

**POSITION TITLE: Ministerial Resident for Retreats**

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

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

**Description:**

The Ministerial Resident for Retreats is part of a robust and dynamic, professional Campus Ministry, with primary responsibility for implementing retreat programs. The position helps nurture faith development, create community, and encourage students to live guided by Benedictine Values. The position requires cooperation with other ministerial residents and may require coordination and cooperation with the CSB Office of Campus Ministry and the School of Theology and Seminary. All our work is inspired by the motto “IOGD” - that all things God may be glorified.

**Responsibilities:**

1. Works with the Assistant Director and student ministers to plan and implement retreats
2. Coordinates at least two retreats per semester (1 per year for men), in addition to one retreat for retreat leaders
3. Recruits and mentors an effective student retreat leadership team for each retreat
4. Plans and coordinates with appropriate retreat facilities and services (I.e. food, transportation, etc.) and manages budget and payment for these
5. Includes diversity, equity, inclusion, and justice initiatives in campus programs and integrates these values into programs and work environment of Campus Ministry.
6. 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
7. Other duties may be assigned by the Assistant Director of Campus Ministry

**Requirements:**

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

1. 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; and/or,
2. 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.

**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
* Experience participating in or leading retreats for college students or other youth formation
* 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:** Graduate assistants 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.