



Job Title: Campus Ministry Coordinator for Cat Catholic Campus Ministry (CCCM)

Reports to: Fr. Kyle Tannehill (Parochial Vicar)

FLSA Status: Full-Time Ministerial Position

Purpose: Minister to the students of Montana State University in Bozeman, MT with the primary objective of attracting and forming disciples of Jesus Christ who are fully committed to the vocation to which He is calling them and to building a strong Catholic identity and community amongst their peers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Work with the Pastor, Parochial Vicar, and FOCUS team to help further develop the ministerial efforts of CCCM**
 - Creatively work to cultivate vocations among college students and support them in their spiritual lives
 - Facilitate current CCCM activities throughout the school year, including helping to form and mentor student leaders, especially Peer Ministers
 - Maintain a flexible schedule in order to meet students when they are most available, including evenings and weekends as necessary
 - Plan and facilitate Fall and Spring retreats and other trips (Spring Break, potential mission trips, etc.)
 - Develop strategies for expanding the outreach of CCCM using resources from FOCUS and other resources to meet students and draw them closer to Christ
 - Establish and maintain relationships with personnel on campus to facilitate expansion
 - Facilitate CCCM orientation activities during summer months (coordinate with Peer Ministers)
 - Grow Eucharistic Adoration and other prayer opportunities at RUP among CCCM students
 - Integrate and coordinate activities with leaders and groups in the parish
 - Compile plan for outreach beyond MSU, including outreach to the poor locally (street walks, pro-life work, etc.), nationally, and internationally

- Recognize and capitalize on opportunities to keep ministry relevant (e.g. search for promotional opportunities and utilize materials from other Catholic platforms)
- **Assist in Management of CCCM**
 - Assist Parochial Vicar and RUP Financial Administrator with CCCM financial operations (weekly, monthly, semesterly)
 - Set calendar for campus ministry events (semesterly and annually)
 - Coordinate outreach activities with FOCUS team
 - Retreat planning and coordination: budget, food, housing, etc.
 - Work with Pastor, Parochial Vicar, Campus Ministry Student Leaders, and FOCUS to develop and set annual specific and measurable goals for outreach
- **Other duties including, but not limited to:**
 - Meet with Ascend Content Leaders to prepare presentation and activity by guiding the evening and ensuring the orthodoxy of the presentations (in conjunction with Parochial Vicar)
 - Twice monthly one-on-one meetings with each Peer Minister, checking in on their personal, spiritual, and student life
 - Assist in selection of Peer Ministers, Content Leaders, and Committee Leaders (annually)
 - Assist with weekly Student Leader Formation (in conjunction with Parochial Vicar) providing resources on prayer and outreach continuing their formation to be missionary disciples.
 - Guide retreat content, organize presentation groups, select students to give testimonies and work with them to formulate these testimonies
 - Collaborate with Development Director to build and implement a development strategy targeting alumni, current students, and parents
 - Oversee all social media, website and other promotions engaging students to run our various sites

KEY COMPETENCIES

- **Spiritual Life:** Must be an actively practicing Roman Catholic through the Sacramental life of the Church. Must have active and regular prayer routine.
- **Teamwork:** Must work well with others in a team-oriented manner in all interactions; actively work to create a win-win environment and treat parishioners and others with respect.
- **Leadership:** Must listen to others and value different opinions while also being able to make sound decisions in a timely manner. Cultivate the ability to motivate others and help them grow.
- **Innovation:** Work effectively in a fast paced and evolving environment to generate new ideas and challenge the status quo. Support change, solve problems creatively, and encourage creativity in others.

- **Adaptability/Flexibility:** Adapt to change, open to new ideas, take on new responsibilities, handle pressure, adjust plans to meet changing needs.
- **Integrity:** Deal with others in a straightforward and honest manner; maintain confidentiality and behave in a manner consistent with the Diocesan Personnel Policy and Code of Conduct. Also maintain high moral standards and hold oneself accountable.
- **Communication:** Communicate well both verbally and in writing, create accurate and punctual reports, deliver presentations, share information and ideas with others.
- **Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this description are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must complete Safe Environment Training and remain in compliance.

EDUCATION AND EXPERIENCE

- Must be a practicing Roman Catholic in good standing with the Church
- Must be able to enthusiastically uphold the teachings of the Catholic Church and willing to work cooperatively in its endeavors.
- Should have a Bachelor's Degree in a related field; preferred Master's degree in Theology or Pastoral Studies, or an equivalent degree; preference for professional certification in Campus Ministry
- Administrative competence in budgeting, basic computer programs, social media, and assessment and planning

OTHER JOB ELEMENTS

- **Supervisory Responsibilities**
 - Reports to the Parochial Vicar including periodic meetings to evaluate performance in light of this job description.
 - Works closely with the Pastor to set strategic priorities and continuously improve programming.
 - This position will supervise the Peer Ministers, Committee Leaders, and other student volunteers.
 - Work with the FOCUS Team Director and Missionaries for healthy overlap in ministry and outreach to students.
- **Physical Demands**
 - While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk and hear.
 - The employee must occasionally lift and/or move up to 50 pounds.

- The above physical demands described 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 essential functions.
- **Work Environment**
 - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
 - This position functions in an office and parish environment with a controlled atmosphere. The noise level in the work environment is usually moderate.

I have received this job description and I understand that it is my responsibility to read and comply with the duties outlined in this job description and revisions upon notification. The above job description is intended to describe the general nature of the work being performed by employees in this position.

I understand that the above job description is not intended to be an exhaustive list of all duties, responsibilities, and qualifications. This job description does not constitute a written or implied contract of employment. Resurrection University Parish reserves the right to amend and change responsibilities to meet organizational needs as necessary.

I am willing to make a three-year commitment to Resurrection University Parish and Cat Catholic Campus Ministry.

I am able to perform the essential functions of this position **with** **without** accommodations.

Employee Signature: _____

Date: _____

Pastor's Signature: _____

Date: _____