



Gatherings Student Coordinator

Reports to Jamie Shores

Updated 12/16/24

CM General Student Leadership Expectations:

- Bring pastoral care to the NU community
- Lead a Life Group
- Meet with Supervisor for one-on-one meetings
- Hold weekly office hours
- Help foster biblical community through leading personal, relational, congregational, and missional spiritual formation
- Assists in leading spiritual formation through various Campus Ministries programming

Position Summary

- Helps, visibly lead and cultivate the spiritual vitality of our community by facilitating congregational gatherings and other spiritual growth opportunities

Responsibilities

- 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
- Partners with Campus Pastors in leading weekly pre-gathering team meetings
- Builds team of volunteers to help coordinate gatherings
- Casts vision for gatherings to volunteer teams
- Works to ensure gatherings are done with a standard of excellence

Administration

- Updates and oversees planning center, as it pertains to gatherings
- Oversees the implementation of reminders in chapel
- Provides administrative and general support as needed to anything involving gatherings including worship teams, advertising, greeters, hospitality, etc.

Weekly Gatherings and Event Planning

- Connects with and leads speakers, guests, and volunteers, as it pertains to gatherings
- With Campus Pastors, oversees executing special events such as conferences, REVIVES, orientation, Ignite, Christmas Pursuit, Easter Pursuit, Prayer nights, Baptism night, etc.

Hours & Scholarship

- 10 hours per week (on average)
- The scholarship for this student leadership position is \$5,124, which is a 14% tuition scholarship based on the 25-26 tuition.

***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, 2026

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.