

Director of Campus Ministry

Position Summary:

The University of Saint Mary is a Roman Catholic university sponsored by the Sisters of Charity of Leavenworth. The Director of Campus Ministry is responsible for facilitating opportunities for the faith development of all students at the University of Saint Mary while providing necessary ministry services for the entire community. The minister encourages students to become active members of the faith community through worship, education, service, and community development while providing for the pastoral needs of each person. The minister encourages persons of all faiths to be involved in their individual faith communities.

Essential Functions:

Spiritual Development

- Plans and conducts student retreats each academic year
- Plans and organizes prayer and religious services, plans to celebrate and recognize each Liturgical season on a regular basis and for special events
- Encourages students of other faith traditions to become involved with the religious communities of their own faith

Education

- Develops and implements programs for spiritual development as needed, e.g., Bible scripture studies, small faith communities, Rite of Christian Initiation of Adults (RCIA), prayer, and socials, etc.
- Plans and coordinates ongoing education in Vincentian spirituality

Service

- Plans and coordinates faith in action especially through the development, implementation, and coordination of community service projects and alternative break trips
- Plans and coordinates community service throughout the year

Community Building

- Plans and coordinates community building throughout the year
- Provides leadership and training for campus ministry leadership team to develop leadership skills and engage students in the planning and coordination of campus ministry events
- Provides pastoral care as needed for the university community
- Works with student life staff to develop and promote student life programs

Administration

- Submits and manages budget, coordinates fundraising to support student programming and alternative break trips
- Submits a written, comprehensive annual report to supervisor no later than June 1
- Performs other job-related duties as assigned

Requirements:

- Master's Degree in Roman Catholic Theology, Divinity or Pastoral Ministry
- Practicing Roman Catholic
- 2-3 years pastoral experience
- Proficiency in Microsoft Office suite of products

To Apply:

Submit a cover letter, resume and contact information for at least three current professional references to:

hr@stmary.edu (preferred method)

or mail:

Human Resources

University of Saint Mary

4100 South Fourth Street

Leavenworth, Kansas 66048

EOE