

POSITION TITLE: Campus Pastor Student Assistant

SUPERVISOR: Campus Pastor

FUNCTIONS: To assist the Campus Pastor with daily operations

RESPONSIBILITIES:

Line up chapel helpers - readers, communion assistants, etc. We get a list of volunteers at the beginning of the year, and then others volunteer as the year goes by.

Weekly meeting with me to talk about upcoming jobs, etc.

Send reminders for meetings to various groups

Copy items for worship

Some typing, like bulletins, memos, flyers.

Mailings – envelope stuffing, etc.

Maintain mailing lists – excel files on computer

Distribute and post monthly chapel schedules

Be available to open Chi Rho House on evenings and weekends (this happens only once in a while)

Run errands

Help with worship set-up (for example, Maundy Thursday)

Contact students for various things

Be the student coordinator for Campus Ministry Coordinators - these are the leaders of all the Campus Ministry groups. As student coordinator, you will help get the meetings set, send reminders of meeting times, be the contact person for Student Life, etc.

Host the Campus Ministry table at Discover Bethany Days organization fair, as you are able and help with the Organization Fair in the fall

Keep Campus Ministry bulletin board outside the caf updated – you can make them yourself or line up volunteers from Campus Ministry groups.

Help with PR: includes on campus and off-campus events. May involve making phone calls to area congregations to remind them of events.

EXPECTATIONS:

8 hours/week

Career Services

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