Director of Campus Ministry

Institution:
Saint Mary's University of Minnesota

Location:
Winona, MN

Category:
Admin - Religious Services

Posted:
04/12/2016

Application Due:
Open Until Filled

Type:
Full Time

Overview:
Saint Mary's University of Minnesota is seeking candidates for the position of Director of Campus Ministry to oversee and advance the campus ministry program on the campus. This position is responsible for (but not limited to) the overseeing all aspects of campus ministry on the Winona campus including the promotion of the Lasallian Catholic identify of the university, the liturgical and sacramental life of the community, the ongoing development of ecumenical and interfaith programming on campus, and the continued offering and expansion of social justice/service opportunities for students. Saint Mary's is a Lasallian Catholic university. Enriched by the Lasallian Catholic heritage, Saint Mary's awakens, nurtures, and empowers learners to ethical lives of service and leadership. This full time, 12 month position, starting June 1 and reporting to the Vice President for Mission.

Responsibilities:

- Oversee, lead, assist, support and promote all campus ministry programs within a collaborative team
- Promote and represent the mission of Saint Mary's University of Minnesota primarily on the Winona campus students
- Supervise, develop position responsibilities, and performance evaluations campus ministers, student workers and long-term volunteers
- Oversee, develop and provide program and faith formation, leadership, spiritual guidance, retreat planning, liturgical coordination, social justice/service opportunities, and awareness of the Lasallian Catholic Mission for the Saint Mary's University community
- Develop Catholic Social Teachings within faith formation and educational opportunities
- Ability to coordinate and direct liturgical choirs, preferred
- Build relationships between faculty, staff, students and the Campus Ministry Team
• Direct the coordination of special events such as Lasallian Week of Peace and De La Salle Week
• Assist and support the various retreat programs including TEC, New Student Retreat and Ignatian Retreat
• Lead the training and development of student retreat leaders in spirituality, organization, program design for various retreat programming
• Lead, organize and promote the Dine With the Divine program
• Collaborate with Campus Ministry Team to develop new prayer experience opportunities
• Coordinate and advise student groups
• Set the budget for the Office of Campus Ministry and the calendar of all campus ministry events
• Manage the Office of Campus Ministry budget by evaluating all purchases made by the Office of Campus Ministry employees, supervising all credit card statements, balancing the department funds annually and proposing special requests for additional funding when necessary
• Collaborate with student leaders and department members to promote the Office of Campus Ministry current and future students through a variety of publications including but not limited to weekly newsletter email, brochures, the university website, and various presentations
• Participate in meetings and events as required
• Represent Campus Ministry on appropriate committees as necessary
• Attend regional and national conferences on Campus Ministry as appropriate
• Act as a resource to staff, faculty and administrators
• Maintain a positive working relationship with the Diocese of Winona and the Immaculate Heart of Mary Seminary
• Other appropriate duties as assigned

Requirements:

• Master's degree in Theology, Divinity, Pastoral Ministry or related degree required.
• Five or more years of experience with secondary, post-secondary or college-age ministry.
  Experience in a residential undergraduate community preferred
• Experience or familiarity with Lasallian Catholic philosophies and spirituality
• Experience managing staff, volunteers and multiple budgets is preferred
• Must be able to advance the mission of Saint Mary's as a Lasallian Catholic institution
• Must be able to successfully pass a criminal background check

APPLICATION INFORMATION

Contact:
Saint Mary's University of Minnesota

Online App. Form:
http://tinyurl.com/jp3lz6y