

Job Title: Penn State Behrend Campus Minister
Department: Faith Formation
Location: Penn State Behrend Campus
Reports to: Director of Faith Formation for Young Adult and Youth
Cabinet: Deacon Stephen Washek, Executive Director of Faith Formation
Classification: Hourly (Part-Time)
FLSA: Non-Exempt
Budget: 00538
Date Created: 08/17/21 (updated)

Job purpose

The campus minister at Penn State Behrend is responsible for the pastoral leadership of the Catholic Community at the university. This includes liturgy, faith formation, pastoral care of the students, faculty, and staff, RCIA and sacramental preparation, programming, and administrative responsibilities. Reports to the Director of Faith Formation for Young Adults and Youth and collaborates with the Priests assigned by the Diocese. The position is non-exempt 10-month position from August 1, through May 31st.

Duties and responsibilities

- Plan, prepare and implement weekly Sunday liturgies (in addition to Holy Days of Obligation) as well as monthly post-Mass hospitality and Eucharistic Adoration.
- Train and schedule student liturgical ministers as well as scheduling priests, deacon and contracted Music Minister.
- Prepare a weekly digital bulletin to be emailed to students that includes weekly events as well as curated resources to enrich their faith lives.
- Advise The Nittany Catholic Student group which includes weekly Thursday night gatherings and frequent officer meetings, both as an entire board and individual mentoring check-ins
- Form and support a Christian community through appropriate liturgical, social, recreational, education, and spiritual programming.
- Collaborate with the Protestant Campus Minister to plan, prepare and implement the yearly Hanging of the Greens and Baccalaureate Services as well as any other ecumenical programming.
- Attend monthly one-on-one meetings with the Director of Student Activities.
- Attend scheduled chapel staff meetings as needed.
- Prepare and submit monthly budgets to the diocesan finance office.
- Submit annual spiritual and financial reports requested by the Executive Director of Faith Formation and comply with all diocesan policies affecting the campus faith community.
- Work with Catholic Campus Ministry of the Diocese on retreats and conferences.
- Performs other duties as assigned by supervisor.

Qualifications

Education:
Bachelor's Degree. Master's in Theology, Pastoral Ministry, or related field preferred.

Experience: 1-3 years' experience in a related field.

Other:

Practicing Catholic in good standing. Willing to work a flexible schedule. Valid drivers license. Must have all clearances required by the Diocese for the protection of youth.

Competencies:

- Excellent communications skills.
- Familiarity with computer programs.
- Able to work independently with minimal supervision.
- Knowledge of Catholic church teachings and strategies for ministry with youth and young adults.

Working conditions

Work may involve evenings and weekends.

Physical requirements

This position requires the ability to lift up to 10 pounds, as well as sit at desk and answer phones.

Direct reports

Executive Director of Faith Formation.

Approved by:	
Date approved:	
Reviewed:	