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**POSITION TITLE: Ministerial Resident of Liturgy and Sacramental Preparation**

**DEPARTMENT:** **Saint John’s Campus Ministry**

**REPORTS TO:** **Director of Campus Ministry**

**Description:**

The SJU Ministerial Resident in Liturgy and Sacramental Preparation is part of a robust and dynamic, professional Campus Ministry, with primary responsibility for the coordination of all liturgical music aspects of Campus Ministry events as well as sacramental preparation for students who are interested in the Sacraments of Initiation. This position works closely with the university Chaplain in the planning of student liturgies. The Ministerial Resident is responsible for the recruitment, training, and ongoing formation of students who serve as music ministers. The Director of Liturgy and Sacramental Preparation reports to the Director of Campus Ministry. Supervision of liturgical matters is ordinarily delegated to the Chaplain. All our work is inspired by the motto “IOGD” - that all things God may be glorified.

**Responsibilities:**

1. Coordinate and prepare music for all student liturgies, including 9:00 pm Sunday and occasional Saturday Football Masses as well as other special campus liturgies (e.g. memorial services, reconciliation services, orientation liturgies, etc.) in collaboration with the Chaplain and student employees in liturgy and music. This includes music selection, music rehearsal, choral direction and/or accompaniment shared with the accompanist
2. In cooperation with the Chaplain, attend and lead a weekly liturgy planning meeting
3. Supervise and assist student employees in music with weekly preparation of the worship aid and music folders
4. Ensure that all copyright and license permissions for music, and submit weekly reports to publishers concerning the music used at liturgies
5. Recruit, train, and provide on-going formation for all student music ministers and assist the Chaplain in the selection and supervision process for student employees who serve in liturgy and music
6. Serve as a resource for liturgical and musical needs of the staff (e.g. weekly prayer for staff meetings, RCIA, special prayers/blessings, Eucharistic adoration)
7. Directing sacramental preparation program designed to form and prepare students for the Sacraments of Initiation. Responsibilities include recruiting and advertising for the program, teaching weekly preparation classes throughout the semester and consulting with the Chaplain as needed
8. Serve as a member of the professional staff of Campus Ministry committed to:
	1. A pastoral presence to students and campus community
	2. Bi-weekly Campus Ministry staff meetings, monthly all-staff meetings, August Workshop, January Retreat and assist in their planning
	3. Regular conversations with undergraduates and office hours
	4. Collaboration with other Ministerial Residents, student ministers, and staff
	5. Leadership, supervision and mentorship of undergraduate ministers assigned to this area.
	6. Campus-wide Campus Ministry events, Sunday 9PM Student Mass, and major liturgies that may arise in crisis or otherwise
9. Other duties may be assigned by the Assistant Director of Campus Ministry

**Requirements:**

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

1. a student who is enrolled in the Saint John’s School of Theology and Seminary and is making progress toward completion of a program of graduate theological/pastoral studies; and/or,
2. 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.

**Qualifications:**

* Maintains a deep reverence and respect for the Catholic, Benedictine tradition of Saint John’s University and Saint John’s Abbey
* Maintains an active membership or regular participation in a parish/faith community
* Flexibility in liturgy planning sensitive to a diverse college community rooted in Catholic and Benedictine tradition.
* Competence in Finale or other music notation software
* Must be able to create Worship Aids through a document/publishing program
* Choral conducting and competent piano accompanying skills to play for services
* Knowledge of rubrics and guidelines for liturgical rites in the Roman Catholic tradition
* Attune to young adult men and their particular spiritual or developmental needs
* Understands diversity, equity, inclusion, and justice as critical to mission
* Effective communication skills (listening, speaking, and writing)
* Relevant skills in computer programs and social media
* Able to maintain a high level of judgment and appropriate confidentiality
* Reliable, dependable, and organized
* Collaborative and team-oriented
* Creative, motivated, compassionate

**Formation Requirements:** Ministerial Residents are required to participate in the SOT formation program, including developing learning goals, theological reflections, and individual and group spiritual companioning. In addition to SOT formation, the Ministerial Resident meets monthly with the director of Campus Ministry as part of ongoing formation and assessment.

**Criteria for Award Distribution:**

* Selection of award recipients is based on the strength of the assistantship application and the formal interview. Award recipients receive a work award based off of 20 hours a week at $10 an hour and an allowance of $3,200 per academic year for room and board
* The work award is earned on an hourly basis and the room & board allowance is a monthly stipend; both are processed through student payroll with options for payments to be deposited into a personal bank account or applied to the student's account.
* Award packages can be renewed for up to three years pending satisfactory progress toward completion of the degree requirements and enrollment in consecutive academic terms of full-time study.
* Appointments are up to 20 hours per week, August - May.