Saint John's UNIVERSITY

Saint John's SCHOOL OF THEOLOGY·SEMINARY

Prepare to Serve

JOB DESCRIPTION

Position title: **Graduate Assistantship in Liturgy and Music**

Department: **Student Development**

Reports to: **Director of Campus Ministry**

Description:

The SJU Graduate Assistant in Liturgy and Music is the member of the Campus Ministry team who has primary responsibility for the coordination of all aspects of liturgies with students, including liturgical ministries, music, and environment, in collaboration with the Campus Ministry Director of Liturgy. The Graduate Assistant in Liturgy and Music is also responsible for the recruitment, training, and ongoing formation of students who serve as liturgical ministers. The Assistant in Liturgy and Music reports directly to the Director of Campus Ministry.

Responsibilities

1. Prepares all student liturgies on Sundays and other special campus liturgies (e.g. memorial services, prayer services, etc.) in cooperation with the Director of Campus Ministry and undergraduate student liturgists.

2. Coordinatesand participates in the music ministry for campus liturgies on Sundays and on other special occasions.

3. In collaboration with other Graduate Assistants in Campus Ministry, recruits, trains, and provides ongoing formation for all student liturgical ministers and assists the Director of Campus Ministry in the selection and supervision process for student employees who serve in liturgical ministry.

4. Coordinates the scheduling of liturgical ministers, including priests, for the weekly individual, and seasonal communal celebrations of the Sacrament of Reconciliation.

5. Assists the Graduate Assistant for Faith Formation with the preparation of catechumens and candidates and the celebration of the rites of the RCIA.

6. Provides for the expansion and enhancement of prayer and worship opportunities on campus in cooperation with the Director of Campus Ministry and the residential life staff.

7. Assistthe Graduate Assistant for Retreats in preparing retreat liturgies.

8. In collaboration with other Graduate Assistants in Campus Ministry, establishes and leads a undergraduate student liturgy committee.

9. Attends weekly Campus Ministry staff meetings and holds regular office hours

10. Assists in the planning of and attend August and January Campus Ministry all-staff retreats

11. Works collaboratively with other Graduate Assistants, student ministers, and staff to promote all Campus Ministry programs and services

12. Other duties as assigned.

Requirements for Graduate Assistantship

1. Maintain a 3.0 GPA.
2. Takes 9 credit hours per semester.
3. Participates in the School of Theology·Seminary ministerial formation program including spiritual direction, group spiritual companioning and theological reflection.