Job Title: Campus Minister, Coordinator of Retreats, Faith Formation and Liturgy

Job Type: Full-Time

Location: Lisle, IL

Job Description:

Position Summary: The Coordinator of Retreats, Faith Formation and Liturgy is responsible for the development, recruitment, organization and implementation of retreats and faith formation programming for students to assist them in their spiritual and personal growth. The staff member will interact with college-aged students with a variety of different religious backgrounds to develop programs consisting of catechesis, evangelization, social action, community building, and spirituality.

Immediate Supervisor: Director of Campus Ministry

Essential Job Responsibilities:

1. To develop, plan and direct a retreat program that reflects the need of various types of students who are in various stages of their faith lives, including but not limited to Koinonia (support and coordinate annual retreat; assist student leaders in planning, implementing and advising the retreat each fall), the Busy Person’s (create and coordinate Fall and Spring), Freshman FLIGHT (Day retreat at Starved Rock; programming to support struggles of being part of a new community, include activities to form community and to coordinate two talks by upper classmen), and Interfaith, Benedictine Spirituality retreats. Planning includes but is not limited to, developing a strong model for all retreats, recruiting of students, marketing, promotion and coordinating of student leadership roles for the retreats. Works with students, office manager and DCM in the planning, scheduling advertising and fundraising of these events.

2. To organize, develop and guide various programs directed at faith formation, development and spiritual growth of the Catholic faith consisting of catechesis, evangelization, social action, community building, spirituality while building relationships with students (and their families as appropriate), faculty and staff to provide support and collaborative opportunities for the campus community, in collaboration with other ministry staff, in order for them to grow spiritually. Faith Formation guidance and connection to resources for RCIA (Rite of Christian Initiation for those intent on becoming Catholic) and marriage preparation. Faith opportunities may include but are not limited to Bible Study groups, Catholic Awareness/Rediscover Catholicism, weekly...
liturgical reflection opportunities, Benedictine Spirituality development opportunities, Lectio divina, Minute Meditations, and Vocation Discernment.

3. Facilitate worship for the University community by coordinating and providing quality liturgical experiences which celebrate and strengthen the journey of faith of students

4. Develops, plans, and leads the Chapel Choirs and cantors

5. To provide structure, support and assessment protocols and pastoral, spiritual and vocational guidance to Christian-based student groups.

6. Support and supervise Campus Ministry Cor Program.

**Other Functions:**

- Provide support for crisis intervention and grief support in collaboration with other University professionals.

- Provide support as needed for religious services and/or religious rites (Mass, Communion service, weddings, etc.,)

- Participate in departmental meetings and functions.

- Positively promote Benedictine University and the Campus Ministry Department on and off campus.

- Provide pastoral care and a ministry presence university-wide as needed, but especially at Campus Ministry events.
Minimum Job Requirements:

**Education:** Bachelor degree in theology, religion or related field required; M.Div., M.A. in theology, religious studies or philosophy preferred.

**Experience:** 1-3 years previous experience or involvement in campus ministry, retreat coordination, and faith formation events or other equivalent experience.

**Specific Skills:** Working knowledge of social media, Microsoft Office, Outlook and Excel. Proficiency in a fundamental musical instrument.

Experience playing for Catholic liturgies preferred, but not required.

**Specific Knowledge, Licenses, Certifications:** Understanding of Catholic social teaching and the Catholic Church as it related to other Christian churches and other religions.

**Supervisory Responsibility (if applicable):** Supervise student volunteers.

**Working Conditions:** Normal office environment. Flexible hours required as well as some evening and weekend responsibilities.