants
 - Places to take your parents when they visit
 - Nearest/cheapest movie theatre
 - Places to meet people

Support raising

- Work through your Communication Plan (the one you set at NST).
- Write monthly TKU's to all supporters.
- Complete the SR Checklist (if you haven't already done so).
- Update TNT on a monthly basis.
- Participate in your accountability partnership.

Student Immersion Plan

- Use the Student Immersion Plan template as you formulate a plan to meet both first-year and returning students.

Phase 2: Before Students Arrive (First Day of Freshman Orientation – September 12)

- Take a prayer walk around campus on the night before orientation begins

Student Immersion Plans

- Follow through with your Student Immersion Plans
- Keep a running contact list as you meet students

Worldview Assignment

- As you meet students, conduct your Worldview Interviews.
- Finish “Part 1” of your Worldview Capstone Project.

Key Conversations

- Consult with your Key Person(s) to find additional people with whom you should be meeting.
- Identify and meet with your current Student Leaders

Support raising

- Work through your Communication Plan (the one you set at NST)
- Write monthly TKU's to all supporters
- Complete the SR Checklist (if you haven't already done so)
- Update TNT on a monthly basis
- Participate in your accountability partnership

Co-op responsibilities

- Set your schedule
- Continue meeting key people
- Execute the action plan you developed before the semester

"First Semester Plan"

- Use the "First Semester Plan" Template to prepare for September Teams on Wednesday, September 12

Team

- Come to Ligonier, PA on Wednesday, September 12 at 6pm with a copy of your finished "The First 56 Days" guide, your Worldview Interview assignment (Part 1), your "Getting to Know Your Campus" templates, a copy of your "Student Immersion Plans", and your "First Semester Plan" template.

Getting to Know Your Campus - Administration

Find and visit these key offices*:

Student Affairs
Residence Life
Commuter Office
Advising
Student Activities
Admissions
Counseling
Room Reservations
Multicultural Affairs
Greek Life

*Some campuses may not use these names or even have these offices outright. If they don't, find out if they still do these tasks, and if so, find out who does them.

For each department, **find** the answers to these questions:

- 1). How do they do what they do?
- 2). Who are the key people?
- 3). How does this department fit in with the rest of the campus?

Example - Residence Life:

- 1). The Residence Life department is staffed by a Director of Residence Life. This person oversees 8 Resident Directors, who live in the Resident Halls. A couple of the RD's oversee more than one Resident Hall.
- 2). The RD's are Frederica Sanchez, Jason Bay, Christina Duffy, Ian Snell, Xavier Nady, Ryan Doumit, Jack Wilson, and Matt Capps. The Dir. of Res. Life is Jim Tracy.
- 3). At Bucco U, the Resident Directors take care of the resident students. They run a variety of programs, and most of these programs attempt to help students make better decisions about their use of alcohol.

Getting to Know Your Campus - Culture

Find out the following information by:

Canvassing the school's website or other internet sources
Checking the Admissions Department
Checking with people you have met
Taking a Campus Tour

Find out:

- The college's 10 most popular majors
- These Student Body Demographics: gender, economic status, ethnicity, academic ability, regional distribution (where are they from?)
- These facts about your campus: major athletic teams, minor athletic teams, faculty-student ratio, endowment size, and US News and World Report and/or Princeton Review ranking.
- The College's History
 - How was it founded and why?
 - The 5 most famous alumni
- Hang-outs (coffee shops, party houses, shopping areas, lounges, etc.)
- Meeting areas (what campus spaces are used for student group meetings?)
- Info about Student Activities
 - What are the most attended college-sponsored events?
 - What are the most attended non college-sponsored events?
 - What is an average mid-week evening/night like?
 - What is an average weekend evening/night like?
- Find the various campus groups on Facebook/MySpace

Getting to Know Your Campus – Christian Community

Contact the first Campus Ministry Worker you meet (other than yourself). Ask them the questions below, and then continue to meet the other campus ministry workers they know until you have met 60%-70% of the full-time or significant Campus Ministry Workers.

Potential Fellow Campus Ministry Workers:

- 1). Chaplain's Office
- 2). Local churches
- 3). IV, Cru, Chi Alpha, Newman, others....

Ask them these questions:

- 1). What are the key aspects of your ministry?
- 2). What are the kinds of students you work with?
- 3). What and when are your regular events?
- 4). What is it like to be a Christian on our campus?
- 5). What are the other Christian ministries that are active on this campus?
- 6). How does the ministry I work with fit into the greater Christian community?
- 7). Who are the unreached students?
- 8). If you were to hire a new staff person, what would be their first assignment?
- 9). What separates your ministry from the others on campus? What makes it unique?
- 10). How do the different Christian groups interact on this campus?
- 11). What has changed within the Christian community since you began here?
- 12). What are the area churches at which our students worship?
- 13). How do the area churches generally feel about the college?
- 14). What is ahead for your group in the coming year?

AD Conversation

When you meet with your AD in August, **use this question list** to guide your initial conversation. In addition, bring your "56" guide so that you can talk with your AD about your progress. They'll have some great input to give as you work through your guide.

- 1). What is your history with the CCO?
- 2). What did you do before the CCO?
- 3). Can you give me some general information about the campus?
- 4). What is the history of my position with the co-op?
- 5). How much communication will you have with my co-op supervisor? Will we all meet together?
- 6). What do you think is the most important piece of advice for me to know about working in my context?
- 7). From your perspective as my AD, what are the most critical steps for me to take when I first begin on campus and in my co-op?
- 8). Who should I meet on my campus or co-op? How should I contact them?
- 9). What do you consider to be the 5 most important traits of a good employee?
- 10). What is your supervision style?
- 11). Where, when, how long and how often will we meet for supervision? What do I need to bring to each meeting?
- 12). Will you meet with my campus team separate from our meeting together?
- 13). What is the best way to contact you in-between meetings with questions?
- 14). What kind of weekly or monthly reports do you expect? How quickly can I expect to receive feedback on my reports?
- 15). Does our Area meet outside of Staff Seminar Area Meetings? When, where, for how long, and how often?
- 16). What do you consider to be appropriate forms of communication for different situations (email, phone, face-to-face)? Exchange contact information.
- 17). What type of procedure is there for taking vacation days?

Co-op Supervisor Conversation

Use this question list as a guide for one of your initial conversations with your Co-op Supervisor.

- 1). What is your history with this place (church, college, coffee house, etc.)?
- 2). What did you do before you worked here?
- 3). Can you give me some general information about this place (church, college, etc.)?
- 4). What is the history of my position?
- 5). What are your hopes for this position?
- 6). What do you think is the most important piece of advice for me to know about working in my context?
- 7). What do you consider to be the 5 most important traits of a good employee?
- 8). What is your supervision style?
- 9). Where, when, how long and how often will we meet for supervision? What do I need to bring to each meeting?
- 10). What do you consider to be appropriate forms of communication for different situations (email, phone, face-to-face)?
- 11). How should I best communicate with you when I have required CCO training events?
- 12). How should I best communicate when I will be taking vacation/sick days?

Student Immersion Plan

As you begin your semester on campus, the most significant thing that you'll do is meet students! However, you'll need to have a plan.

☐ Plan #1:

Develop a "Student Immersion" plan to meet as many freshmen during orientation.

▶ This may include:

- visiting orientation office and schedule
- volunteering in an official way
- helping students move in
- handing out welcome packets about you ministry to freshmen

☐ Plan #2:

Develop a "Student Immersion" plan to meet as many returning students soon after they arrive.

▶ This may include:

- following up with previous email contacts.
- hosting an open house at your house or in a campus lounge.
- helping students move in
- having student leaders introduce you to current students

Sample Plan #1

Aug 11: Swing by Orientation Office...find out where they need help and find out how I can help students move in

(found out that: 1) They need people to help students move in at Cowher Hall and 2) They need help with orientation "Fun" activities...guess who's going Lunar Bowling....)

Aug 18: Stopped by Student Activities Office and reserved a table for Activities Fair

Aug 19: Design and duplicate post cards about the freshman Bible study I am starting

Aug 23: Take a prayer walk around campus – FRESHMAN COME TOMORROW

Aug 24: Help students move in at Cowher Hall. Invite students to bowl.

Aug 25: Drive van of students to Lunar Bowling

Aug 26: Cruise the halls and reconnect with the students I've met so far. Deliver postcards to students whom I think are interested in Bible study.

Sept. 1: Have Movie Night at Lambert Lounge for all the students I know and their friends

Sept 2: Have table at Activities Fair

Sept 4: Have first Freshman Bible study night

Sept 5-9: Follow Up with Freshman students that came to Bible study, Bowling, and who signed up on Activities Fair table

Sample Plan #2

Aug 12: Plan returning student open house at my place the night before classes begin (Aug 26)

Aug 13: Email all known returning students and invite them to the open house

Aug 25: Help students move back into Franco Harris Memorial Apts.

Aug 26: Have Open House for returning students, grab key students and plan to meet with them throughout the week.

Aug 27-31: Meet with all key student leaders over lunch or coffee...ask them questions about last year and the plans for this year. Ask for names of other students I should be meeting with. Recruit them to help me at Activities Fair.

Sept. 1: Have Movie Night at Lambert Lounge for all the students I know and their friends

Sept. 2-9: Continue meeting with returning students I have met

First Semester Plan

Answer these questions:

1. What are the **needs** on campus for...

...Discipleship and Evangelism?

...Student Leadership Development?

...Engaging Culture?

2. Brainstorm things that you could **do** to work towards these ends: (typical brainstorming applies – no answer is wrong...just make a list....)

...Discipleship and Evangelism?

...Student Leadership Development?

...Engaging Culture?

