

# Chapel Coordinator application

2011-2012

This application is designed specifically for the Chapel coordinator position. Applications for other Chapel staff positions (musicians, administrative assistant, artists, etc.) will be made available during spring quarter 2011.

Please contact us with any questions:

Luke Clum, Chapel Coordinator 2010-2011, [lukeclum@spu.edu](mailto:lukeclum@spu.edu)

Bob Zurinsky, staff advisor, [bob@spu.edu](mailto:bob@spu.edu)

# Chapel Coordinator Selection Process

We are looking for a person who is willing to commit their time, energy, and creativity in serving their peers in service for Christ. We consider all interested applicants because we know the critical element in the performance of any service is not necessarily what a person can do, but rather who they are in Christ and what they want to do and will do in what the Lord has called them to. We trust that the spiritual and personal enrichment a person receives from this ministry will be valuable throughout his or her life.

The experiences that come with the position will help you to develop the skills and qualities that you will need throughout life, such as: delegation, responsibility, service, coordination, planning, time management, listening skills, development of ideas, skills in teamwork, self-management, and dependability. This experience will be one of both ministry and learning.

## Desired Attributes of a University Ministries Chapel Coordinator

1. The desire to grow spiritually in the Lord Jesus Christ.
2. The desire to help others grow spiritually.
3. Stability and maturity – emotionally, psychologically, and spiritually.
4. The ability to *motivate* and *facilitate* student involvement.
5. The ability to lead and follow with a servant attitude.
6. The ability to manage projects and activities by setting clear goals and bringing them to completion.
7. The ability to communicate effectively, both written and orally.
8. The ability to organize and manage one's own activities (academic, extracurricular, and ministry-related).
9. The ability to manage the business details and organization of the ministry.
10. The willingness and ability to be mentored and taught by others, especially by the staff of University Ministries and other professionals who have been entrusted with the long-term development of the campus ministries.

## Minimum Qualifications for Applicant

1. A commitment to work as the University Ministries Chapel Coordinator for

- one academic year. Average time commitment of 20-25 hours per week.
2. A commitment to attend training sessions and regular meetings throughout the year, including Fall Leadership Conference (Summer 2011).
  3. Minimum Cumulative GPA of 2.5.

### Application Information

Completed applications are to be turned in to University Ministries. Please type or print neatly (using black or blue ink). Also, feel free to include any additional information which you think might be helpful. Read the reference form as well, so that you will be familiar with what we ask your references about you. It is your responsibility to make sure references are turned in on-time.

Applications and references are due to Luke Clum (c/o Bob Zurinsky, University Ministries) by:

**5:00 p.m. on Monday, April 18, 2011**

*You'll find the University Ministries mailing address  
on the last page of this application packet.*

### A Final Word to the Applicant

You are encouraged to enter into the University Ministries Coordinator Selection Process seeking God's guidance, prayerfully and thoughtfully. This ministry is both challenging and rewarding; however, the rewards are not always evident and immediate. We would strongly encourage you to talk with members of current Chapel Staff to find out more about what this ministry will involve next year. It is also important to talk to the current leaders of the ministry so that you are aware of the *long-term vision and goals* for the program. Each ministry is growing and developing over time, and each year's coordinator needs to have a clear vision of their own place in that larger process. Many have come before, and many will come after.

We wish you well during the selection process!

# Chapel Coordinator Job Description

## General Purpose

The Chapel Coordinator is responsible for the design and implementation of campus worship services including, but not limited to, the Tuesday morning Chapel service (other possible services include Celebration Week, various nights of worship ,etc). This includes directing, rehearsing, and planning each service with professionalism and a commitment to the Christian community of Seattle Pacific University. The average time commitment for this position is 20-25 hours per week throughout the academic year (some advance preparation during the summer months is also necessary – during this time you will work with the program advisor to develop year-long themes, staff training schedule, etc).

## Key Requirements/Responsibilities

- To work with University Ministries, Chapel Speakers and the Chapel Staff to develop a vibrant worship experience within the life of the SPU community
- To select the Chapel Staff members during Spring Quarter 2011
- To meet weekly with the Chapel Staff for times of planning, rehearsal, and prayer/devotion
- To supervise Chapel Staff, encouraging and motivating them to complete their assigned tasks and ministries
- To participate in relevant meetings and activities where Chapel Staff needs to be represented (i.e.: Campus Ministry Council, Senate, etc.)
- To develop programming that promotes involvement in other ministries
- To be ultimately responsible for the administrative tasks of Chapel Staff by supervising the Administrative Assistant
- To be aware of worship needs of students at SPU
- To be aware of relevant worship practices for college students
- Previous involvement in worship ministry
- A desire to grow spiritually and explore the worship of God in all forms

## Normal Time Commitments

The Coordinator is expected to participate in the following regular meetings, *in addition* to the time spent preparing the service order and music:

Fall Leadership Conference (approx 3 days)

Winter University Ministries Leadership Retreat (2 days)

Weekly Chapel cadre (2 hours)

Weekly Chapel band practice (Monday 6-9PM)

Weekly Chapel planning meeting (1-2 hours)

Weekly meeting with University Ministries advisor (2 hours)

Weekly meeting of the Campus Ministry Council (1 hour)

Weekly Chapel service setup, production, cleanup (Tuesday 8-11AM)

Other responsibilities may arise as seen fit by University Ministries and the Chapel Advisor

### Accountability

The Chapel Coordinator shall report directly to the designated staff person (Advisor) in University Ministries and shall ultimately be responsible to the ASSP VP of Campus Ministries. The Coordinator shall also work alongside the Urban Involvement, group, Latreia, SPRINT, Sharpen, and SMC Coordinators (the Campus Ministry Council).

### Selection

The Chapel Coordinator shall be selected by the previous year's Chapel Coordinator and the Chapel Advisor, with input from the ASSP VPM and other Chapel and University Ministries staff members.

### Compensation

As per ASSP Constitutional Bylaw Article III, Section 5. More information about estimated salary can be obtained from the current Chapel Coordinator.

# University Ministries Chapel Coordinator Application 2011-2012

Name: \_\_\_\_\_ Mailstop: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Student ID: \_\_\_\_\_

Date of Admission to SPU: \_\_\_\_\_

Class Status as of Fall '11: \_\_\_\_\_

Current Cumulative GPA: \_\_\_\_\_

Have you ever attended another college or university? If so, when and where?

Summer mailing address: \_\_\_\_\_  
\_\_\_\_\_

Summer phone (if different from cell phone number above): \_\_\_\_\_

## **Reasons for application**

Why do you wish to be considered for a position as the Chapel Coordinator? What has brought you to this place?

**Statement of faith**

Please write your testimony/statement of faith in words which a non-Christian would understand.

**Spiritual growth – your recent journey**

Describe your own spiritual journey over the last 12 months. What big themes have you been wrestling with? What ways do you think you've grown? What practices have helped to encourage your growth?

**Personal background and vision**

What are your personal life goals as far as you know them right now? How would a position with Chapel help you reach those goals?

**Personal Evaluation**

Please identify and describe three strengths and three weaknesses, which you would bring into a position with the Chapel program.



**Coordinator's vision for worship**

What do you think should be the priorities of a worship service in general? What about a worship service at a university like SPU? What might be your approach in achieving these priorities?

**The "Chapel" experience**

Based on your experience with the Chapel worship service, describe the purpose and goals of this service in particular. Based on your understanding, why do we approach worship the way we do?

**Other time commitments**

Please list all extra-curricular activities in which you plan to be involved in next year (i.e. church, intramurals, SPU athletics, student teaching, work, etc.). Give an estimate of your weekly time commitment to each.

## Personal References

Three reference evaluation forms are included with this application. It is your responsibility to make sure they are submitted to University Ministries by the due-date of this application. List the names, addresses, and phone numbers of your references below.

	Name	Address	Phone
1.			
2.			
3.			

**Please note that the information contained on the completed reference form is considered CONFIDENTIAL and will not be available for review by the applicant or any other individual who is not involved in the selection process.**

*Have references sent to:* Luke Clum c/o Bob Zurinsky  
University Ministries, Suite 207  
Seattle Pacific University  
3307 Third Ave West  
Seattle WA 98119  
Fax#: (206)281-2730

The information provided in this application is true and accurate as I have represented it.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Reference Form

(To be completed by peer leader [PA, SMC, RHMC, or other student leader])

Name of Applicant \_\_\_\_\_

The person named above is applying for a position as the 2011-2012 University Ministries **Chapel Coordinator** at Seattle Pacific University. "Chapel" is the Tuesday morning all-campus worship service. The Coordinator is the lead student position with this ministry, responsible for motivating and supervising all other student leaders. To be successful, a person in this position must possess or be capable of developing the following attributes:

- The desire to grow spiritually in Jesus Christ
- The desire to help others grow spiritually
- Stability and maturity – emotionally, psychologically, and spiritually
- The ability to establish and maintain healthy relationships
- The ability to lead with a servant attitude
- The ability to manage activities (i.e., to set and complete goals)
- The ability to communicate effectively, both written and orally
- The ability to organize and manage one's own affairs (academic as well as ministry responsibilities)

Those involved in the University Ministries selection process would greatly appreciate your assessment of this candidate based on his/her personal characteristics, spiritual maturity, and potential for success in this role.

Please mail this reference form to Luke Clum in University Ministries by Monday, **April 18, 2011**, at this address:

Luke Clum c/o Bob Zurinsky  
University Ministries, Suite 207  
Seattle Pacific University  
3307 Third Avenue West  
Seattle, WA 98119  
Fax: (206)281-2730

**NOTE: This form will be used only for the purpose of selecting the Chapel Staff members for next year. As such, the information contained herein is CONFIDENTIAL and will not be available for review by the applicant or anyone else who is not directly involved in University Ministries Chapel Staff selection process.**

How well do you know the candidate?      Slightly\_\_\_\_      Fairly well\_\_\_\_      Very well\_\_\_\_

How long and under what circumstances have you known the candidate?

Please rate this candidate according to the following criteria.

Feel free to comment in the space provided.

5= Excellent 4= Above average 3= Average 2= Below average 1= Don't know

- 5 4 3 2 1 **Spiritual Maturity:** Consider the demonstration of a personal and growing faith in Jesus Christ. Comments:
- 5 4 3 2 1 **Leadership:** Consider the ability to inspire others, to coordinate and lead activities, to facilitate group interaction. Comments:
- 5 4 3 2 1 **Ability to Relate to Others:** Consider ability to accept diversity of others, work cooperatively, and to communicate/relate interpersonally. Comments:
- 5 4 3 2 1 **Social Sensitivity:** Consider the applicant's ability to be sensitive to and understanding of the feelings and reactions of others and the ability to make effective responses to them. Comments:
- 5 4 3 2 1 **Ability to work with staff and supervisors:** Consider individuals' attitude toward supervision and group / staff relationships. Comments:
- 5 4 3 2 1 **Spiritual Commitment/Concern:** Consider individual's personal relationship with Jesus Christ, endeavoring to lead a Christ-centered life, desire to help others in spiritual matters. Comments:
- 5 4 3 2 1 **Organization:** Consider the ability to prioritize tasks and manage time wisely. Comments:

Additional comments that might help us evaluate the candidate. (Attach additional pages as needed.)

Please indicate your reaction to this person's potential for success as the University Ministries Chapel Coordinator by checking one response:

- Highly recommend       Recommend with reservations (please attach explanation)  
 Recommend       Would not recommend at this time (please attach explanation)

Name (printed) \_\_\_\_\_

Your Title/Organization \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Reference Form

(To be completed by Faculty, Professional Staff or Pastor)

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Signature \_\_\_\_\_ Date \_\_\_\_\_