

**MISSION STATEMENT FOR
NEWMAN CATHOLIC CENTER AT SANTA CRUZ**

**Duties Of The Diocese Of Monterey
Campus Ministry Director For The Northern Region**

The northern region campus ministry includes:

- ✍ University of California Santa Cruz (UCSC)
- ✍ Cabrillo Community College
- ✍ California State University Monterey Bay (CSUMB)
- ✍ Monterey Peninsula College
- ✍ Hartnell Community College
- ✍ Other outreach campuses

Duties: Director Of Newman Catholic Ministry

- ✍ To be responsible for the overall direction and supervision of the Newman Catholic Center of the northern region: to be responsible for the hiring and termination of all staff in collaboration with diocesan director of campus ministry. Also, to conduct staff evaluations at least once a year, file evaluations in personnel files and send copies to the diocesan director of campus ministry.
- ✍ To be responsible for on-going staff education through regular staff meetings, retreats and semester planning meetings.
- ✍ To be responsible for stewardship development of the northern region, which is to include: fund raising activities that generates funds through newman advisory board, grant writing, and second collections from the parishes.
- ✍ To be responsible for all the financial matters of the Newman Catholic Center(S) :
 - Work with various ministers in their areas of responsibility.
 - To develop job descriptions for all staff.

- To establish the Newman advisory board that represents the needs of the center(s).
- ✍ To represent Newman Center(s) of the northern region at the University Religious Council(Santa Cruz) and Campus Ministry Council (Monterey).
- ✍ To act as the official liaison with parishes in the Santa Cruz and Monterey deaneries and to work with the university parish communities of Holy Cross In Santa Cruz (UCSC).
- ✍ To be an active member in the catholic campus ministry association.
- ✍ To develop and oversee programs for campus ministries that will include liturgy, bible study, taize prayer service, community service, retreats, campus outreach, special events, newsletter, socials/hospitality, RCIA, confirmation, contemporary religious issues, and other outreach programs.
- ✍ To develop a student leadership program which will include a Newman student organization that meets on a regular basis and have elections of students to represent the newman community.
- ✍ To create and implement the mission statements for the staff, advisory board, and students. To update these mission statements every year.
- ✍ To appoint student representative on the newman advisory board.
- ✍ To continually provide Newman Center hospitality and to be present regularly to the faculty and student body of the college and university campuses.
- ✍ To be responsible for the overall safety of the Newman Center and its activities following the loss prevention guidelines.

Duties: associate director

- ✍ To assist the director for the overall direction and supervision of the Newman Catholic Center.

- ✍ To assist the director for on-going education through regular staff meetings and planning meetings.
- ✍ To assist the director in developing programs for campus ministries including liturgy, retreats, community service, campus outreach, social/hospitality, contemporary religious issues and other outreach programs.
- ✍ To assist the director in developing, planning and evaluating student leadership programs.
- ✍ To be an active member on the Newman advisory board.
- ✍ To support and cooperate with all diocesan efforts.
- ✍ To assist the director regarding awareness of world/global dimensions of the ministry of the church in higher education.