

Revised 28 February 2017



RESIDENT HANDBOOK
2017-2018

EXPECTATIONS

Student residents play an integral part in our campus ministry. Residents work closely with the Campus Minister to establish and sustain an authentic Christian witness of God's grace and justice, righteousness and peace.

Residents are committed, practicing Christians who desire personal growth. As such, residents should exhibit strong moral character, personal responsibility, friendliness, and a sense of humor. Living and serving together, they demonstrate God's presence in the world and share Christ's good news.

WHAT RESIDENTS MAY EXPECT FROM UKIRK

As a faith-based community, UKirk provides a living environment that offers:

- Community
- Spiritual support
- Opportunities for leadership growth
- Opportunities to serve others
- Recreational activities
- Secure and safe facilities
- Convenient housing adjacent to campus
- Fully furnished bedroom & kitchen
- Wireless internet access
- Cable TV connections
- Opportunities for discussion, reflection, and worship

WHAT UKIRK EXPECTS OF RESIDENTS

As an integral part of our campus ministry, student residents will:

- Demonstrate commitment to God, the Church, and the UKirk community
- Attend worship regularly in a local congregation
- Act with integrity, fairness, equality, and respect
- Utilize a sense of humor and flexibility
- Be willing to serve and learn
- Think with creativity and imagination
- Demonstrate academic discipline
- Perform household chores and service to the larger UKirk
- Pay rent on time

LIVING IN COMMUNITY

Living at UKirk is different than living in a private apartment or an on-campus residence hall. You are part of a small community of like-minded residence and a large community that makes up our campus ministry. In the sections below topics will be covered to help you understand how to best contribute and thrive in this environment.

COMMUNICATION

Part of living in community means being accessible and available to other residents and the UKirk staff. At the beginning of the year, contact information including cell phone and best e-mail address should be shared.

Communication will come through text message or phone calls. In the event that a lot of information needs to be shared, a text notifying you of an email will be sent. Residents should reply to all messages to confirm receipt.

Additionally, residents should familiarize themselves with Google Calendar. Students can view both the building calendar (to know what groups might be using the space) as well as the ministry calendar (to be reminded of what programs are going on daily).

SERVICE IN KIND

Living at UKirk is intentionally cheaper than living in a comparable dorm on campus. Part of the way UKirk accommodates for this reduction is through service-in-kind given by residents. Each week, residents are expected to perform at least five (5) hours of service-in-kind. These service-in-kind hours occur outside weekly chore commitments.

Residents work directly with the Campus Minister and Administrative Assistant to fulfill their service-in-kind responsibilities. Whenever there is a household meeting, the time spent together is credited toward each student's service-in-kind hours. Tasks that may count toward service-in-kind hours include:

- Chores around the non-residence area of the building
- Lawn work
- Helping with bulk mailings
- Great Hall set-up and clean-up
 - Monthly Faculty Luncheons
 - Weekly Thursday night dinner and programs
 - As needed when private rental occurs

Residents should communicate to the Campus Minister when they have completed a task either via text or in person.

CHORES

Part of living in community means shared space and thus shared responsibility for chores. You are expected to wash your own dishes, the day they are used and put away when they are dry. Each week residents are expected to sweep & mop the residence hallway and kitchen. Additionally, each week the kitchen counters, sink, microwave, and exterior of the refrigerator should be wiped down. Cleaning products are provided for these tasks in the small hall closet. Sweeping, moping and wipe down are rotating chores. Residents can find a calendar of the rotation posted in the kitchen. Residents should complete their chore by Friday evening each week & cross through their name when that chore is complete.

One “chore” that does not involve cleaning which rotates on a weekly basis is lock-up duty. Also noted on the kitchen calendar, the responsible resident will do the following before bed every night on their given week:

- Ensure all exterior doors are locked
- Turn on front porch lights and exterior resident stairwell light. Ensure that the automatic lights outside on the Calvin’s patio are on.
- Close and lock all windows
- Make sure heat/air is off in Library and Great Hall
- Turn off any unnecessary interior lights

If a resident is going out of town for the weekend when they are assigned lock-up duty, they are responsible for finding someone else to cover for them.

Residents are responsible for keeping their bedroom & bathroom clean as well. A broom and toilet bowl cleaner are located in the hall closet. All other cleaning products should be provided by the resident. Toilet paper and paper towels are not provided by UKirk. There will be a startup supply present at move-in but then residents take over responsibility for providing them as needed. At the end of each semester, a cleaning checklist for the bedroom will be distributed to help prepare for break.

Laundry facilities are on-site, basement level. They are quarter machines, \$0.50 for wash and \$0.50 for dry. If residents leave their laundry supplies in the basement, they should clearly label them with their name. Additionally, laundry should not be left in either unit if resident is not in the building.

FACULTY LUNCHEON

Our ministry includes outreach programs for FSU faculty, staff, administration, and others associated with the Tallahassee community. In particular, we conduct a monthly faculty luncheon series each fall and spring. If student residents do not have class on Tuesday from 11:30-2:00 they are expected to be present and will receive a free meal for their service. Student residents assist in these programs by doing the following:

- Set-up tables & chairs
- Set out table cloths

- Provide ice & serving utensils
- Set-up reception table & chair with name tags
- Install microphone & test system for readiness
- Assist with food delivery, set-up, and disposal
- Empty trash & recyclables
- Shake-out table cloths; launder as needed
- Disassemble microphone & store in library

THURSDAY NIGHT GATHERINGS

Thursday evening dinner and programs are mandatory. The Campus Minister may excuse two (2) Thursday night absences per semester. Additional absences may constitute grounds for dismissal from residency. Discuss absences with the Campus Minister in advance.

Local Presbyterian congregations usually supply the meals. Residents greet those who provide these meals and assist meal preparations as needed. This may involve carrying items, setting up serving areas, helping with locating and using kitchen materials, etc.

Residents serve as hosts/hostesses for other students at these gatherings. Be gracious and welcome the stranger. Wear your name tag. Sit with the person who is alone. Help new folks learn the routine and find restrooms as needed.

CONFLICT RESOLUTION

UKirk is a Christian community whose qualities of life include tolerance, sacrifice, forgiveness, and compassion. Healthy relationships require work as well as honesty, empathy, and flexibility. Healthy communities can agree to disagree. Make love your aim, peace our end.

In most cases, it is best to resolve conflict and address grievances as they occur, sooner rather than later, by going directly to their source. Lingering conflicts are unhealthy. Issues should be addressed with the party in question before approaching the Campus Minister. If resolution cannot be found in conversation, the Campus Minister is available to serve as a mediator.

GUESTS

Residents are responsible for their guests' entry and exit. Do not duplicate keys. Notify the Campus Minister and other residents in advance of overnight guest visits. We observe a 12:00 P.M. midnight visitation curfew in all other cases.

The Library is a great place for you to host study groups or small meetings. You are welcome to turn on heat/air as needed and share this space with guests. Additionally, if another event is not going on, you are welcome to use Calvin's Lounge for gathering of friends. You should (1) check the building & ministry calendar to ensure it is not in use, (2) notify Campus Minister and other residents if you gather will be more than four guests, (3) make sure to sweep, empty trash, wipe down all tables, reset furniture, and tuck in couch covers after use.

MICELLANEOUS NOTES

UKirk has a pest-control contractor that comes every other month. They do not schedule their visit. Therefore, the Campus Minister will knock to notify you when they are on site. If you are not in your room, the Campus Minister will let the contractor in, supervise their work and then close and lock the door behind them. Additionally, if there are other maintenance needs or concerns for your safety, the Campus Minister may enter your room.

For personal safety, please keep your bedroom door locked. Additionally, please lock the main hallway door and exterior entrance when you come or go. Keep your keys with you any time you leave the residence.

Mail is sorted on weekdays and delivered to your door or placed in your labeled mail slot in the residence hallway. As a courtesy, let UKirk staff know if you are expecting a package. Packages will be left at bedroom doors unless other instruction is given.

UKirk assumes no liability for personal property loss, theft, or damage beyond what its liability insurance policy coverage allows. All parties affected by loss share UKirk's insurance liability deductible fees in proportion to the valuation of any respective loss. UKirk strongly recommends that residents purchase renter's insurance coverage for all personal property used or stored on the premises. Contact your insurance agent. Special attention should be given to residents' loss liability for personal electronics such as computers, printers, cell phones, video games and equipment, and other costly items.