



Date: June 2022

Position: Campus Minister for Service, Liturgy, & Women's Outreach

Reports To: Director/Chaplain

FLSA Status: Exempt, Full-Time

Job Description:

Catholic Campus Ministry at Southern Methodist University, a ministry of the Roman Catholic Diocese of Dallas, seeks a full-time campus minister whose primary responsibilities are to drive service opportunities, liturgy planning, and women's outreach through the visioning, planning, & execution of initiatives.

Essential Duties and Responsibilities:

Formation of Servant Leaders:

- Fosters an atmosphere of welcome and openness so that every student we encounter knows he or she is loved by God and our community
- Accompanies assigned member(s) of the Servant Leadership Council (SLC) throughout the year in an intentional relationship in order to form them as servant leaders of our community
- Creates a plan of formation with each assigned SLC Chair member and meets with them monthly to set goals and evaluate progress
- Attends monthly SLC meetings, and the beginning- and end-of-year Leadership Summits, empowering students in their facilitation of these meetings as applicable
- Continues one's own process of formation as a servant leader through the creation and execution of a personal formation plan in collaboration with Director/Chaplain

Service:

- Empowers, forms, and supervises the Service Chair on SLC in order to coordinate and execute service initiatives and opportunities.
- Collaborates with Director/Chaplain to craft the vision for Christian service as lived out through Catholic Campus Ministry at SMU and the activities and mission opportunity that flow from it.
- Coordinates other service & social justice initiatives as requested.

Liturgy:

- Creates annual liturgy schedule with Director/Chaplain & reserves Perkins Chapel for liturgies
- Sets agenda and leads weekly liturgy planning meeting with Director/Chaplain, Campus Ministers, & SLC Liturgy Chairs
- Sends weekly liturgy notes to staff, priests, musicians, and sacristans.
- Assists with planning for and execution of liturgical feasts and seasons.
- Assists with creation and production of worship aids for Christmas and Holy Week.

- Serves as staff liaison to the 9am EMHC and Lector Coordinator.
- Serves as staff point of contact for baptisms; collaborates with Christ the King on sacramental records and certificates.
- Ensures proper recording of RCIA sacraments at Christ the King
- Oversees the purchase and stocking of liturgical supplies
- Records Mass intentions and celebrants and prepares Mass stipends

Women's Outreach

- Forms and empowers the SLC "Women's Outreach" Chair to evangelize and reach out to women the ministry currently is not engaging
- Forms and empowers the SLC "Women's Outreach" Chair to deepen relationships with women who are already active in the ministry

First Year Student Homes (FYSH):

- Coordinates the supervision and training of FYSH Leaders
- Oversees the review and updating of FYSH curriculum as needed
- Collaborates with FYSH Leaders and other SLC members on the invitation and integration of first year students into the larger CCM-SMU community
- Involved in SMU Orientations and A Night at the Club

Other:

- Attends and engages students at Sunday Masses, Sunday Supper, and key ministry-wide events.
- Participates in regular staff meetings.
- Supports the work of development, communication, and administration for the ministry.
- Manages budget and stewards financial and physical resources responsibly.
- Attends & participates in monthly campus minister meetings held by SMU Chaplain's Office
- Other duties as assigned.

Job Requirements

Skills, Knowledge, & Abilities:

- Practicing Roman Catholic in good standing
- Sound knowledge and practice of evangelization, catechesis, doctrine, liturgy & sacraments, moral life, and prayer in keeping with the Catechism of the Catholic Church
- Proven ability to relate to young adults
- Ability to honor and maintain confidentiality
- Strong interpersonal and oral/written communication skills
- Event planning and execution skills
- Technology/Social Media savvy
- Ability to lead a team with staff, volunteers, & others and empower its members

Education and Experience:

- Bachelor's degree required, preferably in Theology/Religious Education from a Catholic institution of higher learning (*Master's Degree in Theology/Religious Education from a Catholic institution of higher learning preferred*).
- One to three years' experience in young adult or campus ministry preferred
- Event planning experience preferred

Special Requirements & Expectations:

- Ability to work non-standard hours which will include weekends and some holidays