Overview
St. John’s School of Theology-Seminary has established partnership with St. Mary’s Catholic Church, Melrose, MN as a Teaching Parish. The parish will serve an opportunity for students to gain contextual knowledge in pastoral ministry. The program provides students preparing for ministerial leadership the opportunity to fulfill the field education requirement by serving in a parish. St. Mary’s Catholic Church is one of four clustered parishes in a rural setting. They have a growing Hispanic population. The staff at St. Mary’s are professional ecclesial leaders who will provide leadership and mentoring.

Job Title: Assistant for Liturgy and Music

Supervisor: Director, Liturgy and Faith Formation

Scope of position:
This position will assist in the organization of the parish liturgy and music programs: organist and accompanist assist in recruitment, organizing, preparation and scheduling of music and liturgical ministers. This person will also need to be at weekend liturgies and available on Thursday afternoon and Wednesday evening for children and adult choirs. This position is for 19 hours/week, August until the end of June (11 months).

Minimum Qualifications:
1. B.A. or B.S. degree
2. Must be accepted into the School of Theology-Seminary as a degree seeking student.
3. Experience a strong interest in liturgy and music, ministry development, and parish life.
4. Must be proficient in organ and piano.

Knowledge, abilities and skills:
- Committed to regular personal and communal prayer.
- Knowledge of traditional and contemporary music
- 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
- Ability for public speaking and creative engagement with people.
- Dependability, punctuality, organization, and exceptional attention to detail.
- Computer skills
• Maintain a high level of competence, judgment, and appropriate confidentiality.
• Reliable and dependable
• Able to work collaboratively

Requirements for Graduate Assistantships:
1. Maintain a 3.0 GPA
2. Takes 9 credit hours first semester, and can increase to 12 credits second semester, if desired.

Ongoing requirements:
The Graduate Assistant for the Teaching Parish is a registered student in the SOT, in good standing and maintains a 3.0 GPA. They also participate in the SOT ministerial formation program including spiritual direction, group spiritual companioning and theological reflection. Graduate Assistants may concurrently enroll in Field Education with this assistantship serving as the context. Assistantships are granted each year for a maximum of three years. Due to the parish context, responsibilities extend beyond the semester schedule.

Ongoing Support for each Graduate Assistant:
• 50%-100% scholarship from the SOT: $7,500-$15,000
• Work Award: $12,000
• Ongoing ministerial formation and training

Application Process

Phase I
Follow the Admission process for the School of Theology·Seminary:
http://www.csbsju.edu/SOT/Prospective-Students/SOT-Admission/SOT_GradRequirements/SOT_Grad_ReqDegree.htm

Please note that you need to be accepted into the School of Theology·Seminary prior to applying for the Graduate Assistantship with the Teaching Parish project.

Phase II
Submit the application for Graduate Assistantship with the Teach Parish, your current resume, and your vocational interest essay (1-2 pages) electronically to Dawn Carrillo, Director of Liturgy and Faith Formation, St. Mary’s Catholic Church, Melrose, MN:
liturgy@stmarysofmelrose.com

Please submit your application by May 15.

Direct questions regarding the Teaching Parish program to:
Dr. Barbara Sutton
bsutton@csbsju.edu
320-363-3052
GRADUATE ASSISTANTSHIP
Teaching Parish

Name: ________________________________________________________
Address: ______________________________________________________
City: __________________________________________________________
E-mail: ________________________________________________________
Phone: ________________________________________________________

Vocation Essay: Please respond to the following questions in an essay of one to two 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.

Please list 3 references who can attest to your readiness for the Teaching Parish graduate assistantship. Include name, position, contact information—address, telephone and e-mail.