



Title:	Graduate Minister (GM)
Reporting To:	Assistant Director for Residential Ministry
Hours/Week:	20 hours/week (some weekend and evening commitments)
Stipend:	\$11,000/Academic Year
Tuition Remission:	Tuition Remission for 15 credits/academic year
Term:	August 5th, 2019 - May 15th, 2020

About Boston College, Campus Ministry, & Office of Residential Life

Boston College is a Division I university with approximately 9,100 undergraduate students (7,600 residential), located on 118 acres in Chestnut Hill, Massachusetts, a beautiful suburb seven miles from the center of Boston. Founded by the Society of Jesus in 1863, Boston College has strong Jesuit Catholic educational values, which are used as a foundation for our work with and care for students.

The Office of Residential Life seeks to create safe, inclusive, and well-maintained living communities. We engage our community members in opportunities to develop spiritually, socially, and academically in the Jesuit, Catholic tradition of the university. We are committed to integrating the Roman Catholic and Ignatian tradition into the formation of each student by connecting their intellectual, ethical, religious, and spiritual lives through a myriad of programs and services. Our role in this formational development is achieved by promoting the academic mission, modeling and encouraging responsible and ethical behaviors in conformity with the religious and moral principles of the Roman Catholic Church, engaging residents in conversations regarding respect for cultural diversity, and creating safe, well-managed learning environments where students can seek the greater good in conformity with the Jesuit tradition of service to others. Under the leadership of the Associate Vice President, Director of Residential Education, and Director of Operations, the department consists of 40 professional staff members, 24 graduate positions, 192 RAs, and additional student employees.

Position Overview

Graduate Ministers (GM), of which there are three, will be given opportunities to serve alongside the Assistant Director for Residential Ministry on programming, retreats, trainings, and overall assist with the continued education and development of staff and students within Residential Life around Jesuit and Ignatian pedagogy, spiritual development, and multi-faith education. The Graduate Ministers serve as a resource and support to residents, Resident Assistants, Graduate Assistants, and professional staff on topics relating to student formation and community development inspired by the three pillars of Graduate Ministry: hospitality, accompaniment, and faith. GMs will focus on the planning and execution of passive and active programmatic efforts around the Jesuit Tradition portion of the Community Engagement Model, religious holidays, collaborate with on and off-campus partners to provide opportunities for individuals to partake in service, and attend religious services to focus on this aspect of diversity and inclusion. To aid in their own continued formation, each GM will be paired with a Ministry Mentor to accompany them throughout the year, aid in developing their ministry praxis, and discuss more intentionally how to connect their coursework to the ministry in the halls. It is expected that each GM be in Spiritual Direction as well. Opportunities to connect with a Spiritual Director will be given in the summer/early fall through Campus Ministry and the School of Theology and Ministry. They also assist with other duties as assigned that will help aid in all the Residential Ministry hopes to accomplish.

Important Dates

- **Monday, August 5th - Friday, August 9th, 2019** is Graduate Assistant Training (mandatory). We advise you be in Boston no later than Saturday, August 3rd to aid in the transition.
- **Sunday, August 11th – Thursday, August 22nd** is Resident Assistant Training, continued GM training, and

university Move-In (mandatory). Some evening and/or weekend requirements will take place during this time. You will be allowed/encouraged to attend training sessions offered through the STM during this period of time.

- **December 19th, 2019:** Released for Winter Break
- **January 13th, 2020:** Return from Winter Break
- **May 15th, 2020:** Released from contract

Specific Responsibilities

Assist the Office of Residential Life with essential functions as they relate to Residential Ministry. This includes, but is not limited to trainings, programs, retreats, and other duties as assigned. Typical responsibilities include:

- Assist and provide support to the Assistant Director for Residential Ministry in developing and implementing consistent programs offerings, trainings, and retreats for groups including residents, Resident Assistants, full time staff, other Graduate Assistants, Resident Ministers, and Conversation Partners (some weekend and evening work will occur, specifically for programs and retreats)
- Each GM will serve as the liaison to one residential area (First Year Area, Sophomore + Area, or Upperclass Area). More details given during training.
- Of the three GMs, one will work directly to manage The Conversation Project throughout the year, one will prepare and attend the Roads Retreat in the fall semester, and one will prepare and attend the Roads Retreat in the spring semester. More details given during training.
- In consultation with their supervisor and the program directors of the examples listed below, GMs could participate in a divisional or departmental initiative that has intersectionality with the type of ministry they plan to do in the future or want to become more familiar with here at BC (ie CARE Week, RHA STRIVE retreat, SPECTRUM retreat, Bowman Advocates, etc)
- Develop relationships with residents and offer opportunities to meet with them individually
- Collaborate with the Office of Campus Ministry, Division of Mission & Ministry, and Division of Student Affairs as needed and as opportunities arise
- Attend weekly supervision meetings with the Assistant Director for Residential Ministry, GM staff meetings bi-weekly, Division of Student Affairs monthly meetings, Department meetings once a month, meet with their assigned Ministry Mentor once a month, and meet with their Spiritual Director once a month. (unless fulfilling an academic requirement like classes or field placement)

Model Jesuit and Ignatian Values

- Develop an understanding of and proficiency in Ignatian spirituality and Boston College's models of Jesuit education and Student Formation.
- Promote Ignatian spiritual values, such as cura personalis (care for the whole person), faith that does justice, finding God in all things, and being a contemplative in action during interactions with students and Residential Life staff.

Professionalism

- GM are expected to hold themselves to the highest standards of conduct, abiding by both university policies and state/federal laws.
- GM are required to act professionally according to expectations on demeanor, dress, conversations and language, etc. as provided in the expectations from the department and their supervisor.
- GM are expected to be leaders and role models for others in the department and at the university.

Hours

- Because of university policy, no graduate student is permitted to work more than 29 hours/week at Boston College. This means that you may not hold another position for more than 9 hours/week at the university.

Qualifications

- Admission into a master’s program in the School of Theology and Ministry
- A strong commitment to participating in a diverse and inclusive environment
- The ability to connect with students and staff on a personal, as well as formational level
- Comprehension and appreciation of the Jesuit and Catholic values and mission, and the traditions and heritage of Boston College and a willingness to express and abide by those values and mission
- Strong oral and written communication skills, including presenting in front of groups of faculty, staff & students
- Skills in technology, including publications, video, Google functions, communications projects, Microsoft Publisher, Photoshop, Canva, and PowerPoint/Prezi preferred
- Excitement and passion to work with students, faculty, and staff to enhance the overall residential experience in relation to pastoral presence through program/initiative management
- The ability to work in a challenging, yet supportive professional environment, and be willing to actively participate in their own learning experience

Supervisor Contact

Name: Jessica Graf
Position: Assistant Director for Residential Ministry
 Office of Residential Life, Boston College
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Phone: (617) 552-4304

Resignation & Termination

I agree and accept that the appointment to the position of Graduate Minister in Residential Life and understand that I may be terminated at such time that I fail to abide by the above mentioned conditions.

In the event of my resignation or termination from the Graduate Minister position, I understand that all of my benefits will cease immediately. The benefits include stipend, tuition remission, and others given by the department or as a part of the position. I also understand that any credit to my account will be prorated through the last day of my agreed upon employment on the staff (i.e., 15 weeks per semester, resign end of the second week, will only receive two weeks of credit, all other credits will be immediately canceled).

Print Name: _____

Signature: _____

Date: _____

Eagle ID: _____

Updated May 2019