



## **Gatherings Student Coordinator**

*Reports to Pastor Megan*

*Updated 12/17/21*

*Scholarship of \$4,830 (\$2,415/semester)*

*10 hours per week*

**Helps, visibly lead and cultivate the spiritual vitality of our community and foster the spiritual development of each member by facilitating corporate spiritual growth opportunities.**

### **Inspiring and Pastoral Leadership**

- Provides leadership, oversight, and vision to all gatherings and volunteers
- Maintains exciting, welcoming, and spiritually focused chapel environment
- Helps keep individual gatherings effective and overall chapel calendar successful
- Helps foster the heart for congregational spiritual formation within the NU Community
- Meets one on one regularly with students to give pastoral care

### **Team-building**

- Leads weekly gatherings team meeting with pastoral staff
- Builds team of volunteers to coordinate all gatherings
- Casts vision for gatherings to volunteer teams

### **Administration**

- Updates and oversees planning center as it pertains to gatherings
- Serves as liaison between ASNU, Res Life, and CM teams as needed
- Communication, marketing, and advertising as it pertains to gatherings
- Oversees announcements in chapel
- Connects weekly with Pastor Megan
- Provides administrative and general support as need to anything involving gatherings including worship teams, advertising, budgeting, greeters, hospitality, etc.

### **Weekly Gatherings and Event Planning**

- Plans orders and liturgy for all gatherings with pastoral staff
- Connects with and leads speakers, guests, and volunteers as it pertains to gatherings
- Works to ensure gatherings are done with a standard of excellence
- With pastoral staff, oversees executing special events such as conferences, REVIVES, orientation, Ignite, Christmas Pursuit, Easter Pursuit, Prayer nights, Baptism night, etc.
- Facilitates hospitality for guests with Hospitality Student Coordinator

- Helps with upkeep of the chapel

***\*Aside from this job description, all Campus Ministries student coordinators must abide by the general Campus Ministries Student Coordinator Expectations, provided in the application materials.***