

Position: Campus Minister for Liturgy, Music, and Faith Development

(Full Time, 11- Month Position)

Summary Description: Under the supervision of the Director of Campus Ministry, the Campus Minister for Liturgy, Music, and Faith Development leads the liturgical functions of the college through the execution of weekly liturgies, special services, and college ceremonies. The minister will develop a lively liturgical life for the college through the training of liturgical ministers, coordination of the student liturgical choir, and creative implementation of ecumenical worship. The minister will also contribute to the faith development of all students on campus through programs and spiritual accompaniment, and will oversee the sacramental preparation program. The Campus Minister for Liturgy, Music, and Faith Development will have a highly collaborative role within the Center for Campus Ministry with the Director of Campus Ministry and the Campus Ministry Student Interns.

Essential Functions:

1. Coordinates the liturgical celebrations of the college, including weekly liturgies on campus, special ceremonies, Mass of the Holy Spirit, Christmas Eve Mass, Holy Week services, Baccalaureate Mass, and other prayer services, vigils, and prayer opportunities.
2. Coordinates the liturgical music for the college, which includes the recruitment and development of a student choir, student musicians, and the hiring of external musicians for various needs. Encourages the full and active participation of the congregation in worship and develops worship aides to assist the congregation.
3. Creatively plans liturgical celebrations that engage college students in diverse forms of worship
4. Trains students, faculty, and staff for liturgical ministries, schedules sacristans and ministers for all liturgical needs, develops a faith formation program for liturgical ministers.
5. Plans and executes opportunities for ecumenical worship.
6. Prepares the chapel for weddings and outside use of the chapel (i.e. baptisms, tours, retreats). Maintains the chapel schedule and booking for chapel use.
7. Creates a welcoming and inclusive worship environment through the maintenance of campus worship spaces. Creatively changes the worship environment for various liturgical seasons and needs.
8. Maintains supplies in the chapel and oversees ordering of resources for both chapels, within the chapel budget.
9. Coordinates liturgical presiders with the Jesuit community.
10. Oversees the overall maintenance of the chapels and coordinates repairs and cleaning with campus operations. Creates a long-term plan for chapel repairs and maintenance.
11. Oversees the chapel budget including chapel collections and chapel gifts with the director of Campus Ministry.

12. Coordinates the sacramental preparation program, SPIRIT, which engages students who are seeking to become Catholic or seeking confirmation. Develops the curriculum for this program. Plans the RCIA or Easter Vigil liturgy to receive sacraments of initiation. Maintains sacramental paperwork for registry with the Archdiocese.
13. Creates programs specifically targeting non-Catholics and non-religious students. Coordinates off campus outreach to non-Catholic church partners.
14. Promotes programs that increase the inclusivity and diversity of Campus Ministry.
15. Supervises student interns in the areas of liturgy and faith formation.
16. Collaborates with the Director of Campus Ministry on the development of leadership formation of student interns.
17. Supervises student retreat leaders and leads retreat opportunities for students
18. Attends Campus Ministry programs and events.
19. Accompanies students through pastoral care and spiritual direction, assists with the preparation of liturgies on retreat, serves as mentor to students.
20. Participates in student led programs including off campus retreats and conferences, may also serve as an advisor to immersion programs and/or student clubs or organizations.
21. Attends weekly intern team meetings and meets weekly with the Director of Campus Ministry.

Marginal Functions

1. Serves on college committees as needed where Campus Ministry needs representation.
2. Assists with special events of the College including Commencement, New Student Induction, and traditional ceremonies.
3. Responds to crisis situations and provides pastoral care as needed.
4. Provides pastoral care to faculty and staff as needed.

Required Knowledge, Skills, and Abilities

1. In-depth knowledge of the Roman Catholic liturgy and ritual and thorough understanding of current liturgical, sacramental, and pastoral theology.
2. Knowledge of a variety of worship styles and ability to train musicians and singers for those styles.
3. Skills in piano and vocal coaching, proficiency in organ also desired but not required
4. Ability to lead a congregation through accompaniment on piano and through song.
5. Knowledge of ecumenical styles of worship and comfort with praise and contemporary music.
6. Creativity for worship environments and styles.
7. Knowledge of the Roman Catholic RCIA process and sacramental theology.
8. Experience with leading and coordinating retreats.
9. Familiarity with planning prayer services, para-liturgical services, ecumenical services, and reconciliation services

10. Ability to communicate effectively, build relationships throughout the college, interact with college students.
11. Knowledgeable of current trends in higher education, student affairs, the spiritual development of college students, and Campus Ministry outreach.
12. Ability to work with diverse populations and create a welcoming and inclusive environment.
13. Ability to work independently on projects.
14. Ability to collaborate with the Director of Campus Ministry and student leaders.
15. Ability to creatively plan and implement programs on a college campus.
16. Ability to create pieces for publication including the use of Microsoft Publisher and other publishing applications.
17. Ability to work nights, weekends, some holidays, and special events.

Qualification Standards:

Education: Master's Degree in Theology or Sacred Music from accredited college or university. Will consider a Bachelor's degree in Theology with proficient skills and experience.

Experience: Background in Catholic liturgy, experience working with college students, experience with higher education, experience with pastoral programming, sacramental preparation, experience leading worship, and proficiency on piano and voice. Experience in pastoral care or spiritual direction.

Other preferences: Familiarity with Ignatian Spirituality and Jesuit mission, willingness to work in a highly collaborative environment. This person must have a desire to work with diverse groups of students, faculty, and staff with sensitivity and intercultural knowledge. Must have a willingness to contribute to the overall mission of the college.

Compensation commensurate with experience. Opportunities for supplemental income with weddings and funerals are possible.

This person is a Title IX mandatory reporter.