

**Diocese of Galveston-Houston  
Job Description**

**Job Title:** Director of Campus Ministry ( \_\_\_\_\_ )  
**Department:** Young Adult & Campus Ministry  
**Reports To:** Director, Young Adult & Campus Ministry  
**FLSA Status:** Exempt  
**Prepared By:** Dr. William J. Cork  
**Prepared Date:** March 27, 2003  
**Grade:** ( \_\_\_\_\_ )

**SUMMARY**

**Department Mission.** The Department of Young Adult and Campus Ministry represents the Diocese of Galveston-Houston to the colleges and universities located within the diocese. Through campus Newman Centers and parish-based Newman Clubs, we seek to evangelize the academic community by means of a broad ministry which forms the faith community, appropriates the faith, forms Christian conscience, educates for justice, facilitates personal development, and develops leaders for the future.

**Department Vision.** We see the church entering into the very heart of the academic community, challenging faculty, staff, students and institutions with the claims of the Gospel. In this vision, campus ministry is essentially a ministry of evangelization.

**The Center.** Within this Departmental mission, the ( \_\_\_\_\_ )Center has specific responsibility for outreach to and pastoral care for students, faculty and staff at (school). As a component of the Department, though, the Center is part of a wider, collaborative effort. The Center supports, promotes, and assists in planning diocesan-wide programs for college students. The Center also collaborates with other diocesan offices on a regular basis, including the offices of Family Life Ministry, Continuing Christian Education, Vocations, Respect Life and Worship.

**The Center Director.** The Director is a chancery employee, and administers activities, programs, and business of the Center in accordance with Diocesan and departmental policies and procedures, under the direction of the Diocesan Director, and in collaboration with other members of the Department of Young Adult and Campus Ministry.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Continually assess the needs and gifts of the university communities served by the Center, both for the shaping of the pastoral response of the Center, and for contributing to departmental dialogue, needs assessment, and goal setting.
- Implement departmental vision and goals in developing a broad campus ministry program. The department follows the guidelines of the US Bishops' pastoral plan, *Empowered by the Spirit*; in accord with this, programming is to address the following areas: forming the faith community, appropriating the faith, forming Christian conscience, educating for justice, facilitating personal development, developing leaders for the future, and fostering vocational discernment. Emphasis is to be placed on 1) evangelization, 2) catechesis, and 3) leadership development.
  - 1) Evangelization—facilitate faith renewal, development, and sharing among Catholics; invite and welcome non-Catholics into the Catholic community; engage the academic community with the teachings of the Catholic faith.

- 2) Catechesis—provide for both introductory catechesis for young adults with little or no understanding of the Catholic faith and in-depth discussion at a level comparable to the academic level of courses on campus. All teaching is to be in accordance with the *Catechism of the Catholic Church*.
  - 3) Leadership Development—identify, recruit, and train student leadership, engaging them in planning of Center programs and in outreach to their peers, with an eye toward future service.
- Collaborate with and support the other Newman Centers of the diocese, as well as other diocesan offices and programs, and the parishes of the diocese. Examples of collaborative programs include: Busy Student Retreat, Bayou Awakening, Life Awareness Retreat, marriage preparation programs, training programs for lectors and extraordinary ministers of Holy Communion, etc.
  - Provide for sacramental ministry for students in accordance with diocesan and universal norms. Sacramental ministry will include Sunday and weekday Eucharist, regularly scheduled times for the Sacrament of Reconciliation, RCIA, marriage preparation, etc. The Center will not provide services and sacraments that are more appropriate for a parish; e.g., infant baptisms, catechesis or sacramental preparation of children or youth. The Center should not be seen as a quasi-parish, serving people unaffiliated with the campus. Its identity as a diocesan outreach to the university community must be clear.
  - Provide general pastoral counseling and spiritual direction as needed. Maintain list of referral agencies and resources, such as Catholic Charities.
  - Publicize the Center activities and programs through written and oral means, using campus, parish, and community resources. Examples: newsletters, webpage, articles in the *Texas Catholic Herald*, announcements to area parishes attended by commuter students and faculty.
  - Maintain appropriate communication with Diocesan Director, with regular reports on Center practices, programs, finances, and needs. Diocesan Director must approve vacation schedules, and, when applicable, the names of priests who will be substituting (the Center Director must obtain faculties for any priests from outside the Diocese from the Chancellor).
  - Administer the business affairs of the Center in accord with diocesan procedures
    - Prepare and monitor the Center budget
    - Ensure that all bills are paid in a timely manner, keep accurate books following diocesan accounting procedures, reconcile bank statements, make monthly financial reports
    - Supervise the maintenance and security of the Center
  - Maintain active membership in the Catholic Campus Ministry Association and the Texas Catholic Campus Ministers Association and participate in programs for professional development related to campus ministry. CCMA/USCCB Certification, or commitment to work towards it, is expected.
  - Develop and maintain positive and collaborative ecumenical and interfaith relationships, participating actively in local campus ministry and interfaith associations. Following diocesan guidelines and universal norms, goals with non-Christian religions should include developing mutual understanding and respect, and cooperating in service opportunities and prayer; goals with Christian ministries should include common witness to the Gospel and to life issues (e.g., events like the Veritas Forum).
  - Attend monthly meetings of diocesan campus ministers and occasional mandatory meetings of chancery employees (e.g., Professional Development Day, Lenten Day of Prayer). Newman Center directors and other staff may be asked to serve on diocesan committees.

- Participate in an annual performance evaluation review in November.
- Prepare an annual report of the ministry at the Center.
- Cooperate with periodic ministry reviews and internal audits.

#### **SUPERVISORY RESPONSIBILITIES**

Directly supervises 1 to 2 support staff members and/or student assistants. Carries out supervisory responsibilities in accordance with diocesan policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. **Exception:** the Diocesan Director has co-supervisory responsibility for all clergy of the Department.

**EDUCATION** Master's degree in pastoral ministry, theology, or related field.

**EXPERIENCE** Minimum of one year experience in campus ministry. Requires understanding of Catholic teaching and ability to teach; experience in ministry with young adults; competence and experience in bookkeeping and conduct of business affairs.