Associate Campus Minister

**Institution:**
Canisius College

**Location:**
Buffalo, NY

**Category:**
Admin - Religious Services

**Posted:**
04/19/2016

**Application Due:**
Open Until Filled

**Type:**
Full Time

**ASSOCIATE CAMPUS MINISTER**

Canisius College is accepting applications for an Associate Campus Minister (ACM). The ideal candidate will be a skilled pastoral communicator with a heart for developing joyful and meaningful liturgies for the College's students, alumni, faculty and staff. The ACM is responsible for the liturgical and sacramental life of the campus. This position will coordinate the logistics of Masses, special liturgies and prayer services. The ACM will train and schedule liturgical ministers, collaborate with the Jesuit Community and ensure Christ the King Chapel is maintained and decorated for each season. This is a full-time position reporting to the Director of Campus Ministry. On campus residency is an option.

**Responsibilities**

- Coordinate two Sunday Masses, one weekly mass, special liturgies (Mass of the Holy Spirit, Holy Days of Obligation, etc.) and prayer services. Presence at liturgical events is required as needed.
- Train, schedule and supervise liturgical ministers, chapel musicians, and the wedding coordinator.
- Direct the Catechesis Program (Explore Your Catholic Faith), Sacramental Prep Program (RCIA) and wedding assessment.
- Develop a Ministry Program for residential students.
- Maintain campus wedding records for Diocesan review, additional sacramental records and Sunday Mass attendance.
- Manage Mass card requests, schedule masses, record mass collections, send collections to Controller and ensure appropriate non-profit organization receives donation.
- Assist with Campus Ministry-led spiritual retreats.
• Assist with international and domestic service-immersion programs, local service activities and justice efforts on campus.
• Assist with integration of Ignatian Exercises into campus programs.
• Take a leadership role when appropriate on committees and in public prayer.
• Provide pastoral care and presence to students, alumni, faculty and staff.
• Represent Campus Ministry to departments on campus and maintain a pastoral presence and engagement to colleagues.
• Attend Campus Ministry meetings, manage and maintain budget for programs and coordinate fund-raising as needed.
• Assess learning goals and program satisfaction for all programs.
• Supervise work study students.
• Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

• Knowledge of liturgy in the Roman Catholic tradition.
• An understanding of Jesuit and Catholic traditions in higher education, Ignatian spirituality, and Catholic social teaching.
• Excellent organizational skills and attention to detail.
• Excellent verbal and written communication skills.
• Experience creating an open and welcoming community.
• Ability to work collaboratively and inclusively with students, alumni, faculty, staff, volunteers and friends of the College.
• Proven ability to work successfully both independently and in partnership with a wide array of people.
• Ability to utilize a variety of marketing channels (i.e. print, social networking, etc.) to engage constituents effectively.
• Ability to work evenings and weekends and a willingness to travel.
• Knowledge of liturgical music is a plus.
• Willingness to live on campus and be available to campus community during times of need is preferred.

Required Qualifications:

• Bachelor's in theology, pastoral studies, or liturgy required; Master's in same or related field strongly preferred.
• Person of Catholic faith who is intellectually conversant with Ignatian spirituality and experience in working with persons of many cultures, ethnicities and religious traditions.
• At least two years of experience in pastoral administration or an equivalent field.
• Commitment to and ability to articulate the University's Jesuit, Catholic mission and identity in an inviting and engaging manner.
To apply, please send letter of application, and resume to Human Resources at hr.recruiter@canisius.edu (please put LITURGY in subject line of email) or mail to HR, 2001 Main Street, Buffalo, NY 14208. Review of applications begins immediately. For full consideration, please apply by May 10, 2016.

Canisius College, a Catholic and Jesuit university, has as its foundation the fundamental values of academic excellence, leadership, faith and social justice. Canisius is committed to educating and preparing men and women to become leaders in their professions and their communities, and in service to humanity. The college is an equal opportunity employer committed to recruiting, supporting, and fostering a diverse community of outstanding faculty, staff and students.

APPLICATION INFORMATION

Postal Address:
Human Resources
Human Resources
Canisius College
2001 Main Street
Buffalo, NY 14208

Phone:
716-888-2240

Fax:
716-888-2233

Email Address:
hr.recruit@canisius.edu