

ST. MARY'S UNIVERSITY



Job Description

Job Title: University Minister for the Inner Life of the Community,
Spiritual Development
Department: University Ministry
Reports To: Director of University Ministry
FLSA Status: Exempt
Prepared By: Human Resources
Prepared Date: April 2, 2008
Approved By: Human Resources
Approved Date: April 2, 2008

SUMMARY

The University Minister for the Inner Life through Spiritual Development is a Roman Catholic responsible for supporting the coordination of all programs and services offered through the Office of University Ministry that support the inner life of St. Mary's University community, its spiritual growth and development.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Assist with building a Pastoral Team that works together toward a common vision of University Ministry, giving witness to a diversity of gifts united in common service.
- Oversee a comprehensive program for the spiritual life development of the University community within the Roman Catholic and Marianist tradition.
- Oversee the organization and functioning of a Marianist Lay Community (MLC) program.
- Identify, develop and assess the spiritual needs and retreat programming possibilities for the various members of the university community.
- Oversee the organization, scheduling and preparation for various spiritual life programs and retreats.
- Maintain a pastoral presence and assist with maintaining involvement in University ministry activities.
- Regularly review with the Director of University Ministry a schedule to accommodate a fair and flexible schedule that serves the needs of University Ministry.
- Meet regularly with the Pastoral Team of University Ministry in planning and implementing services of ministry to the University community.

- Other duties as assigned by the Director of University Ministry.

EXPERIENCE REQUIREMENTS

- Practicing Roman Catholic.
- At least two years experience in young adult or higher education campus ministry.
- An understanding of and experience with the Marianist charism and spirituality preferred.
- Demonstrating awareness of current practice in Campus Ministry and maintaining relations with appropriate professional colleagues (e.g., United States Catholic Conference of Bishops, Association of Catholic Colleges & Universities, Catholic Campus Ministry Association and the San Antonio Catholic Campus Ministers Association).
- Broad student development background preferred.
- Adheres to professional and ethical guidelines and practices.
- Ability to work with students, faculty, administrators, and staff professionally.
- Ability to work weekend and evening hours.

EDUCATION REQUIREMENTS Masters degree in Theology, Divinity, Ministry or related field preferred OR demonstrated ministerial experience with a desire and ability to pursue graduate studies.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT The Department of University Ministry is a fast-paced ministry with a semi-transitional community that requires flexibility and responses to any situation quickly and adequately.