



Position: Director of Campus Ministry, Full Time  
Department: Office of Mission and Justice

### **Position Summary:**

Within the Catholic and Jesuit mission of the college, the Director supervises and coordinates the Campus Ministry team as they plan and execute programming for Justice, Service, Retreats, Liturgy, Music and Catholic and Ecumenical Faith Formation. The Director of Campus Ministry reports to the Chief Mission Officer. He/she works in close collaboration with the other Campus Minister(s), the Campus Ministry Student Interns, and the Jesuit Community. After consultation and discernment, the Director will finalize the division of responsibilities among team members according to the gifts, experience and interests of all the leaders involved—with the focus always on the pastoral care of the students and their faith development. Each member of the team will directly oversee some areas, but collaborate in support of all the efforts of the team. The mission of the Rev. Bobby Rimes SJ Center for Campus Ministry is to welcome all students, and accompany and guide them to deeper reflection within their own religious tradition, and to a deeper sense of solidarity, understanding and service with and for the human community.

### **Essential Functions:**

#### **Essential Functions that fall to the Director of Campus Ministry:**

- Oversee the management of the Campus Ministry Center and the budget for campus ministry; coordinate the setting and adherence to office policies and procedures;
- Oversee the operation of the Foley Center in matching students who desire to offer voluntary service with various agencies in the Mobile community.
- Chair the Justice, Equity, Diversity and Inclusion (JEDI) Council. Work closely with the Vice President for Student Life and Campus Culture and the Chief Mission Officer in the planning and support of campus-wide or faculty/staff/student initiatives around mission, spirituality, justice and DEI;
- Supervise and evaluate the Campus Ministry staff and interns; coordinate the setting of goals and objectives, assessments and reviews;
- Serve as liaison with the Archdiocese and the Jesuit Community in liturgical and sacramental matters;
- Oversee the use and maintenance of all campus worship spaces;
- Serve as a member of the Purple Alert team to address concerns about particular students;
- Serve as the on-call campus minister with Public Safety after hours;
- Collaborate with other campus offices to coordinate relief efforts for responses to natural disasters and other significant events that affect the college community;
- Prepare reports as requested by the President, Chief Mission Officer and Board of Trustees;

#### **Essential Functions supervised by the Director, and shared by the Campus Ministry Team:**

##### **1. Retreats**

Oversee all major retreats (venue, format, budget), including Beginnings Retreat (first year and transfer students), Fall Adventure, Awakening (SHAPE), Busy Person's Retreat, silent Ignatian Retreat; recruit, train and supervise student and faculty retreat leaders.



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### **2. Immersion, Service & Justice**

Coordinate domestic and international service/immersion programs occurring during Fall Break, Mardi Gras Break, and summer, including partnerships, logistics, fundraising, leadership training, pre-trip preparation and post-trip reflection; under the umbrella of the Foley Center, coordinate opportunities for experiences of service, justice, advocacy and engagement on campus and in the local Mobile community; collaborate in promoting social justice and DEI efforts on campus.

### **3. Prayer, Liturgy & Music**

Coordinate the weekly Sunday morning “parish” Mass, the Sunday evening student liturgy, and special seasonal liturgies (e.g., Easter Triduum and Christmas Eve): train and schedule ministers; coordinate music and musicians; set-up and supervise, etc.; collaborate on the planning of campus-wide events such as convocation, Mass of the Holy Spirit, campus prayer services, vigils, and Baccalaureate Mass; coordinate the sharing of prayers for the needs and intentions of the college community, including leading public prayer at times; coordinate the scheduling, preparation and execution of weddings on campus, as well as occasional funerals and baptisms.

### **4. Faith and Leadership Formation**

Train, supervise and support the Campus Ministry staff and interns, who assume significant leadership roles in all aspects of Campus Ministry; accompany students through pastoral care and spiritual direction, especially in moments of crisis or grief; coordinate the program for preparation to receive the sacraments or enter the Catholic Church (Order of Christian Initiation of Adults).

#### **Required Knowledge, Skills, Abilities:**

- Familiarity with or sincere interest in learning about the mission of Spring Hill College and the meaning of a Jesuit education, thus enabling the employee to support and strengthen the Jesuit, Catholic mission of Spring Hill College.
- Proven ability to support and contribute to a culture of inclusion, equity, and respect for diverse backgrounds, perspectives, and traditions in alignment with SHC mission.
- In-depth knowledge of the Catholic faith; familiarity with Catholic theology and religious practice—especially social teaching, liturgy, prayer and retreats, along with an appreciation and respect for diversity of faiths and traditions.
- Personal, organizational and computer skills appropriate to managing a small but very active office
- Demonstrated ability to inspire teams to achieve excellence with integrity and a deep sense of mission.
- Skills in planning, organizing and leading experiences of prayer, worship, service and justice.
- Familiarity with contemporary issues affecting college-age students, and a desire to accompany them on their journey.
- Willingness to work a flexible schedule, including some nights and weekends.
- Ability to work collaboratively, but also independently; an open, generous spirit, willing to share one’s own faith journey with students and colleagues

#### **Minimum Qualifications:**

- Education: Master’s Degree in Theology from accredited college or university preferred. Will consider a Bachelor’s degree in Theology or closely related field, with proficient skills and experience.



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- Experience: Background in Catholic theology, experience working with college students, experience with programming pastoral events: retreats, liturgies, service/immersion experiences, etc.

### **Preferred Qualifications:**

- Familiarity with Ignatian Spirituality and Jesuit mission.

Compensation commensurate with experience; on-campus living is an option.  
This person is a Title IX mandatory reporter.

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Spring Hill College is an Equal Opportunity Employer that values inclusion, respect, and the inherent dignity of every person, consistent with our Catholic, Jesuit mission.

The College reserves the right to modify, reassign, or eliminate job duties and responsibilities, or to combine positions, or portions thereof, at any time, with or without notice. This job description is not an employment agreement or contract.

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