

**The Official Handbook for the
ASB Office of Spiritual Life**

Revised Spring April 27th, 2022

Article 1. ASB Office of Spiritual Life

Section 1.01 ASB Office of Spiritual Life

(a) Name

- i. The name of the office shall be called “The ASB Office of Spiritual Life.”

(b) Establishment

- i. In compliance with Article I, Section 8 of the “Bylaws of the Constitution of the Associated Students of Point Loma Nazarene University” this official handbook for the ASB Office of Spiritual Life has been established.

(c) Purpose

- i. The mission of the ASB Office of Spiritual Life is “to serve as a voice for the Associated Student Body (ASB) within the office of Spiritual Development; to communicate to and from the ASB Board of Directors and the Office of Spiritual Development; to encourage spiritual growth amongst the students of Point Loma Nazarene University.”

Section 1.02 ASB Director of Spiritual Life

(a) Responsibilities

- i. To meet regularly and partner with the University Chaplain about the spiritual life of the student body of Point Loma; to seek ways in which to best serve the Office of Spiritual Development; to form a mentoring relationship with the University Chaplain.
 1. The rationale behind this is to pursue a regular conversation that focuses on how we can better the spiritual formation of students at Point Loma. In addition, this is to foster communication on how best the ASB Director of Spiritual Life can be an effective resource to the office of Spiritual Development, including all of the ministries and programs offered to students including the Chapel program, Community

Ministries, Discipleship Ministries, International Ministries and Worship Ministries.

- ii. To be conscious of current topics that are relevant to the spiritual formation of students and encourage discussion on those topics.
- iii. To encourage students to cultivate their spiritual strengths by engaging themselves in the ministry and service opportunities offered by the university.
- iv. To coordinate a project, program or activity in consultation with the Vice President for Spiritual Development or University Chaplain that encourages spiritual growth in students.
- v. To represent students as a member of the Chapel Planning Committee and any other committee that the Vice President for Spiritual Development deems necessary.
- vi. To train the ASB Director of Spiritual Life-elect that will serve in the upcoming academic year as outlined in Section 1.03.
- vii. To assist Spiritual Development in the scheduling of, preparation for, setup and teardown of Time Out as requested by the office of Spiritual Development. This may include serving as the leading pastoral presence every Thursday night.
- viii. To refer students on to the various staff of Spiritual Development or other students as is fitting; this must be done through fostering a sense of openness with the Student Body, decreasing the “gap” between Spiritual Development and the Student Body.
- ix. To train and direct the Assistant to the Director of Spiritual Life, both in the day-to-day tasks, as well as training in the skills for the Office of the Director of Spiritual Life.
- x. To have four office hours per week to meet with students and fulfill duties.
- xi. To meet with each Time Out Chapel speaker prior to the chapel they speak at in order to mentor, encourage, and review manuscripts.

- xii. To advocate for students from underrepresented ethnic and cultural groups to be actively included and invited to participate in chapel through all of the various worship leadership roles such as: speaking, reading, praying, singing, facilitating, etc.
- xiii. Attend two Diversity Leadership Scholarship Trainings coordinated by the Office of Multicultural and International Student Services per semester.
- xiv. To lead and coordinate PLNU Prayer Team meetings, including meetings before each Time Out service.

Section 1.03 ASB Director of Spiritual Life-elect Training Responsibilities

(a) Training Responsibilities

- i. The ASB Director of Spiritual Life-elect shall take part in a sufficient amount of training hours with the ASB Director of Spiritual Life.
- ii. The ASB Director of Spiritual Life-elect shall meet with the Vice President for Spiritual Development or University Chaplain before the end of the spring semester in which they were elected.
- iii. The ASB Director of Spiritual Life-elect shall acclimate themselves to members of the Spiritual Development staff and Student Development staff.
- iv. The ASB Director of Spiritual Life-elect shall acclimate themselves with the Chapel Planning Committee and any other committee deemed necessary by the Vice President for Spiritual Development.
- v. The ASB Director of Spiritual Life-elect shall have summer responsibility for the purpose of planning for the upcoming year and meeting with the incoming Board of Directors for a maximum of 5 hours a week.

Section 1.04 ASB Director of Spiritual Life Staff

(a) Assistant to the Director of Spiritual Life

- i. The Assistant to the Director of Spiritual Life will aid in the various duties associated with the Office of Spiritual Life
- ii. Meet periodically with the Director of Spiritual Life to discuss the needs of Spiritual Development and to help maintain a connection with the overall Student Body.

- iii. To assist the Office of Spiritual Development in terms of various chapel programming needs in order to best serve the office upon approval of the ASB Director of Spiritual Life.
- iv. Collaborate with the ASB Website Manager to communicate edits and additions needed to be submitted on behalf of the ASB Office of Spiritual Life for the website.
 - 1. Meet weekly (or as needed) with other Board of Director Assistants.