



Job Title: Campus Minister

Reports to: Fr. Matthew Christiaens (Parochial Vicar)

FLSA Status: Full Time

Purpose: Minister to the students of Montana State University, with the primary objective of attracting and forming disciples of Jesus Christ who are fully committed to the vocation to which He is calling them and to building a strong Catholic identity and community amongst their peers.

Essential Duties & Responsibilities:

- **Work with the Pastor, Parochial Vicar, Campus Ministry Coordinator and FOCUS team to help further develop the evangelization and discipleship programs we offer our students**
 - Develop strategies for expanding the outreach of Bobcat Catholic Campus Ministry (BCCM) using FOCUS and other resources to meet students and draw them closer to Christ
 - Establish and maintain relationships with personnel on campus to facilitate expansion
 - Support current annual BCCM orientation activities and develop new offerings
 - Support current BCCM activities throughout the school year, including helping to form and mentor student leaders
 - Provide leadership, direction, and mentorship to the FOCUS team
 - Integrate and coordinate activities with leaders and groups in the parish
 - Recognize and capitalize on opportunities to keep ministry relevant
 - Grow Eucharistic Adoration and other prayer opportunities at RUP among BCCM students
 - Creatively work to cultivate vocations among college students
 - Compile plan for outreach beyond MSU, namely to the poor locally (street walks, pro-life work, etc.), nationally, internationally
 - Plan an annual mission trip and a biennial pilgrimage trip
 - Flexible schedule required to meet students when they are most available, including regularly working into the evenings
- **Assist in Management of BCCM**
 - Manage budget for outreach
 - Set calendar for outreach events in conjunction with other BCCM events

- Work with Pastor, Parochial Vicar, Campus Ministry Coordinator and FOCUS to develop and set annual specific and measurable goals for outreach
- Retreat planning and coordination: budget, food, housing, etc
- Fundraising activities, including outreach to alumni and parents
- **Potentially Lead and Further Develop Young Adult Ministry**
- **Other duties as assigned.**

Key Competencies:

Spiritual Life: Have an active and regular prayer routine. Also be a practicing Roman Catholic through active participation in the Sacramental life of the Church.

Teamwork: Work well with others in a team-oriented manner in all interactions; actively work to create a win-win environment and treat parishioners and others with respect.

Leadership: Listen to others and value different opinions while also being able to make sound decisions in a timely manner. Ability to motivate others and help them grow.

Innovation: Work effectively in a fast paced and evolving environment to generate new ideas and challenge the status quo. Support change, solve problems creatively, and encourage creativity in others.

Adaptability/Flexibility: Adapt to change, open to new ideas, take on new responsibilities, handle pressure, adjust plans to meet changing needs.

Integrity: Deal with others in a straightforward and honest manner; maintain confidentiality and behave in a manner consistent with the Diocesan Personnel Policy and Code of Conduct. Also maintain high standards and hold oneself accountable.

Communication: Communicate well both verbally and in writing, create accurate and punctual reports, deliver presentations, share information and ideas with others.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this description are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must complete Safe Environment Training and remain in compliance.

Education and/or Experience:

Requirements:

- Must be a practicing Roman Catholic and willing to uphold the teachings of the Catholic Church. Must be unbiased toward the Roman Catholic Church and willing to work cooperatively in its endeavors.
- Minimum of Bachelor's Degree in related field; preferred Master's degree in Theology or Pastoral Studies, or an equivalent degree; preference for professional certification in Campus Ministry

Preferred Requirements:

- Administrative competence in budgeting, basic computer programs, social media, and assessment and planning

Supervisory Responsibilities: *(given and received)*

- Reports to the Parochial Vicar and this supervision will include periodic meetings to evaluate performance in light of this job description. But this position also needs to work intimately with and support the Pastor and Campus Ministry Coordinator.
- This position will supervise the FOCUS team and as needed help to manage paid student ministers and volunteers.

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.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk and hear. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This position functions in an office and parish environment with a controlled atmosphere. The noise level in the work environment is usually moderate.