



UMin Chapel & Events Coordinator

Time Requirement: 15 hours/week

Compensation: \$5,555 stipend (pending final approval) distributed over three academic quarters.

Position Description

The Office of University Ministries (UMin) supports the spiritual life of SPU through its various programs and initiatives. Working alongside University Ministries pastoral staff the UMin Student Coordinators contributes to the worship and spiritual life of SPU by providing leadership, creativity, and support to University Ministries initiatives and programs. This team is responsible for providing design and marketing solutions, event planning, and program coordination for areas of University Ministries. UMin ministries incorporates overall spiritual formation areas that partner with and include areas of Campus Ministries and the John Perkins Center. The team works collaboratively with each other and other ministry teams to leverage their collective gifts and skills towards serving God, campus, and community.

The **UMin Chapel & Events Coordinator** provides leadership alongside the University Chaplain to program development and event planning for UMin initiatives with special emphasis on working with on campus organizations, student groups, and departments to engage campus in ministry programs, chapel and activities that facilitate opportunities to “See God. Be Loved. Transforming in community...”. This person will collaborate with the University Chaplain and student leaders to promote participation in the spiritual life of SPU. The ideal candidate has event planning and program implementation experience with interest in Christian ministry. This year-long commitment of 15 hours/week includes but is not limited to:

- Live into their relationship and love for God as a Christian disciple.
- Serve as primary point person for all design and marketing, working with UMin to cast vision and execute the logistics and plans.
- Project management (time, budget, resources, etc.).
- Communication and coordination with on and off-campus constituents as needed (students, organizations, staff, faculty, etc.).
- Support of Chapel, special events, and other team projects.
 - Must be available on Tuesdays from 9am-1pm and Thursdays from 11-12pm.
 - (If you have a conflict please note this.)
- Regular office hours to collaborate with entire team.
- Meet 1x1 with University Chaplain & attend team meetings.

- Representing UMin Team at weekly AMC meetings
- Other duties as assigned.

Additional Team Requirements

This year-long commitment also includes the following:

- Attend Spring 2024 Leadership Kick-Off (May 13, 2024).
- Attend required SLDC Student Leadership Training including Leadership Conference or All-UMin Trainings/Retreats (1-2x/yr).
 - Attend Fall Leadership Conference and Orientation events and Planning meetings at beginning of the year (tentatively Sept 24-29, 2024)
 - Attend Winter Ministry Retreat (TBD, Likely Saturday of Week 1 in Winter Quarter).
 - Attend all SLDC In-Service Events, class and work schedule permitting (quarterly; required for all student leaders).
- Attend Chapel regularly, AMC (weekly), and University Ministry events (per event).
- Maintain cumulative GPA of 2.75.
- A commitment to uphold the SPU Student Standards of Conduct and be in good standing with the University.

General Coordinator Qualifications

- Ability to work well with a variety of people (team members, students, faculty, staff, and general public).
- A desire to grow spiritually and explore ministry through creative avenues.
- Previous involvement in ministry preferred, but not required.
- Passion and demonstration of intentionality for the spiritual growth and vitality of the SPU student body.
- Attention to detail and management of projects with multiple moving parts.
- Ability to motivate and facilitate student involvement.
- Ability to lead and follow with a servant attitude.
- Effective communication skills, both written and oral.
- Ability to organize and manage one's own activities (academic, outside employment, other extra-curricular involvement).
- The willingness to be mentored and taught by others, especially University Ministries staff and other professionals who have been entrusted with the long-term development of SPU's spiritual formation.