

GRADUATE ASSISTANTSHIP in LITURGY AND MUSIC

College of Saint Benedict Campus Ministry

Mission of Saint Benedict's Campus Ministry

Campus Ministry supports this mission by accompanying students on their spiritual journey and enhancing their understanding of foundational Christian values as understood in Catholic Tradition, Catholic Social Teaching and Benedictine Values.

Professional and paraprofessional Campus Ministry staff encounter students where they are in their faith journey and accompany them through weekly celebrations: breaking bread together, formation of Christian conscience, exposure to other world faiths, active engagement and advocacy for the Common Good, and opportunities to pray and participate in retreats.

CSB Campus Ministry functions under the inspiration of the 2002 US Conference of Catholic Bishops (USCCB) Pastoral Letter entitled "Empowered by the Spirit: Campus Ministry Faces the Future." We take guidance from the Letter's six aspects of Campus Ministry which support the Church's mission to those in higher education while reaching out to both believers and non-believers in fidelity to the Benedictine core values.

Our ministry is grounded in the Gospel:

"The Spirit of the Lord is upon me, because he has anointed me to bring good news to the poor. He has sent me to proclaim release to the captives and recovery of sight to the blind, to let the oppressed go free, and to proclaim the year of the Lord's favor." Luke 4:18-19

Graduate Assistant in Campus Ministry

The Graduate Assistant Program in CSB Campus Ministry fully supports the mission of the university and the charge of Campus Ministry through collaboration with Saint John's School of Theology • Seminary. The College of Saint Benedict is a Benedictine Women's campus community which fosters integrated learning, exceptional leadership for change and wisdom for a lifetime.

CSB Campus Ministry strives to lead the university in fostering faith communities by promoting Gospel values and enabling the reign of God through proclamation, witness, and service. Campus Ministry is involved in all aspects of the university. The School of Theology has a long standing tradition of providing well qualified leaders in the church. Through the Graduate Assistant Program, SJU Campus Ministry supports and continues that tradition. This program is designed to prepare graduate theological students as leaders in professional church ministry.

Campus Ministry Graduate Assistants will engage in supervised ministry and academic pursuits which promote ministerial growth and spiritual development and offer opportunities to apply theological study to practical ministry experiences. For the school year 2011-2012, the Campus Ministry Graduate Assistant will serve the campus community in the areas Liturgy and Music.

The Graduate Assistant in Campus Ministry is a registered student in Saint John's School of Theology • Seminary in good standing and making progress towards a theology degrees. Assistantships are granted each year for a maximum of three years. Campus Ministry Graduate Assistants arrive the middle of August and engage in an orientation program in preparation for the academic year. Ministry responsibilities (20 hours/week) continue through the middle of May.

Graduate Assistants are integral members of the Campus Ministry team. Each Graduate Assistant collaborates with his/her supervisory to build and conduct ministry within their particular area. Graduate Assistants also build social, ministerial, and faith relationships with each other and other members of the Campus Ministry team. Opportunities for ongoing spiritual formation and ministerial skill development are also part of the Graduate Assistant program.

Knowledge, abilities and skills:

- Being in full communion with the Catholic Church, able to minister joyfully and faithfully.
- Committed to regular personal and communal prayer
- Zeal to live a Christian life
- Emotional maturity, including the ability to sustain friendships and professional relationships and the management and appropriate expression of both anger and affection.
- The intellectual gifts needed for the specific ministry.
- A commitment to good communication and conflict resolution skills.
- Computer skills
- Maintain a high level of competence, judgment, and appropriate confidentiality

- Knowledge and appreciation of the Benedictine heritage and character of Saint Benedict's Monastery and College
- Reliable and dependable
- Able to work collaboratively

Ongoing Requirements

A Graduate Assistant in Campus Ministry is a registered student in the SOT is in good standing and maintains a 3.0 GPA. Assistantships are granted each year for a maximum of three years. Campus Ministry Graduate Assistants arrive the middle of August and engage in an orientation program in preparation for the academic year. Ministry responsibilities (20 hours/week) continue through the first week of May. Students in these positions must be enrolled in no more than 9 credits per semester.

Ongoing Support for each Graduate Assistant

- Scholarship from the School of Theology-Seminary: Range: \$8000-\$4000
- Work award: \$6,800
- Room and board allowance: \$3,200
- Ongoing ministerial formation and training

The figures above represent the full academic year. The work award is earned on an hourly basis as you work and processed through student payroll on a monthly basis; the room & board allowance is a monthly stipend that is also processed through student payroll. Student payroll gives you the option to have your payments deposited into your personal bank account or applied to your student account.

GRADUATE ASSISTANTSHIP IN CAMPUS MINISTRY

St. Benedict College

Liturgy and Music

APPLICATION

Name: _____

Address: _____

City: _____

E-mail: _____

Phone: _____

Please respond to the following questions in an essay of two (2) to four (4) pages in length.

- 1. Describe how you hope to use your theological education upon graduation.*
- 2. List three experiences or qualities that you bring to this position and describe how you have used these in ministry or related areas.*
- 3. Describe an area in which you wish to sharpen your skills and ministerial competencies through this position.*

Is there any other information you would like to share with the selection committee? What questions do you have regarding the graduate assistantship in campus ministry?

How did you first learn about our graduate assistantships in campus ministry?

Please e-mail your application to S. Sharon Nohner, OSB, Interim Director, Campus Ministry, St. Benedict College: snohner@csbsju.edu

Job Description

Position title: GRADUATE ASSISTANTSHIP IN LITURGY AND MUSIC

Department: STUDENT DEVELOPMENT

Reports to: Director of Campus Ministry

DESCRIPTION

The CSB Graduate Assistantship in Liturgy and Music is a member of the CSB Campus Ministry serving the Benedictine Women's Campus community. The primary responsibility of this position is the coordination of all aspects of liturgies with students, including liturgical ministries, music, and environment in collaboration with the CSB Campus Ministry professional staff. The Graduate Assistantship in Liturgy and Music is also responsible for the recruitment, training, and ongoing formation of students who serve as liturgical ministers. The Assistantship in Liturgy and Music reports directly to the Interim Director of Campus Ministry

RESPONSIBILITIES:

1. Prepare all student liturgies on Sundays and other special campus liturgies (e.g. memorial services, prayer services, reconciliation services, Advent and Lent. etc.) in cooperation with the Interim Director of CSB Campus Ministry and Campus Ministers on the liturgy team.
2. Coordinate (direct) and regularly participate in the music ministry for campus liturgies on Sunday and on other special occasions.
3. In collaboration with other Campus Ministry Staff, recruit, train, and provide on-going formation for all student liturgical ministers and assist the Interim Director of Campus Ministry in the selection and supervision process for student workers who serve in liturgical ministry.
4. Coordinate the scheduling of liturgical ministers including priests for the weekly, individual, and seasonal communal celebrations of the Sacrament of Reconciliation.
5. Assist staff responsible for the Rite of Christian Initiation for Adults (RCIA) with the preparation for and celebration of the rites of the RCIA.
6. Provide for the expansion and enhancement of prayer and worship opportunities on campus in cooperation with the Interim Director of CSB Campus Ministry.
7. Assist with the preparation of retreat liturgies.
8. Attend weekly Campus Ministry staff meetings and hold regular office hours
9. Assist in the planning of and CSB Campus Ministry Retreats and Orientation.

10. Works collaboratively with student ministers, and staff to promote all CSB Campus Ministry programs and services.
11. Other duties as assigned.

Minimum Qualifications for Assistantships in Campus Ministry

This Assistantship position is intended to provide an opportunity for 2+ years of ministry immersion for a person who is:

- a. a professed member of Saint Benedict's Monastery or Saint John's Abbey who has either completed or is pursuing a graduate program of theological/pastoral studies;
or,
- b. a student who is enrolled in the Saint John's School of Theology•Seminary and is making progress toward completion of a program of graduate theological/pastoral studies.

Knowledge, abilities, skills:

1. Must be a practicing Roman Catholic with continuing active membership in a parish/faith community
2. Effective communication skills (listening, speaking, and writing)
3. Computer skills
4. Maintains a high level of competence, judgment, and appropriate confidentiality
5. Knowledge and appreciation of the Benedictine heritage and character of Saint Benedict's Monastery and the College of Saint Benedict
6. Reliable and dependable
7. Able to work collaboratively

Additional Requisite:

- As a minister of the Roman Catholic Church, the successful candidate will also maintain a lifestyle that is publicly consistent with Catholic teaching and Benedictine values.

Appointment

Administrative, 9-month (August 15 - May 15); 20 hours per week