



Saint John's
UNIVERSITY

CAMPUS MINISTRY

Job Description

POSITION TITLE: Ministerial Resident of Liturgy and Sacramental Preparation

DEPARTMENT: Saint John's Campus Ministry

REPORTS TO: Director of Campus Ministry

DESCRIPTION:

The SJU Ministerial Resident for Liturgy and Sacramental Preparation is the member of the Campus Ministry team who has primary responsibility for the coordination of all liturgical music aspects of Campus Ministry events as well as sacramental preparation for students who are interested in the Sacraments of Initiation. This position works closely with the university Chaplain in the planning of student liturgies. The Ministerial Resident is responsible for the recruitment, training, and ongoing formation of students who serve as music ministers. The Ministerial Resident for Liturgy and Sacramental Preparation reports to the Director of Campus Ministry. Supervision of liturgical matters is ordinarily delegated to the Chaplain.

RESPONSIBILITIES:

1. Coordinate and prepare music for all student liturgies, including Sunday 9pm Student Mass, Saturday Football Masses (when there's a home game) as well as other special campus liturgies (e.g. memorial services, reconciliation services, orientation liturgies, etc.) in collaboration with the Chaplain and student employees in liturgy and music. This includes: music selection, music rehearsal, choral direction and/or accompaniment shared with the accompanist.
2. In cooperation with the Chaplain, attend and lead a weekly liturgy planning meeting.
3. Supervise and assist student employees in music with weekly preparation of the worship aid and music folders.
4. Ensure that all copyright and license permissions are in order for music, and submit weekly reports to publishers concerning the music used at liturgies.
5. Recruit, train, and provide on-going formation for all student music ministers and assist the Chaplain in the selection and supervision process for student employees who serve in liturgy and music.

6. Serve as a resource for liturgical and musical needs of the staff (e.g. weekly prayer for staff meetings, weekly adoration, IGNITE (RCIA), special prayers/blessings).
7. Direct IGNITE, a sacramental preparation program designed to form and prepare students for the Sacraments of Initiation. Responsibilities include recruiting and advertising for the program, teaching weekly preparation classes throughout the semester and consulting with the Chaplain as needed.
8. Attend weekly Campus Ministry staff meetings and hold regular office hours.
9. Assists as needed in planning and presentation of monthly staff development meetings.
10. Assist in the planning of and attend August and January Campus Ministry all staff retreats.
11. Works collaboratively with other Ministerial Residents, student ministers, and staff to promote all Campus Ministry programs and services.
12. Other duties as assigned.

MINIMUM QUALIFICATIONS:

This position is intended to provide an opportunity for 2+ years of ministry immersion for a person who is:

- a. a student who is enrolled in the Saint John's School of Theology and Seminary and is making progress toward completion of a program of graduate theological/pastoral studies.

Knowledge, abilities, skills:

1. Must be a practicing Roman Catholic with continuing active membership in a parish/faith community
2. Effective communication skills (listening, speaking, and writing)
3. Computer skills
4. Competence in Finale or other music notation software
5. Must be able to create Worship Aids through a document/publishing program
6. Choral conducting and competent piano accompanying skills to play for services
7. Knowledge of rubrics and guidelines for liturgical rites in the Roman Catholic tradition
8. Flexibility in liturgy planning sensitive to a diverse college community rooted in Catholic and Benedictine tradition.
9. Maintains a high level of competence, judgment, and appropriate confidentiality
10. Knowledge and appreciation of the Benedictine heritage and character of Saint John's Abbey and University
11. Reliable and dependable
12. Able to work collaboratively

Additional Requisite:

- As a minister of the Roman Catholic Church, the successful candidate will also maintain a lifestyle that is publicly consistent with Catholic teaching and Benedictine values.

Formation Requirements: Ministerial Residents are required to participate in the SOT formation program, including developing learning goals, theological reflections, and individual and group spiritual companionship. In addition to SOT formation, the Ministerial Resident meets monthly with the director of Campus Ministry as part of ongoing formation and assessment.

APPOINTMENT:

Administrative, 9-month (approximately August 15 - May 15); 20 hours per week