



**PART-TIME CAMPUS MINISTER
CAMPUS MINISTRY OFFICE**

COLLEGE MISSION STATEMENT:

Villa Maria College, founded by the Felician Sisters, provides students a rigorous and enriching educational experience. Offering academic programs with a broad core curriculum, the College transforms and empowers students to realize their intellectual, creative, professional, and spiritual potential. Inspired by a welcoming Catholic tradition and a dynamic Franciscan spirit, Villa Maria College offers individual attention and fosters compassion, justice, peace, respect for human dignity and a commitment to service.

CORE VALUES:

Respect for Human Dignity, Compassion, Transformation, Solidarity with People in Need, and Justice and Peace.

POSITION SUMMARY:

The Campus Minister reports to the Vice President for Mission. The Campus Minister will deliver spiritual guidance, religious education, and pastoral presence to the staff and students. The Minister will work to develop service and leadership opportunities for students and to advance and encourage a faith inspired community. This is a 10-month, 20 hour per-week position, usually working Monday-Thursday. Occasional presence may be required on some Fridays, week-ends and evenings. This is a non-teaching position.

ESSENTIAL RESPONSIBILITIES:

- Provide the pastoral leadership, service, and programs to meet the spiritual needs and concerns of the students and staff;
- Engage students in spiritual and service activities;
- Develop an atmosphere and environment that radiates the Gospel message of Jesus Christ, and challenges all to authentic appreciation of spiritual and religious values;
- Show care and concern for persons by visiting the sick, and the deceased, members of the Villa Maria College community and/or their immediate families;
- Assist the Director of Care Center with the counseling of the Villa Maria College community as requested;
- Provide an appropriate liturgical atmosphere in the College Chapel according to the Church Seasons;
- Promote awareness of the importance of opposing racism, violence and of striving for peaceful means to solve conflicts on all levels;
- Plan and coordinate programs and non-credit courses which promote an appreciation of diversity, equity and inclusion;
- Promote equal access to social, educational, economic, political, and religious benefits and opportunities in the College as well as in the community;
- Maintain a community resource center which provides print, non-print, and computerized information

- to promote peace, tolerance, and respect;
- Represent the College at meetings and workshops related to campus ministry and peace and justice Issues;
- Prepare office plans, objectives, budgets and evaluations;
- Assist and participate in any other activities related to campus ministry services and to peace and justice issues;
- Assist the Vice President for Mission in assessing the effectiveness of the campus ministry areas;
- Support the philosophy and objectives of the College;
- Participate in College functions, including serving on appropriate committees;
- Other duties as assigned to meet the mission of the College.

ESSENTIAL QUALIFICATIONS:

- Bachelor's degree required;
- Master's degree preferred in a relevant field of study, i.e. Pastoral Ministry, Theology, Religious Studies;
- Practicing Catholic in good standing;
- Firm grasp of Catholic Liturgies, Sacramental Rites, and Services;
- Must have strong boundaries and maintain confidentiality all times;
- Flexibility and adaptability;
- Computer Skills including Microsoft Office and Social Media.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Villa Maria College management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

ESSENTIAL FUNCTIONS:

General environment requires this employee to use manual dexterity and flexibility. Incumbent must have the ability to navigate around the Campus to various buildings and off Campus events, as needed. This work may include time spent typing, writing, standing, bending, twisting, walking, including up and down stairs, lifting and carrying up to 40 pounds, ability to handle physical/weather related elements of being outdoors and indoors, when necessary.

APPLICATION MATERIALS

- Cover Letter
- Resume

TO APPLY

When completing the online job application, please include application materials as attachments. After you have completed the application, your information will be forwarded to the Search Committee for review. The Search Committee will carefully review each resume and qualified candidates will be contacted for an interview.

Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion or creed, color, sex, national or ethnic origin, marital status, or physical or mental disability in admissions, employment, or in any other aspect regarding the conduct of College programs and activities. Should you require an accommodation, according to the guidelines of the ADA, please seek the counsel of the Director of Human Resources for assistance.

VILLA MARIA COLLEGE INCLUSION STATEMENT

At Villa Maria College, we value diversity and respect for human dignity as foundations for our collective growth. We develop effective reciprocal relationships based on compassion, trust, and authenticity. To fulfill this purpose, we welcome all students and employees who contribute to the richness of our diversity. We work every day to ensure that all who join our inclusive community have what they need to realize their full potential.