This application is designed specifically for the group coordinator position. Applications for other group staff positions (band member, administrative assistant, arts team, sound tech) will be made available by April 2.

Please contact us with any questions:

Nolan Kurtz, group coordinator 2013-2014, kurtzn@spu.edu

Bob Zurinsky, staff advisor, bob@spu.edu

The group ministry is a collaborative partnership between the Office of University Ministries and the Associated Students of Seattle Pacific.
group 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 Group Coordinator

1. The desire to grow spiritually in the Lord Jesus Christ.
2. The desire to help others grow 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 Group 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 (at the end of Summer 2014).
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 online 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 form links are sent out to your three references with sufficient time to receive them back by April 11.

Applications/references are due to Nolan Kurtz (c/o Bob Zurinsky, University Ministries) by:

5:00 p.m. on Friday, April 11, 2014

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 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 Group 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!
Group Coordinator Job Description

General Purpose
The group Coordinator is responsible for the design and implementation of campus worship services including, but not limited to, the Wednesday evening group 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). For more information about the group ministry, please familiarize yourself with the group website (www.spu.edu/group).

Key Requirements/Responsibilities
To work with ASSP, University Ministries, group speakers and the group Staff to develop a vibrant worship experience within the life of the SPU community
To select next year’s group Staff members during Spring Quarter 2014
To meet weekly with the group Staff for times of planning, rehearsal, and prayer/devotion
To supervise group Staff, encouraging and motivating them to complete their assigned tasks and ministries
To participate in relevant meetings and activities where group 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 group Staff by supervising the Administrative Assistant and the Sound Technician positions
To be aware of worship needs of students at SPU
To be aware of relevant worship practices for college students
Musical proficiency in one’s own instrument(s)
Previous worship leading experience, and solid understanding of the group worship service
A desire to grow musically 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 and Orientation (approx 10 days before the start of Autumn Quarter)
- Winter Quarter Ministries Leadership Retreat (2 days)
- Weekly group staff cadre (2 hours)
- Weekly group band practice (3 hours)
- Weekly group planning meeting (1 hour)
- Weekly meeting with University Ministries advisor (2 hours)
- Weekly meeting of the Campus Ministry Council (1 hour)
- Weekly group service setup, production, cleanup (8 hours on Wednesday, 4pm-midnight)
- Other responsibilities may arise in consultation with the group Advisor

Accountability
The group Coordinator shall report directly to the designated staff person (Advisor) in University Ministries and shall ultimately be responsible to the ASSP VP of Ministries. The Coordinator shall also work alongside the Urban Involvement, Chapel, Latreia, SPRINT, Sharpen, Relinquish, SMC Coordinators, and all staff advisors (aka the Campus Ministry Council) to pursue common goals of ministry on campus.

Selection
The group Coordinator applicants shall be interviewed by the Advisor, current group coordinator, current Vice President of Ministries, and incoming Vice President of Ministries. This team will select their top choice from among the candidates, to be approved by the Campus Ministry Council and the ASSP Senate.

Compensation
As per ASSP Constitutional Bylaw Article III, Section 5. More information about estimated salary can be obtained from the current group Coordinator.
Group Coordinator Application
2014-2015

Name:_________________________ Email:_________________________

Mailstop/address:_________________________ Cell Phone:_________________________

Major: _______________ Minor: _______________

Student ID: ____________________

First quarter that you attended SPU: _______________

Class Status as of Fall 2014: _______________

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): ____________________
Using a separate sheet(s) of paper, please answer all of the following questions, using as much space as is necessary to communicate your answers to the selection committee:

1) **Reason for application.** Why do you wish to be considered for a position as the group Coordinator? What has brought you to this place?

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

3) **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?

4) **Personal background and vision.** What are your personal life goals as far as you know them right now? How would a position with group Staff help you reach those goals?

5) **Personal Evaluation.** Please identify and describe three strengths and three weaknesses which you would bring into a position with group Staff.

6) **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?

7) **The “group” experience.** Based on your experience with the group worship service specifically, describe the purpose and goals of this particular service. Based on your understanding, why do we approach worship the way we do? What is unique about the “group” approach?

8) **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**
The following web link directs you to our **online reference form**. It is YOUR RESPONSIBILITY to send this link to 3 personal references, and make sure that they submit this form to us by April 11. In addition, please list the contact information for these references below in case we need to follow up on any of their comments. Please note that you must have one reference from a **pastor or spiritual mentor**, one reference from a **current student leader** at SPU (PA, SMC, ministry core member, etc), and one other **person of your choice** who knows your heart well (and who is not a member of your family).

Online reference form link: [https://www.surveymonkey.com/s/umreference](https://www.surveymonkey.com/s/umreference)

<table>
<thead>
<tr>
<th>Reference Name</th>
<th>Email Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

**Return application materials to:** Nolan Kurtz c/o Bob Zurinsky
University Ministries
Seattle Pacific University
3307 Third Ave West, Suite 207
Seattle, WA 98119
Fax#: (206)281-2730

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

Signature____________________________________ Date____________________