



Upperclass & Commuter Ministries Coordinator

Time Requirement: approx. 15 hr/week

Scholarship: \$5555 (pending final budget approval)

Hiring for 2 Positions – Option to focus on Hospitality Ministries or Formation Ministries

What is Upperclass & Commuter Ministries (UCM)?

UCM exists to create spaces of community and spiritual growth for upperclass, commuter, CHA, and transfer students at SPU. This is accomplished through ministries of hospitality (monthly lunch or food provision events), as well as programming geared toward spiritual formation & building community. UCM also partners frequently with the staff and students of the Collegium to provide spaces of care and support for commuters.

What do the UCM Coordinators do?

The two UCM coordinators work together to lead the UCM Core team in pursuit of serving upperclass, commuter, CHA, and transfer students. Together, they manage administrative details of UCM: tracking expenses, coordinating staff meetings, meeting 1x1 with team members, and overseeing event logistics.

From there, each Coordinator takes primary responsibility for one area of UCM outreach—*Hospitality* (monthly lunch or food provision events) or *Formation* (small groups and other events geared toward spiritual growth and building community). Under the leadership and advising of a Campus Ministries staff member, both Coordinators work together to cultivate opportunities for connection, material care, and spiritual growth for UCM constituents.

UCM Coordinator Position Description

- Model a love for Jesus and being a Christian disciple.
- Have a passion for cultivating opportunities for connection, material care, and spiritual growth for upperclass and commuter students.
- Help recruit, train, and lead UCM Volunteer Team, including monthly volunteer meetings.
- Serve as primary point person for one area of UCM programming—either Hospitality or Formation, working with Core Team to cast vision and executive logistics of these areas.
- Alongside of CM Advisor, manage the UCM budget.
- Attend weekly All Ministries Council (AMC) meetings, led by the ASSP Vice President of Ministries, and in collaboration with student coordinators from across University Ministries.
- Attend Fall Leadership Conference & help lead training as appropriate for UCM Core Team (tentatively Sept 2-6, 2023).
- Attend any required SLDC Leadership Training (typically quarterly) or All-UMin Trainings/Retreats (1-2x/yr).
- Other duties as assigned.

Qualifications/Commitments

- A commitment to work with UCM for one academic year.
- Minimum cumulative GPA of 2.75.
- A commitment to uphold the SPU Student Standards of Conduct and be in good standing with the University
- A commitment to attend training sessions and regular meetings as listed on the job description.
- Ability to lead and follow with a servant attitude
- Ability to motivate and facilitate student involvement
- Effective communication skills
- 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.