



IRONWOOD 3&4 EXPECTATIONS

welcome!





WELCOME FRIEND

I am so very excited to have you on my team this year! I believe that God put you in this building and on this team intentionally. Ironwood will be your home to grow, learn and be challenged. I am excited not just be your boss but also friend, coach, mentor, cheerleader - whatever you ask of me, I am excited to show up as. It is a privilege to do life with you and be invited in to who you are!

effie





MY VISION

I WANT OUR STAFF TO BE A PLACE WHERE YOU FEEL YOU CAN BE YOURSELF. A COMMUNITY OF WOMEN SUPPORTING WOMEN. I HOPE YOU FEEL AS THOUGH YOU CAN WALK AWAY FROM THIS YEAR WITH A BUNCH OF NEW FRIENDS!

I AM HONORED TO GET THE OPPORTUNITY TO BE A PART OF YOUR YEAR, TO CHAMPION, LOVE AND LAUGH WITH YOU.

I PRAY THAT OUR LOVE FOR ONE ANOTHER WOULD BE EVIDENT TO OUR RESIDENTS AND THAT WE WOULD LOVE AND PURSUE THEM WITH GREATER TENACITY THAN WE LOVE AND PURSUE EACH OTHER.

ULTIMATELY, LET'S LEARN TO BE A LITTLE MORE LIKE JESUS TOGETHER.



WEEKLY EXPECTATIONS

STAFF MEETINGS

01

These will be held from 3:30 to 5 PM on Mondays in my apartment. The first Monday of the month we will have an all staff meeting from 5 to 6:30 PM. Attendance is mandatory unless special circumstances are communicated to me prior.

ONE ON ONES

02

These will be one hour meetings between you and I once a week. It is an opportunity to connect with you on life things, RA things, and to be developed. If we are done catching up and with whatever development we are doing and have spoken about everything else, you are free to go before the hour is up. However, if you want to stay and chat for the full hour I would love that!

INTENTIONAL CONVERSATIONS

03

Every week you will need to report intentional conversations you have had with your residents. I ask that you report at least 5 conversations. This is to challenge you all to really get to know your residents. I will send out a spreadsheet at the end of every month with everyone that you have talked to notated. The jotform will be due Sundays at 11:59 PM.

WEEKLY EXPECTATIONS

CHAPEL

04

All RA's are required to attend chapel every Monday morning. You will need to scan in every time you attend. If you are unable to make it, you will need to get approval from me in advance. Please only request an absence day of in the case of sickness.

DUTY

05

Each RA will have duty once a week. You will be doing duty night engagement from 8 to 10 and then from 10 on you are allowed to have your laptops out, but during duty night engagement your focus should be on the residents. The deadline for duty switches is 24 hours in advance of the shift, please do not try to switch day of. You will also need to email me and the RD of the person you are switching with to inform us of the change and update the google sheet. Each night you will have cleaning tasks that will need to be completed on your shift. If you are picking up the phone you will need to come by 4:45 and if you don't drop it off at 9 am you may need to hold it for the rest of the day.

RA TASKS

THESE ARE SOME THINGS YOU CAN EXPECT, BUT
THERE MAY BE ADDITIONAL REQUIRED TASKS

Chapel: RA's are required to attend chapel every Monday unless there is a special circumstance communicated to me prior

Desk Duty: 8-12 PM weekly shifts at the RA desk

Weekend Duty: 8-12 PM Friday & Saturday shifts at the RA desk a couple of times a semester

Holiday Duty: Each RA is assigned a couple of days of duty over either Fall or Spring Break

Community Gatherings (CG's): Twice a month events with your section planned by you and your co

CG Shopping: Shopping for events as needed

Bulletin Boards: Monthly bulletin board with RA's on your floor

All Building Event (ABE): Once a year event with the whole building

Lobby Grab n Go: One semester there will be three grab n go's and you will be required to attend at least two

Closedown: Christmas & Spring closedown - there will be more time commitment during these seasons



ONE ON ONES

Week 1

RD led one on one (3N 2:1)

(Development activity led by me in my office)

Week 2

RA led one on one (4N 2:1, 3N RD led)

(You choose what we do, teach me something, choose where we go, we can play a game, do homework, whatever you want as long as it's not in my office)

Week 3

Two on one (3N & 4N RA Led 1:1)

(Two on one with your co and me)

Week 4

Party on One

(You choose one of three scheduled times to hang out with me and other RA's)

*Calendar invites will be sent out at the start of every month

ONE

COMMUNICATION

I try to proactively communicative with you all and I ask that you would do the same. Please let me know about what is going on in your section, if you will be gone for more than a couple days, if you are feeling overwhelmed by tasks, etc. My goal is to help you succeed and we need to have open communication so I can do that!

TWO

AFTER HOURS COMMUNICATION

You all have my work phone number and that is how you will contact me (as well as email). I don't respond to texts after I am out for the day or over the weekends. This is to create healthy work/life boundaries and allow me to be more present with you all when I am in office. I also ask that you do not message me on social media about work things. If you see me out and about after the work day, I ask that you refrain from asking work questions - just send me an email or text and I'll get to it as soon as I am back in office.

THREE

EMAILS & GROUP ME

I will be sending you all a weekly recap email with all the things you need to know that are coming up. I ask that you read them and put things in your calendar as needed. For things throughout the week, I will send the staff group me messages. I may also text you or you and your co if I need to ask or remind you of something. Please be responsive to those messages.



HOUSEKEEPING

My Apartment

I love hosting you all! You can expect there to be snacks and drinks for almost every meeting. However, I do ask that you clean up after yourselves, washing any dishes used, putting away blankets, etc.

My Office

You are more than welcome to use my office when you are on duty if needed. I just ask that everything is put back the way it was when you leave. If you borrow scissors, staplers, etc. please return them. Also, I would love if you stop by when I am in office! I love catching up with you all outside of our scheduled times. Come hang!



THINGS I VALUE

SHOWING UP ON TIME

QUICK, CLEAR & OPEN COMMUNICATION

STEWARDSHIP OF YOUR HALL & OUR BUILDING

SUPPORTING & ENCOURAGING FELLOW RA'S

PRIORITIZING RESIDENTS

CREATIVE WAYS TO ENGAGE RESIDENTS

RESTORATIVE & IMPARTIAL ATTITUDE WHEN

HANDLING ROOMMATE CONFLICT

ADDRESSING PROBLEMS UP FRONT RATHER

THAN GOSSIPING



IMPORTANT DATES



- DAYTREAT TBD
- RAs move onto campus: Friday, August 11th, 2023
7am-10am
- RA Training: August 14th - August 25th, 2023
- Welcome Week: August 28th - September 1st, 2023
- Ellie out for Wedding & Honeymoon - October 12th
- October 23rd
- Thanksgiving Break: November 23rd - November
26th, 2023
- Living Areas Close for Christmas Break: Saturday,
December 16th, 2023 at 12:00pm (Subject to
change)
- RA's can leave for Christmas Break: Sunday,
December 17th, 2023 at 5:00pm (Subject to change)
- Spring RA Return to campus: Tuesday, January
2nd, 2024 by 7:00am
- Spring Move-In: January 3rd-7th, 2024
- Spring Break: TBD
- All Student Move-Out: Monday, April 29th, 2024 by
12:00pm
- RA Move-Out: Tuesday, April 30th, 2024 after
5:00pm (Subject to change)

*FOR IMPORTANT DATES QUESTIONS
REFERENCE THE SLAPP