

WELCOME!

Dear Prospective Campus Ministry Coordinator:

Welcome to the 2023-2024 Campus Ministry Coordinator application process. The Campus Ministry Coordinators, through their ministry and investment in the lives of those around them, have a great opportunity to affect the spiritual climate at Whitworth. Each CMC makes a major contribution to community working behind the scenes to support Campus Ministry in the residence halls on campus. In this way, being a Campus Ministry Coordinator offers many opportunities to develop leadership and ministry skills that will serve you well during your college years and long after you leave Whitworth.

Before you begin completing your application, take time to read all of the materials provided on the CMC hiring website. The Campus Ministry Coordinator job description will help you more fully understand the position for which you are applying. If you encounter questions along the way, please feel free to contact any member of the Campus Ministry team in the chapel.

As you consider being a Campus Ministry Coordinator, give special attention to the enclosed timeline. Applications will be **due by midnight on Sunday, March 5, 2023**. If you have questions regarding the position, please refer to the FAQ document on the website or contact Lauren Taylor, campus pastor in the Chapel. We look forward to getting to know you better in this application process.

Sincerely,

Lauren Taylor

Application Instructions

1. Go to the following link: <https://webforms.whitworth.edu/student-life/student-leadership-positions/>
2. Complete the Campus Ministry Coordinator Application online by midnight of Sunday, March 5, 2023. You will also be expected to upload a professional résumé and cover letter as part of the application process. The quality of your application, résumé and cover letter is highly valued; poorly written materials will affect your candidacy. For additional resources regarding resumes and cover letters visit career services and/or use the following link: <https://www.whitworth.edu/cms/administration/center-for-career-and-professional-development/students/>
You must complete and submit the online Campus Ministry Coordinator Application by Sunday, March 5, 2023 before a reference may submit a recommendation for you.
3. At the completion of your application, there will be an online prompt for you to provide the names and email addresses for the request of a reference. Please have **only two of the following individuals** submit a recommendation in order to complete your application.
 - A spiritual mentor/pastor/professor
 - A peer in student leadership (your CMC, an RA, a CDA, etc.)

Request these forms be returned from these two individuals **ON OR BEFORE Wednesday, March 8, 2023 by 9 a.m.**

It is your responsibility to ensure all references have been completed and submitted prior to the date above. Any missing documents may result in your ineligibility from the hiring process.

4. You may continuously check the status of your application by accessing the following link: <https://webforms.whitworth.edu/student-life/student-leadership-positions/>

For further information, please refer to the Position Description, Timeline, and FAQ on the CMC hiring website. If any questions should arise, please do not hesitate to email laurentaylor@whitworth.edu.

Campus Ministry Coordinator Job Description

Title: Campus Ministry Coordinator

Responsible to: Directly responsible to the campus pastor and indirectly responsible to the resident director of the residence hall where the CMC works and lives.

Position Data: 8 1/2 month, part-time, live-in position requiring approximately 10 hours per week. Employment begins Friday, Aug. 25, 2023 and will end Monday, May 13, 2024 (the Monday before finals week). *Actual employment period corresponds in the opening and closing of Whitworth University housing, including Jan Term.* Please note: some work and additional training times are not compensated, but are required. All CMCs will be required to enroll in Campus Ministry (TH 381), a 2 credit class, in the fall. The class meets Thursday nights from 6:30-8:30 p.m. If needed, one credit for this course can be waived. In addition, all CMCs are required to enroll in GE 330 (Tues 2:20-3:15 p.m.) and complete required assignments. All CMCs are responsible to contact the AC in the residence hall in which they are assigned to establish housing parameters. If the student is in a double room, they are expected to have a roommate for both semesters; the housing office is not responsible for this placement.

Qualifications:

- A vibrant and growing commitment to faith in Jesus Christ and a passion for ministry.
- A desire to grow personally and professionally, developing ministry and leadership skills by investing in the leadership of others and into the residents in your hall.
- Personal integrity and motivation demonstrated through maturity on and off campus.
- Commitment to the life of a local church body.
- A minimum class standing of at least sophomore standing for the year of employment.
- A minimum cumulative GPA of 2.5.
- A minimum of outside time commitments, making certain there are no conflicts with scheduled orientation and training sessions, twice weekly GE 330 (Tues 2:20-3:15 p.m.) and TH 381 (both required), and work responsibilities. The CMC position does not exclude outside activities, but because it requires approximately 10 hours/week, including weekend hours, and is heavily weighted toward intentional relationship building, it must be considered the priority over other commitments.

Overview of Responsibilities:

- Support the spiritual development of residents in their residence hall community.
- Relationally engage with residents, witnessing to the love of Jesus in words and actions.
- Prayerfully and creatively lead ministry efforts and empower others to lead ministry efforts in the residence hall.
- Coordinate and empower other students to lead in ministry in the residence hall and on campus.
- Help residents connect with a larger community of faith, including church attendance and possibly small groups.
- Play a vital part in the residence hall leadership team, helping to achieve goals set by the team to build a healthy community in their living area. One or two PrimeTimes required per month.

- Take and actively participate in GE 330 (Tues 2:20-3:15 p.m.).
- Take and actively participate in Campus Ministry (TH 381), unless previously completed.
- Be responsible for all administrative aspects of the CMC role including money management, email, event coordination, poster posting and print requests.

Primary Roles:

- **Ministry within the Residence Hall**
 - Work with specific residence hall team and their CMC partner to create a vision for ministry within the residence hall in which they reside.
 - Attend GE 330 and residence hall team meetings.
 - Lead PrimeTimes once or twice per month.
 - Work with the residence hall ministry team in your specific residence hall to encourage and evaluate the spiritual climate and needs within your living area.
 - Coordinate opportunities for students in the residence hall to engage faith through small groups, worship nights, volunteering in the community, etc.
- **Ministry within the Campus Ministry Team**
 - Participate in weekly CMC team meetings in the Tuesday GE 330 class.
 - Regularly meet for planning meetings with their CMC partner.
 - Regularly meet one-on-one with campus ministry staff.
 - As the CMC, create a ministry plan for the community in which you reside through recruitment, prayer and discernment.
 - Recruit volunteers to join your ministry team, specific to your residence hall, to help implement the ministry plan for the year.
 - If appropriate to the ministry vision of specific residence hall, CMCs may develop and support the ongoing Small Group Ministry in the residence halls.
 - This includes meeting regularly with individual small group leaders to encourage spiritual growth of leaders and support the ongoing ministry of small groups throughout the year.
 - Work with the CMC team for ongoing support and accountability to address the challenges and spiritual growth leadership affords.
- **Support Campus Worship Climate**
 - Support the chapel programs by regular attendance (two per week) at campus worship events, including Chapel, Hosanna and/or Awake.
 - Actively support the other campus ministry student leaders by participating in shared training and team building events.
 - Provide leadership as requested for various campus ministry events (serve communion, help usher, set up, and/or greet in special campus worship services including commencement weekend).
 - Regularly pray for the campus.

Campus Ministry Leader Lifestyle Commitments

Ministry leaders are expected to strive to “set an example for the believers in speech, in life, in love, in faith, and in purity” (1 Tim. 4:12). No one is perfect, and all people are dependent upon and indebted to the grace of God. However, as ones who are offering themselves up as leaders to be imitated as they imitate Christ (1 Cor. 11:1), relying upon the Holy Spirit, **ministry leaders commit to:**

- Seek to live above reproach (1 Tim. 3:1) and be aware of when one’s actions might cause a brother or sister to stumble (1 Cor. 8:9-12) – e.g. not attending parties where illegal activities are being practiced; avoiding drunkenness (Eph. 5:18) and underage drinking (Rom. 13:1); abstaining from marijuana use; not spending the night in a situation that could look like co-habitation, etc.;
- Seek to honor God with their God-given sexual desires, including abstaining from sex outside of marriage, seeking to honor God (and their significant other) with physical affection in relationships, and fighting to avoid the objectification of others in their hearts and minds (1 Cor. 6:20, 1 Cor. 10:31, Matt. 5:27-28);
- Use words (spoken and written, public and private, person to person and social media) for building up others, not tearing them down (Eph. 4:29, James 3:9-12);
- Work for the peace, unity, and purity of the campus ministry team through love, forgiveness, listening, empathy, encouragement (Col. 3:12-15);
- Telling your campus ministry staff supervisor if you have violated one of these policies so the appropriate steps of restoration can be taken.

**CAMPUS MINISTRY COORDINATOR
SELECTION TIMELINE**

DATE	EVENT	PLACE	TIME
Wednesday, Feb. 22	Leadership Fair & application opens	HUB MPR	11:30 a.m.-2:30 p.m.
Sunday, March 5	CMC application due	Please submit online	By midnight on March 5
Tuesday, March 7	References due	Please submit online	By midnight on March 7
Wednesday, March 8- Friday, March 17	Interviews	*To Be Determined	*To Be Determined
Friday, March 24	Email Notification	Whitworth Email	5 p.m.

*You will be contacted to schedule an interview. Time and location will be determined at that time.

FREQUENTLY ASKED QUESTIONS ABOUT BEING A

CAMPUS MINISTRY COORDINATOR

Who is a Campus Ministry Coordinator?

What is Whitworth University looking for in a Campus Ministry Coordinator? Someone who...

- Is interested in investing in the lives of others
- Has integrity and a deep sense of faith
- Understands the importance of community
- Is responsible and a self-starter
- Shows relational initiative and demonstrates relational integrity
- Is self-aware and self-reflective
- Has an understanding of the CMC position and its potential
- Is genuine and authentic in how their faith relates to the whole of their lives

CMCs don't have to be...

- Perfect Christians who never ask questions, make mistakes, or struggle with their faith
- Extroverts who know everybody
- PERFECT and have it all together

Expectations and Responsibilities

What does a Campus Ministry Coordinator do?

A Campus Ministry Coordinator's primary role is to foster spiritual growth in their residence hall for the sake of the larger student body. In addition to being a student, an CMC's responsibilities in their living area take priority. Here are some roles you will assume if you become as CMC: friend and confidante, role model, trainer, counselor, resource, programmer and much more.

Who will I work with?

You will have the opportunity to work primarily with leaders in your role as an CMC. You will work closely with fellow CMCs, your volunteers and the various residence hall leadership team members. Each residence hall has a leadership team that brings together ASWU, Cultural Diversity Advocates, Resident Assistants and Campus Ministry Coordinators.

How much time will I spend a week as an CMC?

On average you will be spending around 10 hours per week on the job—this includes team time, prep time and time with your leaders.

Why do I have to have a 2.5 minimum GPA?

Your first priority is that of student. A minimum GPA requirement has been established to ensure that you succeed as a student. Any term below a 2.5 will result in the CMC being placed on probation and/or termination from the Campus Ministry Coordinator position.

Are there other expectations for CMCs?

CMCs are expected to play a vital role in collaboration with campus ministry and to be role models and to follow all university policies. As student leaders, CMCs are held to a higher behavioral standard (see Campus Ministry Leader Lifestyle Commitments). CMCs can be dismissed for not performing the duties of the position at an adequate level; for violating Campus Ministry Leader Lifestyle Commitments and/or Whitworth's behavioral expectations for students; or for off-campus behavior that is a violation of the law or that negatively affects the ability of the CMC to effectively do their job.

Community Building

What is PrimeTime?

Each day between 8 p.m. and 10 p.m. you will find student leaders available in the lounge or "living room" of the residence halls. They are there for a variety of reasons: to offer some sort of activity for residents to be involved in, to be a listening ear, or to get supplies that may be needed (vacuums, cleaning supplies, games, etc.). It is a great place to get to know other people who live in the building. CMCs are required to lead two PrimeTimes/month and need to initiate conversation with their AC to sign up for specific dates to attend.

Compensation and Budget

What is the pay for the CMC job?

As an CMC you will receive \$5,500 over the course of the year, if you choose to work both semesters and the January term. You will receive the stipend in bi-monthly payments. If you are away for Jan Term you will not get paid for that month and therefore the total compensation would be less.

How and when do I get paid for being an CMC?

The taxable stipend is direct-deposited into your checking account. This is set up with the payroll office in the beginning of Fall Term. Pay dates are the 12th and 27th of each month.

Training and Work Schedule

What type of training is provided?

The Campus Ministry Team will hold mandatory training programs Aug. 25-Sept. 2. In late July or early August, we will contact you to discuss your arrival plans and you will be notified of the date, time and location of our first training activity. Training will run continuously until the residence halls officially open. There will be evening and weekend training sessions, and social activities planned. You are required to actively participate in all of the training and social activities. Please plan your summer and work schedule accordingly.

What is a one-on-one?

In addition to staff meetings, you will have a regular individual meeting with the campus pastor. This meeting is generally called a “one-on-one” because it provides a private time for you to discuss your progress as an CMC and what is happening with your leaders. Your one-on-one will generally last one-half hour to one hour.

What is GE 330?

GE 330 (Tues. 2:20-3:30 p.m.) is a one credit leadership class that meets twice a week both fall and spring semester, which all Leaders are required to take. On Tuesdays, CMCs will meet with campus pastor for their weekly meeting.

What is TH 381 Campus Ministry?

TH 381 meets Thursday nights in the fall from 6:30-8:30 p.m. This is a ministry skills course that also serves as a staff meeting.

General Questions about the Application Process

Can I choose the residence hall I want to be in?

CMC placement is determined by the campus pastor and residence life staff and is based on the needs of each living community. The selection process allows us to get a good idea of where you would fit in and allows you to share where you think you would thrive the best. We are open to suggestions, but reserve the right to make that decision based on the gifts/needs of the larger team.

If I violated behavioral policy, can I still be hired to be an CMC?

Yes. Pending the CMC is making a commitment to uphold the Campus Ministry Leader Lifestyle Commitments.

Please read the Campus Ministry Coordinator Position Description thoroughly for further information.