

Position Title: Campus Minister

Supervisor: Pastor

Start date: July 1, 2022

### **Position Description**

The Campus Minister is a full-time staff member of Corpus Christi University Parish with a ministry emphasis to the students at the University of Toledo.

### **Knowledge, Skills, and Abilities Required**

- Bachelor's degree with a background in Theology, Catechetics, or Evangelization or years of experience in youth or campus ministry.
- Practicing Catholic with a solid commitment to Gospel values, Catholic moral and social teachings, Church doctrine, and Church structure.
- Demonstrates the ability to research and articulate the basics of the Catholic faith.
- Demonstrated experience in budgeting primary finances in support of a ministry or organization.
- Advanced computer skills in Microsoft suite products, including but not limited to: Microsoft Publisher, Excel, Word and Outlook.
- Must be able to organize and prioritize work, be proactive, take initiative, resolve complex problems, follow through, and simultaneously manage multiple priorities.
- Ability to empower and delegate responsibilities with student leaders.
- Ability to maintain confidentiality and navigate conversations about sensitive issues.

### **General Responsibilities**

- Collaborates with other staff members and assists with parish activities as needed.
- Serves as the liaison between the students and permanent community (non-students) on activities that intersect.
- Works with the pastor on specific opportunities to minister to the faculty and staff at the University of Toledo.
- Fulfill other responsibilities as mutually agreed upon with the pastor.

### **Specific duties**

- Coordinates the student retreats with the Pastor and the Catholic Student Association
- Serves as the co-advisor to the Catholic Student Association, the Catholic sanctioned club on UT's campus.
- Coordinates with the student Vice President of Outreach to facilitate all of the outreach events at the beginning of the academic year.
- Assists the Pastor in coordination of Graduate Student and Young Alumni programming, including a ministry presence at the Health Science Campus of UT.

- Serves as the Director of the Christian Service Program and leads the annual Habitat Spring break mission trip along with other service projects throughout the year.
- Coordinates evening dinners for students every Sunday night in which UT is in session.
- Serves as liaison to the Diocesan Campus Ministry Office and attends Diocesan or FOCUS conferences and meetings as requested.
- Coordinates student leaders and oversees curriculum for the parish children's ministry program.
- Coordinates certain liturgical responsibilities, such as Daily Mass.
- Coordinates year end visits to local Catholic high schools for outreach.
- Assists as receptionist during office hours as needed.

### **Hours**

- Not typical 9-5 hours
- Needs a flexible schedule to accommodate evenings and weekend commitments.
- Most time off is taken during winter break and summer break.