



Archdiocese of Newark

Office of Human Resources

Entering the
Third Millennium,
proclaiming in faith and love
the mission of
Christ the Redeemer!

POSITION DESCRIPTION

Position: Campus Minister
Department: Campus Ministry
Reports To: Director
Classification: Exempt

General Description

Providing students with spiritual, moral, and intellectual development as lived and taught in accordance with the Catholic Church. (i.e., training in Catholic Christian discipleship and understanding of the Catholic Faith).

Specific Duties/Responsibilities

The following specific responsibilities are representative of duties required in this position. They may be unilaterally but reasonably changed based on the working environment and departmental needs.

- Developing and providing formation in peer ministry, catechetical, spiritual, and leadership experiences and skills. Such formation would include leading Scripture studies, assisting with RCIA, designing a regimen of leadership formation for volunteers and student leaders, and organizing and presenting retreats throughout the year on a variety of topics related to Catholic Christian discipleship.
- Raising consciousness within the university community concerning the issues of faith and culture in our society by cooperating with and developing programs responsive to these issues.
- Continuing to provide vision and leadership for the “Newman Catholic Campus Ministry” through personal prayer and study, and by organizing retreats for volunteers and student leaders.
- Interact and collaborate with other Staff of Campus Ministry Department to enhance its Catholic ethos.
- Developing an ecumenical/interfaith working relationship with other religious groups in Campus Ministry by meeting and visioning with them periodically while always maintaining a strong catholic identity.
- Inviting and welcoming students encouraging them to grow deeper in their faith.
- Coordinating outreaches and service opportunities for the faith community.
- Strive to develop relationships with faculty, staff, and administration.
- Create effective structures and events to reach out to new students, such as social and spiritual activities directed to new students in the first several weeks of the Fall Semester.
- Organizing and coordinating social events on campus to build community.
- Developing effective ways to nurture and educate students in the Theology of the Body through study groups, retreats and seminars.

ARCHDIOCESAN CENTER

171 Clifton Avenue • Post Office Box 9500 • Newark • New Jersey 07104-0500 • (973) 497-4000

- Practicing the gift of hospitality is a must in Campus Ministry.
- Other duties as assigned.

Qualifications/Skills

- Must be a practicing Catholic.
- Recommendation letter from the Pastor of local Parish or leader of other Catholic institution (i.e. college chaplain) required.
- Understanding of higher education and a commitment to educational, spiritual, and social programming appropriate for college-level students.
- Fidelity to the teaching of the Catholic Magisterium.
- Commitment to representing the Catholic Church within higher education.
- Experience in counseling, spiritual direction, teaching, organizing, and executing programs and events that nurture the spiritual needs of the student population and facilitating volunteer opportunities.
- Strong interpersonal skills and the ability to be a self-starter.
- Ability to remain flexible with work hours and a willingness to work evenings and some weekends.
- Commitment to a regular prayer life and regular participation in the sacramental and liturgical life of the Church.
- Commitment to ongoing learning and study in Catholic Theology and pastoral ministry.
- Willingness to participate in theological self-reflection on an ongoing basis and receive feedback and evaluation from immediate supervisor.

Education and/or Experience (Preferred)

- College graduate with degree in Theology or experience in Campus Ministry.
- 3 + years practical experience in Campus Ministry or another Young Adult Ministry.

Physical Demands

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.