



Catholic Diocese of Evansville

- The Catholic Church in Southwestern Indiana

Job Title: Catholic Campus Minister – University Of Southern Indiana

Location: USI Newman Center

Reports To: Director of Youth and Young Adult Ministry

FLSA Status: Full-Time, Exempt

Date: September 2, 2022

We, the Catholics of the Diocese of Evansville, are committed to continuing the mission of Jesus Christ in the world today by joyfully living the gospel, ministering to all in justice and charity, and inviting people into a personal encounter with the living God through Word, Sacrament and Service.

Summary:

The Office of Youth and Young Adult Ministry serves the colleges within the Diocese of Evansville. The Catholic Campus Minister provides outreach to the students, faculty and staff at the University through evangelization, catechesis, and community building. This role is responsible for administrating activities and programs of the Newman Catholic Community.

Duties and Responsibilities:

- Implement our mission by developing a broad campus ministry program. The office follows the guidelines of the USCCB's pastoral letter, *Empowered by the Spirit*. Emphasis is to be placed upon:
 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; foster authentic Christian discipleship
 2. **Catechesis** — All teaching is to be in accordance with Scripture and the Catechism of the Catholic Church.
 3. **Leadership Development** — Identify, recruit, and train student leaders.
- Provide a sacramental ministry for students. This may include Sunday Mass, opportunities for weekday Mass attendance, Eucharistic adoration, and regularly scheduled times for the Sacrament of Reconciliation. The NCC 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 and the Campus Counseling Center.
- Maintain a clear and consistent calendar of events that meet the spiritual needs of the NCC. Promotion of programs through social media posts, webpages, newsletters, flyers, etc.
- Maintain appropriate communication with the Diocesan Director, with regular meetings and reports on campus ministry updates, finances, and various needs. The Diocesan Director must approve vacation schedules.
- Administer the business affairs of the Newman Catholic Community in accord with diocesan procedures and best practices including, but not limited to:



Catholic Diocese of Evansville

- The Catholic Church in Southwestern Indiana

- Preparing and monitoring an approved budget
 - Ensuring that all bills are submitted to the Diocesan Director and/or Diocesan Accounting Office for payment in a timely manner
 - Keeping accurate books following diocesan accounting procedures
 - Reconciling bank statements
-
- Maintain active membership in the Catholic Campus Ministry Association and other national, regional and local professional organizations; participate in programs for professional development related to campus ministry. CCMA/USCCB Certification, or commitment to work towards it.
 - Oversee and manage part-time employees, student workers or any other agents working on behalf of the department of Youth and Young Adult Ministry.
 - Develop and maintain positive and collaborative ecumenical and interfaith relationships, participating actively in local campus ministry and interfaith associations. Following diocesan guidelines, our goal with non-Christian religions should include developing mutual understanding and respect, and cooperating in service opportunities as well as ecumenical prayer. The CCM will be a full member of any religious-based council of the University.
 - Attend regular meetings of diocesan youth and campus ministers, as well as occasional meetings of chancery employees. If asked, must be open to serving on diocesan committees.
 - Participate in annual performance evaluations.
 - Cooperate with periodic ministry reviews and internal audits.

QUALIFICATION REQUIREMENTS:

Required and Preferred Education and Experience:

The desired candidate must have:

- Bachelor's degree in Theology, Ministry, Religious Studies, or related field - Master's degree preferred.
- 3+ years of experience with Catholic Youth
- A strong understanding of Catholic teaching with the ability to teach it
- Must be self-directed and take initiative as needed
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in Excel, Word, PDF, and Google

Applicants shall exhibit in behavior and lifestyle values compatible with Catholic beliefs in particular, as well as being a practicing Roman Catholic. All employees shall abide by the laws of the Church and the state. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville.

To apply, please send a cover letter, resume, salary history and list of three professional references to:

humanresources@evdio.org