

# Director of Campus Ministry

## Position Description

*The Saint Thomas More Catholic Newman Center*

**Reports to:** Pastor, Director of the Newman Center

**FLSA Status:** Salaried 40-50k plus benefits, pending experience

**Approved By:** Father Brian Mulligan

**Revision Date:** March 6, 2025

### **Job Description:**

The individual hired for the full-time Director of Campus Ministry position will report directly to the Pastor for direction and duties. Hours are flexible, depending on ministry activities at any given time. This person will lead the design and implementation of Newman Center programs and events for students at Minnesota State University, Mankato. The Campus Minister will uphold and ensure the vision and direction outlined in the St. Thomas More Catholic Newman Center mission statement in all aspects of their role.

### **Essential Duties and Responsibilities:**

- Lead the Peer Ministry team, assist in planning and facilitating Peer Minister summer training, elect new Peer Ministers annually, and guide the team in their personal formation.
- Ensure Peer Ministers are assigned ministry roles (Community Service, Liturgy Ministry, Pro-Life Ministry, Men's Ministry, Women's Ministry, Hospitality Ministry).
- Aid the Hospitality Intern in preparing food for Newman Center events.
- Organize and coordinate all Theology on Tap events, invite speakers, and facilitate event agreements.
- Oversee marketing for Newman Center events and programs for students.
- Facilitate welcome week activities at the start of the academic year, with help from the FOCUS team.
- Plan and organize the ministry calendar for the year.
- Plan Praise and Worship Nights (one per semester).
- Plan the Barn Dance (Fall Semester).
- Execute Retreats (one per semester).
- Teach OCIA weekly and collect sacramental records for candidates, providing them to the Bookkeeper for updating and verification.

- Brainstorm ways to grow student attendance at the Newman Center.
- Maintain budgets for each event.
- Collaborate with FOCUS missionaries to promote and implement evangelization efforts, meeting students where they are and inviting them into a growing relationship with Jesus Christ and the Catholic faith.
- Promote and provide outreach for the STM Newman Center at the weekly CSU table.
- Provide mentoring, guidance, leadership, and empowerment for student ministry leaders in their ministry roles and efforts to evangelize peers on campus.
- Recruit, lead, train, supervise, and support student leaders in liturgical ministry roles for weekday and weekend Masses, including organizing Mass announcements.
- Assist student ministry leaders in gathering information on MSU students' needs, interests, attitudes, and beliefs to aid in evangelization efforts.
- Act as a liaison between the Mankato community, MSU representatives, and the STM Newman Center, collaborating positively to advance the mission of the Newman Center (e.g., Knights of Columbus).
- Develop, maintain, and update records related to STM Newman Center events and activities for future reference.
- Collaborate with the STM Newman Center staff to coordinate the master calendar of events.
- Attend weekly staff meetings and appropriate committee meetings, including diocesan-level meetings.
- Every two weeks, attend the FOCUS team breakfast to build relationships.
- Plan, organize, and facilitate pilgrimages for MSU students every two years.
- Adhere to diocesan guidelines for VIRTUS training and maintain appropriate boundaries with students.
- Maintain a ministry of presence by regularly attending STM Newman Center Masses on Sundays.
- Contribute to maintaining the utmost level of confidentiality and integrity in all matters related to the St. Thomas More Catholic Newman Center, its students, employees, and Priest.
- Other duties as required. These statements are intended to describe the general nature and level of work being performed by the person assigned to the position. All requirements are subject to modification to reasonably accommodate individuals with disabilities. This is not meant to be an exhaustive list of all responsibilities, duties, and skills required.

## Qualifications:

Preferred: Bachelor's degree (B.A. or B.S.) in Pastoral/Youth Ministry, Education, Theology, Religious Education, Parks and Recreation, Social Work, or a related field. At least 2 years of experience or training in Catholic Theology, Christology, and Ecclesiology, as well as training in total youth ministry practices.

- Must have a high level of mental and spiritual health, including knowledge of boundary issues.
- Must have group processing and facilitation skills.
- Must possess organizational skills: time management, delegation, and long-term planning.
- Must have volunteer management skills: recruiting, training, and supporting volunteers.
- Must have the ability to share the Catholic faith with young people, relate with empathy, and build trust with young adults both in groups and one-on-one.
- Must have the ability to design, implement, lead, and coordinate a wide variety of young adult-oriented programs, including retreats, community-building activities, liturgy planning, and leading prayer services.
- Must be able to work collaboratively with other staff, volunteers, and young adults.
- Must be able to work with a variety of ages, personalities, and backgrounds and understand that each person's faith grows according to God's grace.
- Must be self-motivated and able to function without direct supervision.
- Must be self-directed, a collaborative worker, and open to training.
- A general knowledge of adolescent spiritual and personal development, youth culture, and sociology is preferred.
- Must be able to perform duties using a telephone, computer, and general office equipment.

## Working Conditions:

- This position is Full-Time
- This position requires flexible hours, including evenings and weekends, as well as occasional travel to camps, conferences, and service trips.
- The employee is expected to be available at the Newman Center for a minimum of 40 hours per week
- The employee will be on a 6-month probationary period from the date of hire, with an emphasis on goal-setting, and will receive an evaluation at 6 months from the supervisor.

· The offer of this position does not create a contract, express or implied, and does not guarantee employment for any definite period.

\*\*\*If you are interested in applying, please send your cover letter and resume to our Business Administrator -Carter Currans- at [carter.currans@mnsu.edu](mailto:carter.currans@mnsu.edu). Thank you for your interest—we look forward to speaking with you soon!\*\*\*