



### **PHILOSOPHY**

Faber House is named after Blessed Peter Faber, S.J., a college friend of St. Ignatius and a talented retreat director. The house is an extension of the University Ministry office--a "retreat headquarters." Specifically, it is a space reserved for preparing retreats, continuing retreats and further developing University Ministry programs.

### **AVAILABILITY OF THE FACILITY**

University Ministry is responsible for coordinating the Faber House calendar and for allowing usage. For the most part, the house is available to any community member who requests to use it for a spiritually-based gathering. Priority will be given to the four main University Ministry retreat programs (in order of nearness to the retreat weekend) and to all other University Ministry programs.

### **DESCRIPTION OF STUDENT ASSISTANT POSITIONS**

Faber House Student Assistants are expected to assist those who are preparing retreats. This can require a substantial time commitment in the evening and on weekends. Academics, of course, are a first priority. However, a commitment to Faber House should follow closely. Other job commitments on or off campus may not be compatible with a commitment to Faber House.

Duties and responsibilities include but are not limited to:

1. Working with the University Ministry team and maintaining a professional relationship with each member.
2. Meeting with the Faber House Advisor once a week and working with that person on programs, scheduling, workload, budgeting, advertisements, etc.
3. Meeting occasionally with other University Ministry student employees.
4. Maintaining an updated calendar of events and keeping in communication with the advisor regarding house usage.
5. Planning at least one program per semester.
6. Sharing in the work of cleaning the kitchen, loft, basement, living room, dining room and bathroom.
7. Above all, providing regular and ongoing support for each of the University Ministry retreat programs (with some responsibilities TBA).

Benefits include:

1. Room, internet, television (with DVD and VCR capabilities) and utilities provided at no charge; \$600/semester towards board.

### **ACCOUNTABILITY**

1. Faber House Student Assistants will meet weekly with their advisor (at a time decided by all). They should communicate regularly with the Faber House Advisor and use weekly meetings to:
  - a. Review all scheduled activities for the upcoming week.
  - b. Evaluate Faber House programs and discuss the budget.
  - c. Build community with the advisor and the University Ministry team.
  - d. Notify the advisor of any house needs and/or maintenance concerns.

### **ACADEMIC REQUIREMENT**

1. Students must be full-time undergraduate students (juniors or seniors) during the 2010-2011 academic year.

# APPLICATION FOR FABER HOUSE 2010-2011

**DUE: Friday, January 22nd by 4:30 pm**

Please return: 1) This Application Page and 2) Attached Answers to University Ministry. Note: Ask **TWO** people other than UM staff to complete the recommendation forms. At least one should come from Gonzaga faculty/staff.

Name \_\_\_\_\_ MSC \_\_\_\_\_ Phone \_\_\_\_\_

Current Year in School \_\_\_\_\_ Major \_\_\_\_\_ Religious Affiliation \_\_\_\_\_

GPA this semester \_\_\_\_\_ GPA cumulative \_\_\_\_\_

Summer Address \_\_\_\_\_ Summer Phone \_\_\_\_\_

Expected Course Load Fall 2010 in credits \_\_\_\_\_

Expected Course Load Spring 2011 in credits \_\_\_\_\_

Note: Your application is an *individual* application. However, you may indicate here if you think you would be a good roommate with another applicant:

\_\_\_\_\_

\_\_\_\_\_

Please type your responses to the following questions and attach them to your application:

1. Will you need to work another job in addition to Faber House? If so, what is it? How many hours per week will the other job require?
2. Please list your *current* extracurricular activities, and how many hours you spend in them per week.
3. Will you be dropping or adding any extracurricular activities next year?
4. The minimum responsibilities at Faber House include:
  - Maintaining the Faber House calendar for at least one month/semester.
  - Organizing, publicizing and executing Faber House programs.
  - Keeping the house clean and neat at all times.
  - Keeping all equipment and furniture in good working condition.
  - Meeting with the Faber House Advisor once a week.
  - Meeting occasionally with other University Ministry student employees.
  - Providing a welcoming and warm atmosphere at Faber House.
  - Arranging to greet each person and groups of persons at the door before meetings and gatherings.

*Can you fulfill these responsibilities?*

5. What specific gifts or ideas can you offer that will help build Christian community at Faber House?
6. Where do you feel that you are in your own religious and spiritual commitment?
7. In light of your answer to the previous question, how do you feel that your faith connects with those of other religious backgrounds?
8. Which University Ministry programs have you been involved in during your time at Gonzaga? What did this involvement mean to you?

## **FABER HOUSE STAFF RECOMMENDATION**

THIS EVALUATION MUST BE RETURNED BY FRIDAY, JANUARY 22nd AT 4:30 PM

**Please return this form in a sealed envelope or email to:**

Michelle Wheatley  
 wheatleym@gonzaga.edu  
 University Ministry - MSC 2473  
 Gonzaga University  
 Spokane, WA 99258-2473

Applicant's Name \_\_\_\_\_

This person is applying for one of two or three student assistant positions in Faber House (located at the corner of Dakota and DeSmet). The house is named after Blessed Peter Faber, S.J., a college friend of St. Ignatius and a talented retreat director. Sponsored by University Ministry, Faber House is an on-campus retreat headquarters which fosters and develops our major retreat programs (i.e., Freshmen Retreat, Search Retreat, Cardoner Retreat, Montserrat Retreat). The goal of Faber House is not only to provide a place for developing student retreat leaders, but also to provide a place for students to continue their retreat after returning to campus. Through programs, Faber House serves as a warm house in which to foster new friendships and build Christian community. Because of the programs that Faber House staff are asked to facilitate, and because they must consistently look for ways in which to welcome a larger community, we are looking for students who are mature, outgoing, involved in University Ministry activities and who will appeal to other students.

NOTE: INFORMATION ON THIS CONFIDENTIAL REFERENCE FORM WILL NOT BE SEEN BY THE APPLICANT.

PLEASE EVALUATE THIS CANDIDATE BASED ON THE PERFORMANCE YOU HAVE OBSERVED, AND RECOMMEND THE CANDIDATE BASED ON YOUR EVALUATION.

PART I: Place a check in the appropriate box (/).

(1)Excellent (2)Above Average (3)Average (4)Below Average (5)No Basis for Judgment

	1	2	3	4	5
Leadership abilities:					
Concern for others:					
Enthusiasm:					
Ability to work with, and relate to, a wide range of people:					
Handles criticism well:					
Positive outlook on life:					
Organized in school work and personal life:					
Creative and resourceful:					
Easy to approach and talk to:					
Emotionally mature and stable:					
Responsible:					
Openness to skillful friendship with people of other faiths:					

PART II: Comments, recommendations and general assessment:

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TO BE FILLED IN BY REFERENCE WRITER:

Name \_\_\_\_\_ Official Position \_\_\_\_\_

Organization \_\_\_\_\_ Street Address \_\_\_\_\_

City & State \_\_\_\_\_

How long have you known applicant? \_\_\_\_\_

In what capacity have you known applicant? \_\_\_\_\_

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Signature \_\_\_\_\_

Date \_\_\_\_\_

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University Ministry - MSC 2473  
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In what capacity have you known applicant? \_\_\_\_\_

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Signature \_\_\_\_\_

Date \_\_\_\_\_