



Chapel Media Student Coordinator

Reports to Jamie Shores & Ben Schlegelmilch

12/16/2024

Scholarship of \$6,155 (\$3,077/semester)

12-15 hours per week (on average)

**Hired as a student worker, and paid hourly throughout semester*

Provides vision and leadership to the Campus Ministries Student Leadership Team related to any media needs:

JOB RESPONSIBILITIES INCLUDE:

Inspiring and Pastoral Leadership

- Partners with the Chapel Media Technician to provide leadership, oversight, and vision to all gatherings as it relates to tech and media
- Provides visible spiritual leadership to NU Worship and Northwest Community
- Helps foster heart for congregational spiritual formation within NU Community
- Meets weekly with supervisor

Team-building

- Leads implementing the vision of the Chapel Media Technician and Campus Pastors for all gatherings as it relates to tech and media
- Assists in leading media volunteer staffing for chapels and campus events, when needed
- Recruits and trains media volunteers
 - Audio Engineer
 - Audio Recording and editing
 - Stage Managing
 - Monitor Engineer
 - Lighting
 - ProPresenter
 - Camera Operator
 - Video recording and switching
 - Video presentation switching operator
 - Director
- Develops new leaders from the volunteer staff for each area listed above
- Flexible and willing to jump in when needed

Administration

- Helps oversee chapel media email
- Assists in all audio, image, and video aspects of Chapel/School events.
- Establishes, maintains, and oversees quality and professional standards for media involved in services
- Creates and maintains set design and lighting in chapel
- Helps with upkeep of the chapel and stage

- Provides technical support to Technical staff/Leaders

Weekly Gatherings and Event Planning

**Must have a background in audio/video or must be currently enrolled in such courses.*

****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.***

CAMPUS MINISTRIES STUDENT LEADERSHIP EXPECTATIONS

2025-2026

Purpose:

Northwest University Campus Ministries exists to cultivate the spiritual vitality of our community and to foster the spiritual development of each member by fostering spiritual growth personally, relationally, congregationally, and missionally.

It is **expected** that a Campus Ministries Student Coordinator: (In addition to job description)

- Exemplifies Christ-like character & spiritual leadership to the NU community
- Maintains all citizenship standards required in the Community Handbook
- Maintains 2.5+ GPA during both semesters as a student coordinator
- Maintains passing Spiritual Life attendance status
- Maintains good reputation in and outside the NU community
- Participates in administration, recruitment, and promotion for department success
- Attends mandatory weekly Campus Ministries team meeting
- Meets weekly with their supervisor(s)
- Does weekly office hours, as discussed with supervisor(s)
- Keeps track of ministry's budget, with supervisor(s)
- Leads and speaks in gatherings, as needed
- Represents NU and Campus Ministries, as needed
- Invest in supporting campus-wide programming through attendance and volunteerism: (Welcome Weekend, Halls-O-Ween, Family and Homecoming Weekend, and Serve Day, to name a few)

Required Dates:

- **Spring New Leader Retreat:** March 29, 2025
- **Fall Campus Ministries Return Date:** August 10, 2025
- **Fall Campus Min Training:** August 11-13, 2025
- **Fall SLAT:** August 13-15, 2025
- **Fall Free Days:** August 17-18, 2025
- **Campus Ministries Prep Days:** August 18-20, 2025
- **Welcome Weekend:** August 21-24, 2025
- **Campus Min Retreat:** TBD
- **Family & Homecoming Weekend:** TBD
- **(CSLC) Mid-Semester Training:** October 21, 2025
- **Spring Return Date to Campus:** January 9, 2026
- **Spring SLAT:** January 9-11, 2025

Disciplinary Action:

The Campus Ministries staff reserves the right to place any student coordinator on probation and/or remove any student from involvement for failure to comply with the Lifestyle Standards or as otherwise deemed necessary.