Saint Michael's College
Job Description

Job Title:  Campus Minister

Department:  Edmundite Campus Ministry

Supervisor or Manager:  Director of Edmundite Campus Ministry

Date Created:  3/30/06  Last Revised:  3/30/06  FLSA Status:  E

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:
• The mission of Edmundite Campus Ministry is promoted through “evangelization of the College community by means of a broad-based pastoral, educational, and spiritual ministry”.
• Liturgical, spiritual, formational and service opportunities in the Roman Catholic tradition, in collaboration with Director and staff, are provided.
• Edmundite Campus Ministry programs are developed and implemented to foster the spiritual growth of faculty, staff and students.
• An affirmation and commitment to the Catholic identity and mission of the College is demonstrated.
• Respect for all faith traditions within the College community is exhibited.
• People of various ages and levels of faith formation are reached by ministry program.
• Important relationships with administration, faculty and staff are built, nurtured and valued.
• Strategies are developed to integrate a faith presence in all aspects of student life on campus.
• A liaison exists between Edmundite Campus Ministry and other College departments such as Admissions, Residence Life, Administration, Athletics, etc.

Essential Duties and Responsibilities:
• Facilitates student leadership by providing guidance, training and formation of students through Edmundite Campus Ministry programs.
• Assists in the preparation and implementation of retreats.
• Provides pastoral counseling and guidance to students regarding their faith lives.
• Attends and participates in all Edmundite Campus ministry staff meetings, Liturgy Committee meetings, Liturgy Evaluation meetings, and Liturgical Preparatory meetings for the seasons of Advent and Lent.
• Works with lay members of the worshipping community through liturgical ministries and other collaborative ministries with the Edmundites and students.

Secondary Responsibilities:
• Participates in community service opportunities through MOVE activities and extended service trips.
• Performs other duties as assigned by Director of Edmundite Campus Ministry.

Positions Supervised:
• No direct management responsibilities; however, tasks may be asked of work-study students to complete as needed.
• Guidance and facilitation of individual and larger groups of students in a non-work study capacity is often required for training purposes or planning of Edmundite Campus Ministry programs.

Major Contacts:
• Students
• Faculty
• Staff
• Members of the worshipping community
• Invited speakers and guests to Edmundite Campus Ministry and College events

Page 1 of 3
Saint Michael’s College
Job Description
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- Members of other parishes through activities done in collaboration with the Diocese

**Demonstrates Excellence:**
- Has a deep, genuine interest in young adult ministry and spiritual formation
- Facilitates and leads groups with confidence and an ability to inspire others
- Clearly articulates the Edmundite Campus Ministry objectives and goals
- Exhibits a thorough understanding of the teachings of the Roman Catholic Church
- Relates to College students with insight into the issues they are grappling with in their faith lives
- Possesses excellent communication, organizational and interpersonal skills
- Thinks of creative ways to reach out to students and invite them to enter into a deeper relationship with Jesus

**Education and Work Experience:**
- Advanced degree such as a Graduate degree in Theology (Master’s in Divinity is preferred or MA) is required or a willingness to undertake such study in the summer Graduate Theology Program at Saint Michael’s College
- Background in directing and planning retreats, as well as handling administrative responsibilities
- Previous experience working with liturgical ministries

**Analytic Skills:**
- The ability to use various analytical techniques to identify cause-and-effect relationships and then develop plans to change a situation.

**Language and Literacy Skills:**
- 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:**

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**Licenses, Certifications and Other Requirements:**
- Must meet driver’s eligibility requirements as stated in the Saint Michael’s College Vehicle Use Policy

**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 Campus Minister, the employee is required to lift and/or move up to 10 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:**
- Flexibility to work irregular hours such as nights and weekends as needed for Sunday liturgies, weekend retreats, and various other student activities, training, and planning
- Must be knowledgeable about the Catholic religion

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.