**POSITION DESCRIPTION**

**Updated March 2023**

**Title:** Director of Campus Minister

**Reports to:** Pastor

**Objective:** The Director of Campus Ministry oversees St. Paul’s Newman Center’s ministry to students at the University of Wyoming in Laramie, Wyoming. The mission of St. Paul’s Newman Center is to bring the Gospel to students, faculty, and staff of the University of Wyoming through vibrant liturgies, hospitality, authentic stewardship, education, formation, empowerment, and support. The Director allows students to embrace our motto: “Come as you are, do not leave as you came.”

The Director utilizes Empowered by the Spirit, the U.S. Bishop’s document on Catholic Campus Ministry, and the community’s pastoral plan as primary documents.

**Required Qualifications & Skills:**

* Working knowledge of the Catholic faith with a Masters Degree in Divinity, Pastoral Ministry, Religious or Pastoral Studies, Theology or related field, or equivalent
* Commitment to spiritual and personal growth
* Interpersonal communication and relationship-building skills
* Public speaking and teaching; leading public prayer
* Organizational abilities
* Self-initiation
* Christian maturity
* Ability to work with a team of other parish staff members
* Facility with social media and communication technology

**Major Areas of Responsibility:**

* Demonstrating a spirit of hospitality to all students
* Meeting one-on-one with students in need of guidance and support
* Coordinating community-building ministries and events, such as weekly “Sunday Supper” meals, Labor Day Hike, Christmas Party, etc.
* Empowering student leadership and inviting students to competently use their gifts in ministry
* Overseeing and forming a team of student leaders (e.g. “Newman Leaders”)
* Fostering a ministry of presence on campus and at the Newman Center
* Facilitating and leading formation experiences for large and small groups, such as bible study, book study, weekly “Cowboy Catholic” meetings, and other opportunities for faith sharing and prayer (e.g. Adoration & Praise Nights)
* Providing current resources such as articles, books, and videos for personal and group study
* Coordinating student liturgies on campus and at the Newman Center
* Supporting campus opportunities to promote the Catholic vision of the person and our world, such as Right to Life, human dignity, etc.
* Offering education and formation opportunities to address current moral questions
* Coordinating and leading service-learning experiences such as Winter and Spring Break trips and the Oklahoma City Habitat for Humanity service trip in May
* Participating in local service opportunities with students, such as visiting the Laramie nursing homes and home-bound parishioners
* Facilitating the exploration of the social teaching of the Church to learn about Gospel values and our responsibilities as disciples
* Coordinating retreats, such as Search, Triduum Retreat, Upperclassmen Retreat or Silent Retreat
* Assisting with students’ vocational discernment through one-on-one meetings and “Discernment Dinners” each semester
* Forming disciples for future parish ministry upon graduation
* Collaboration and networking with University of Wyoming leaders and other campus ministry organizations to promote ecumenism and educate students on inter-religious dialogue
* Working closely with other staff members and sharing in ongoing planning and evaluation of the parish as a whole
* Attending all staff gatherings (meetings, retreats, prayer, ongoing education opportunities)
* Participation in weekly liturgy and parish events (non-campus ministry)

**In sum, the Director of Campus Minister will:**

Form the Faith Community
Help students Appropriate the Faith

Form the Christian Conscience
Educate for Justice

Facilitate Personal Development

Develop Leaders for the Future

**Perks of Living in Laramie, Wyoming:**

* Incredible access to the outdoors and big-city (Denver)
* Affordable cost of living
* Vibrant, active faith community

**To Learn More About St. Paul’s Newman Center**, visit newmancenter.org.

**To Apply:**

Please send current resume and cover letter to Lillie Rodgers (Coordinator of Pastoral Ministry) – Lillie@newmancenter.org.