



# SPRING HILL COLLEGE

*Forming leaders engaged in learning, faith, justice and service for life.*

## **Position: Campus Minister for Justice, Service, and Retreats (Full Time, 12 month position )**

**Summary Description:** Under the supervision of the Director of Campus Ministry, the Campus Minister for Justice, Service, and Retreats would coordinate programming for retreats, immersion, justice activities, and service projects for Spring Hill College. The Campus Minister will have a highly collaborative role within the Center for Campus Ministry with the Director of Campus Ministry and the Campus Ministry Student Interns. An integral part of this position is the pastoral care of the students and their faith development. The mission of the Center for Campus Ministry is to accompany all students and guide them to deeper reflection within their own religious tradition and within the Catholic and Jesuit mission of the college.

### **Essential Functions:**

1. Oversees all major retreats within Campus Ministry including the Beginnings Retreat (first year and transfer students), Awakening, and Busy Person's Retreat.
2. Creates retreat opportunities specifically targeting non-Catholic and non-religious students.
3. Supervises student retreat leaders on the development and leadership of retreats
4. Develops retreat elements for students related to Catholic and Jesuit mission and identity
5. Serves as the coordinator for both domestic and international service/immersion programs occurring during Fall Break, Mardi Gras Break, and summer
6. Plans pre-trip preparation, community development, and the pre-trip retreat for all immersions
7. Develops relationships with project partners and maintains connections with other immersion coordinators
8. Oversees the selection, training, and development of immersion student leaders.
9. Carefully plans all logistics and necessary risk management for all immersion programs
10. Collaborates with the Director of Campus Ministry on major fundraising campaigns for the immersion programs
11. Plans opportunities for students to participate in service, justice, advocacy, and community engagement based on our Jesuit mission.
12. Provides education on relevant justice issues and current events
13. Designs programming to promote diversity and inclusion on campus and within all Campus Ministry programs
14. Creates an inclusive and welcoming environment for all students on campus
15. Attends Campus Ministry programs and events.
16. Accompanies students through pastoral care and spiritual direction
17. Collaborates on the planning of campus wide events like convocation, Mass of the Holy Spirit, campus prayer services, vigils, and Baccalaureate Mass
18. Promotes the mission of Campus Ministry to the campus community and the local community
19. 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.
20. Supervises Campus Ministry interns and collaborates with their leadership development
21. Attends weekly intern team meetings and meets weekly with the Director of Campus Ministry.
22. Rotates staffing for Sunday masses on campus

### **Marginal Functions**

1. Serves on college committees as needed where Campus Ministry needs representation.
2. Assists with special events of the College
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 Catholic faith and theology along with an appreciation and respect for diversity of faiths and traditions.
2. Knowledge of Catholic Social Teaching and justice issues
3. Skills in retreat planning and community building
4. Ability to prepare and implement budgets
5. Ability to maintain confidentiality and sensitivity with pastoral accompaniment
6. Familiarity with planning prayer services, para-liturgical services, eccumenical services
7. Ability to communicate effectively, build relationships throughout the college, and interact with college students.
8. Knowledgeable of current trends in higher education, student affairs, the spiritual development of college students, and Campus Ministry outreach.
9. Ability to work with diverse populations and create a welcoming and inclusive environment.
10. Ability to work independently on projects.
11. Ability to collaborate with the Director of Campus Ministry and student leaders.
12. Ability to creatively plan and implement programs on a college campus.
13. Ability to create pieces for publication including the use of Microsoft Publisher and other publishing applications.
14. Ability to work nights, weekends, some holidays, and special events.

## **Qualification Standards:**

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

Experience: Background in Catholic theology, experience working with college students, experience with higher education, experience with pastoral programming, retreat planning, and service/immersion. 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.

This person is considered a responsible employee in accordance with College Title IX policies.

Must be willing to submit to background checks, including criminal history background checks

To apply please submit a cover letter and resume to [cflee@shc.edu](mailto:cflee@shc.edu)