



Hospitality Student Coordinator

Reports to Discipleship Pastor
Updated 1/12/2026

Position Summary

- Provides and ensures that the Chapel and Campus Ministries office are spaces of hospitality for the community and our guests

Inspiring and Pastoral Leadership

- Provides leadership, oversight, and vision to all gatherings and volunteers
- Maintains exciting, welcoming, and spiritually focused chapel environment
- Helps foster the heart for congregational spiritual formation within the NU Community
- Meets one on one regularly with students to give pastoral care
- Assists in leading spiritual formation through various Campus Ministries programming

Provides support to Hospitality, including any recruiting and promotion necessary to make these areas of ministry a success

- Oversees chapel greeting team for all gatherings
- Oversees keeping Campus Ministries office as a hospitable place
- Ensures that the chapel is a hospitable place for the NU community and our guests
- Provides hospitality to guests
- Maintains upkeep of Chapel Green Room, lobby, and chapel alongside Gatherings Student Coordinator
- Gives administrative support to all gatherings, chapel scanning, and NU Connect through office hours; works alongside Gatherings Coordinator

Hours & Scholarship

- 8 hours per week (on average)
- The scholarship for this student leadership position is \$4,140, which is based on a percentage of 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 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.