



CATHOLIC CAMPUS MINISTRY JOB DESCRIPTION

Position: Director of Catholic Campus Ministry/Catholic Chaplain
Reports to: Associate Vice President for Student Affairs and Dean of Students (temporal issues); and Bishop of the Diocese of Orlando (doctrinal issues).
FLSA Status: Exempt

PURPOSE:

The Director/Chaplain is responsible for enhancing and fostering the Catholic Christian faith formation of the campus faith community through pastoral leadership and ministry. The Campus Minister works collaboratively with the CCM Advisory Board, the Campus Minister, and other clergy and staff, in planning, coordinating, organizing, executing and overseeing programs and activities in an academic setting.

The Director/Chaplain seeks to serve the needs of the campus community in the following primary areas:

- Providing for the Sacramental life of the campus Catholic community
- Appropriating the Faith
- Forming Christian conscience
- Educating for justice
- Facilitating personal development
- Developing future leaders for the Church and society
- Fostering vocational/state of life discernment

The Campus Minister performs all duties and responsibilities in alignment with the mission, vision and values of the Catholic Diocese of Orlando.

ESSENTIAL FUNCTIONS:

1. Focus on Evangelization, the proclamation of the Gospel and introduction to the life of faith:
 - Facilitate the initiation into the faith by way of one-to-one discussion;
 - Create group social opportunities;
 - Develop and facilitate bible studies;
 - Create, develop and facilitate spiritual retreats;
 - Work with students for participation in service events;
 - Develop an ongoing lecture series;
 - Develop programs for campus outreach, encountering students on campus who are seeking a relationship with the Church;
 - Provide faith-sharing and pre-evangelism opportunities among students who will become student leaders, inviting other Catholic students and non-Catholic students into the Campus Ministry community;
 - Create a presence on Campus for Catholic Campus Ministry.
2. Focus on Catechesis, with instruction and formation in the teachings of the Church:
 - Provide Catechesis for students with limited understanding of the Catholic faith;
 - Provide a more in-depth discussion for those familiar with the Catholic faith;



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- Structure discussion at a comparable level to the academic courses on campus;
 - All teaching is in accordance with the Catechism of the Catholic Church.
3. Focus on Leadership and Discipleship development:
 - Form students in authentic discipleship, responding to the baptismal vocation to be missionaries committed to the mission of the Church;
 - Identify, recruit and train student leaders;
 - Engage those leaders in assisting of the planning of Campus Ministry Programs;
 - Develop leadership outreach to their peers for future service to the Church;
 - Assist Campus Minister in organizing events for students, allowing them to discover their areas of expertise, to include service events, liturgical ministry, Bible Study leaders and retreat coordinators.
 4. Utilize the data for design and development of campus ministry initiatives and outreach. Discover, select and utilize / apply the most useful community, campus and diocesan resources, processes, and system which further the life and goals of the campus faith community.
 5. Provide resources (print, video, diocesan events) for effective programming.
 6. Coordinate and collaborate with the diocesan office of Campus Ministry, office of Youth Ministry, the *Vicar Forane* of the Southern Deanery and with other local Catholic clergy.
 7. Advocate for student Catholic Christian faith formation on campus through communication strategies and appropriate social, recreational, educational and spiritual programs.
 8. Provide (or refer if necessary) students, parents of students, faculty or staff with pastoral or sacramental needs appropriate services and programs.
 9. Develop student Christian lay leaders who are equipped to contribute to their future careers, parishes and the world community.
 10. Oversee development and training of students as liturgical ministers and plan liturgical seasons with the Liturgy Committee
 11. Represent the Catholic Church on campus and pursue opportunities by becoming actively involved in the life of the University both on the academic level and on the policy-making level to develop an awareness of and a sense of importance and commitment to living and working for justice and peace among students, faculty and staff as well as the University community.
 12. Participate as a member of the Catholic Campus Ministry Association and other professional organizations which serve as resources to Catholic Campus Ministry programs.
 13. Work with ministers of other faiths in the campus to foster brotherhood and sisterhood in programming and dealing with disruptive forces on campus.
 14. Ensure total compliance with the diocesan Safe Environment Policy and Procedures for all required campus ministry leaders, employees and all volunteers, including completion of appropriate training, successful passing of fingerprinting and criminal background checks.



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15. Welcome and register new members Catholic Campus Ministry and supervise the maintenance of a database and social media sites in accordance with University and Diocesan technology policy.
16. Maintain a working relationship with the Mary Star of the Sea Catholic Residence and the Newman Center of the University.
17. Complete and file all reports required by Diocese or the University, and respond to requests from either the Diocese or the University in a timely manner.
18. Develop and annual budget for Catholic Campus Ministry, adjust and administer as necessary, and handle other financial matters of the ministry as needed. Submit annual and periodic spiritual and financial reports to the CCM Advisory Board, as well as the University or the Diocese as requested.
19. Cultivate, develop and maintain relationships with donors to the Catholic Campus Ministry, establish routine financial campaigns, capital campaigns, and other fundraising as necessary to fulfill the mission of the Catholic Campus Ministry.
20. In general, see that an adequate response is made to all policies of the Diocese and the Code of Canon Law.
21. Demonstrate characteristics and qualities desired of a Roman Catholic leader, including excellent character, integrity and support of the teachings and tenets of the Roman Catholic Church of the Diocese of Orlando. Demonstrate fidelity and support of Church leadership.
22. Build and maintain good relationships with church personnel in neighboring parishes, including employees, volunteers in ministry, as well as Melbourne Central Catholic High School.
23. Attend to responsibilities as assigned with confidentiality and discretion, demonstrating excellent internal and external customer service.
24. Other duties as assigned or necessary.

SUPERVISORY RESPONSIBILITIES:

Supervise Associate Campus Minister and other staff and volunteers of Catholic Campus Ministry, including conducting annual performance evaluations, salary adjustments, attending to personnel actions of employees, and reporting personnel matters to the CCM Advisory Board as necessary.

QUALIFICATIONS:

To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.



Education and Experience.

Required: Masters of Divinity or Masters of Arts in Theology; five (5) years' experience in ministry in a parish or campus setting; practicing Roman Catholic.

Preferred: Member of the clergy in good standing with the Roman Catholic Church.

Language Skills.

Proficient in English-language communication skills, including clear speaking voice.

Other Knowledge, Skills, Attitudes.

1. Knowledge of and the ability to convey effectively the official teaching of the Church in the areas of Scripture, doctrine, morality and spirituality with a demonstrated fidelity to these teachings.
2. Knowledge of church documents relating to youth ministry, particularly the 1997 USCCB document, *Renewing The Vision: A Framework for Catholic Youth Ministry*
3. Knowledge of current resources, processes and methodologies for youth faith formation.
4. Knowledge of needs assessment and action planning methodologies.
5. Ability to initiate, plan, organize, implement and evaluate parish youth faith formation.
6. Proficiency in MS Outlook, Word, and PowerPoint; Excel a plus.
7. Good computer literacy, including ability to navigate online applications and search engines effectively.
8. Excellent customer service skills, including ability to maintain focus on and professionalism with people in challenging situations, both in person and by phone.
9. Good time management, including ability to manage several projects at the same time.
10. Must have a professional demeanor.

COMPETENCIES:

Adaptability: Exercising flexibility and maintaining effectiveness during situations of major change in external and internal environments.

Building Partnerships: Identifying opportunities and taking action to build strategic relationships between CCM others areas of the University, the Diocese, teams, departments, units, organizations or local businesses, to help achieve the ministry's goals.

Coaching: Providing timely guidance and feedback to help others strengthen specific knowledge/skill areas needed to accomplish a task or solve a problem.

Collaboration: Working effectively and cooperatively with others; establishing and maintaining good working relationships, especially with local area priests and deacons who will be called upon to administer the sacraments to the college faith community.

Communication: Clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.

Continuous Improvement: Originating action to improve existing conditions and processes; using appropriate methods to identify opportunities, implement solutions, and measure impact.