



Chapel Media Student Coordinator

Reports to Discipleship Pastor & Chapel Media Technician

1/26/2026

12-15 hours per week (on average)

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

Hourly Rate of pay is minimum wage

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 Ministry 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 on the next few pages.***



CAMPUS MINISTRIES STUDENT LEADERSHIP EXPECTATIONS

2026-2027

Purpose:

At NU, we envision and work towards a community of Spiritual Vitality that fosters the Spiritual Formation of each member. Through the power of the Holy Spirit, our aim is that you would:

- 1. Experience the Call of God**
- 2. Express the Call of God**

We believe that this occurs through our Spiritual Formation in two Key Areas:

- 1. Gatherings**
- 2. Groups**

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

- Exemplifies Christ-like character & spiritual leadership to the NU community
- Brings pastoral care to the NU community.
- Leads a Life Group
- Helps foster biblical community through leading personal, relational, congregational, and missional spiritual formation.
- Assists in leading spiritual formation through various Campus Ministries programming
- 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, One Night, Family and Homecoming Weekend, and Serve Day, to name a few)
- Student leaders are asked to help support multiple campus events to make them happen. This includes, but is not limited to, One Night, Serve Day, Welcome Back Bash, and Family Weekend. Dates and details to be provided in August.

Required Dates:

- **SLAT (Student Leadership Activities & Training) Kick Off:** March 28, 2026
- **Fall Campus Ministries Return Date:** August 9, 2026
- **Fall Team & Student Leadership Training:** August 10-19, 2026
- **Welcome Weekend:** August 20-23, 2026
- **Campus Min Retreat:** TBD
- **Family & Homecoming Weekend:** TBD
- **Fall Mid-Semester Training:** TBD
- **Spring Return Date to Campus:** January 8, 2027
- **Spring SLAT:** January 8-10, 2027

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.

