



UMin Ministries Team

Time Requirement: 15-18 hours/week

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

Total Positions: Three positions:

- (1) UMin Design & Marketing Coordinator
- (2) UMin Chapel & Events Coordinator
- (3) Catholic Connections Coordinator

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 Design & Marketing Coordinator** provides leadership alongside the UMin staff to design and produce various media and marketing solutions. The ideal candidate has design and visual communications experience and skills that they desire to leverage for ministry purposes so that all students are invited to live into our mission to “See God. Be Loved. Transforming in community”. This person is ideally familiar with design software (e.g. Adobe Creative Suite, Canva, Publisher, etc.) and various media platforms (e.g. Instagram, Facebook, video, print posters/fliers, etc.).

This year-long commitment of 15-18 hours/week includes but it not limited to:

- Live into their relationship and love for God as a Christian disciple.
- Leading and facilitating the design and production of visual and social media (print, electronic, video promos and recaps, etc.).

- 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.).
- Leading the development of marketing plans for various UMin initiatives.
- Communication and coordination with on and off-campus constituents as needed (students, organizations, staff, faculty, etc.).
- Support special events and other team projects.
- Regular office hours to collaborate with entire team.
- Meet 1x1 with Designated supervisor of UMin Staff & attend team meetings.
- Representing UMin Team at AMC for weekly AMC meetings.
- Other duties as assigned.

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 15-18 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.
- 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.

The **Catholic Connections Coordinator** provides leadership to program development and event planning for our Catholic Students so that they might fellowship and grow in community and have the opportunity to “See God. Be Loved. Transforming in community...”. This person will cultivate opportunities for connection, fellowship and spiritual growth within our Catholic community, 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 15-18 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 student Catholic ministries, programs, chapels, mass, etc. including working with our local parish at St. Annes and our partners at the UW Newman Center.
- Help recruit, train and lead the Catholic Connections Volunteer Ministry Team, which includes regular meetings.
- 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.
- 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 2023 Leadership Kick-Off (TBD).
- Attend required SLDC Student Leadership Training including Leadership Conference or All-UMin Trainings/Retreats (1-2x/yr).
 - Attend Fall Leadership Conference at beginning of the year (tentatively Sept 2-6, 2023)
 - 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, 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.