Saint Michael's College
Job Description

Job Title: Associate Director of Edmundite Campus Ministry for Pastoral Services

Department: Edmundite Campus Ministry

Supervisor or Manager: Director of Edmundite Campus Ministry

Date Created: 02/28/05               Last Revised: 02/28/05               FLSA Status: E

Approved by (print name): ________________________    Signature: __________________________

Our Mission: It is the mission of Saint Michael's College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives of the Position:
The overall objective of this position is to reach out to other people on campus to collaborate in building God's kingdom of love and justice.
The following indicates how this objective is broken out into definable ministries:

Liturgical ministries:
- Pastoral and retreat programs as well as activities of ECM are developed, and appropriate oversight is provided
- Liturgical functions during school year and summer are prepared, scheduled and executed
- Advent and Lenten preparations are coordinated
- Religious and spiritual life of campus community is supported

Spiritual and pastoral ministries:
- Students and staff receive spiritual and pastoral counseling, support and direction
- Student retreat teams, as well as student/staff liturgical ministers are recruited, supported and trained
- Planning, recruitment, support and training of spiritual/educational programs for staff and faculty is provided

Essential Duties and Responsibilities:
- Prepares, trains, schedules and executes liturgical ministry and functions for 8PM liturgy; 11AM liturgy when needed
- Manages retreat programs including Emmaus, Busy Student, Confirmation retreats in the Roman Catholic Diocese of Vermont and Refreshment retreat
- Recruits and trains student retreat teams
- Is present on and off campus for spiritual and pastoral counseling and support
- Develops and executes annual staff/faculty spirituality program and annual women’s spirituality program
- Writes two requests for ETF grants
- Attends staff meetings and various campus meetings
- Writes and delivers prayers at staff/faculty events and organizes prayer services

Secondary Responsibilities:
- Attends funerals
- Acts as member of Liturgy committee, Pontigny Society, Gospel of Life committee and LEAP Secretariat
- Attends LEAP, writes and talks as invited and attends LEAP closing liturgies up to four times during the academic year
- Functions as chaplain to various organizations/groups on campus as needed
- Supports women’s spirituality through various programs
- Attends events to support the Catholic Intellectual Heritage of SMC
- Serves as annual Faculty Advisor in residence halls as invited
- Completes of other tasks as assigned by Director

Positions Supervised:
- Student, staff and faculty volunteers

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Position’s Major Contacts:
- Members of Edmundite Campus Ministry staff and of the Society of Saint Edmund
- Students and their parents
- Staff and faculty of Saint Michael’s College
- Catholic Diocese of Vermont’s office of Youth Ministry and Faith Formation
- SMC Student Resource Center
- SMC Health Services
- SMC Residential Life
- Office of Student Activities
- SMC Women’s Center Director
- Edmundite Center for Peace and Justice
- Edmundite Center for Faith and Culture
- Pastoral Staff at neighboring Catholic parish, Holy Family/St. Lawrence

Demonstrates Excellence in this Position
- Models a belief in Jesus Christ and the Christian life by tending to a personal and communal prayer life; attends liturgy; serves others and works for social justice
- Represents the teachings of the Roman Catholic Church in public life
- Works to personalize one’s growth in this position, possibly by selecting a spiritual director or mentor
- Gives attention to one’s own intellectual life to be understood as part of a higher education community
- Uses strong time management skills that allow for managing liturgical and retreat duties on a timely basis
- Continuously reaches out to recruit (primarily) new students into the process each cycle
- Understands that flexibility is a part of the position, as emergencies may override the plan for any given day
- Pursues regular, professional training in the areas of spiritual and religious retreats; grief/bereavement support; pastoral counseling; volunteer management
- Seeks out campus ministry training programs, certifications and other ways to lend national credence to this position
- Holds membership in a local and regional campus ministry association to keep abreast of the best programs and/or the latest trends in campus ministry in higher education
- Networks with supportive peers who care about the application of faith and reason to the culture
- Regularly keeps up with individual study and reading, which are essential for professional development
- Demonstrates a mature approach to time off and rest overall, in order to avoid the burnout that is possible from a rigorous daily routine, many evening/weekend hours during the academic year, and varying degrees of spiritual, emotional and intellectual human intensity
- Exudes an overall friendly, approachable personality that allows almost anyone to have personal conversations about faith and seek out campus ministry

Education and Work Experience Required:
- Advanced degree such as a Master of Divinity or a Master of Arts in Theology
- Prior pastoral ministry experience
- Must be a practicing Roman Catholic to lead students, staff, and faculty in Roman Catholic faith and spiritual programs
- Proven experience in building successful relationships with a diverse cross-section of young people and groups
- Certification with the Catholic Campus Ministry Association lends national credence to this position and membership in a local and regional campus ministry association, helpful but not necessary
- Completion of the week-long training program for new campus ministers such as the Frank J. Lewis Institute for Campus Ministry Orientation, offered by the United States Catholic Conference (USCC), is preferred

Analytic Skills Required:
- The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response.

Language and Literacy Skills Required:
- Prepares and delivers written and spoken information to small and large groups. Effectively manages meetings. Often in speaking, represents the institution to the audience. Communicates regularly and effectively with a wide range of groups.
Computer/Technology Skills Required:

Microsoft Word  __ None  _x_ working knowledge  ___ intermediate  ___ highly proficient
Microsoft Excel  __ None  _x_ working knowledge  ___ intermediate  ___ highly proficient
Microsoft Publisher  __ None  _x_ working knowledge  ___ intermediate  ___ highly proficient
Microsoft Powerpoint  __ None  _x_ working knowledge  ___ intermediate  ___ highly proficient
Microsoft Outlook  __ None  _x_ working knowledge  ___ intermediate  ___ highly proficient
Adobe Photoshop  _x_ None  ___ working knowledge  ___ intermediate  ___ highly proficient
Adobe Acrobat  _x_ None  ___ working knowledge  ___ intermediate  ___ highly proficient
Quark  _x_ None  ___ working knowledge  ___ intermediate  ___ highly proficient
Datatel  _x_ None  ___ working knowledge  ___ intermediate  ___ highly proficient
Internet Research  __ None  _x_ working knowledge  ___ intermediate  ___ highly proficient

Licenses, Certifications and Other Requirements:

- None required

Physical Demands:

Work is often performed in a typical office environment requiring:

- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

While performing the duties of Associate Director of Edmundite Campus Ministry for Pastoral Services, the employee is required to lift and/or move 10-25 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:

- Ability to work extensive night/weekend hours plus overnight travel due to retreat programs, Sunday liturgies, weekend athletic matches and team travel, weekend liturgical workshops, special College events, evening Residential Life programs, wakes, funerals, and professional training
- Capacity for collaborating with the Administrative Assistant in the main office when needed, including supervision of student workers and support of the director of campus ministry
- Ability to solicit support and conduct regular communication with the director/supervisor
- Must be able to negotiate between the demands of a very fast-paced and multi-dimensional position within higher education and the world of religion and faith formation, while, perhaps paradoxically, moving slowly enough to take into account the silence, study, one-on-one interaction, prayer, worship, and reflection time needed to fulfill this position
- Capability for responding to the dynamics involved in the day-to-day challenging work of this position knowing the fruits of their labor may or may not be seen, even within any given 4-year period
- Ability to create a wide network of professional and spiritual support, take time out for a staff retreat, and/or a day of recollection on a yearly basis plus receive regular energizing and life-giving communication with its own campus ministry staff and director for direction, feedback, celebration of achievement and clarification of goals/objectives

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.