



ST. JOHN XXIII  
CATHOLIC CHURCH

# Job Description

## Women's Coordinator of Campus Ministry

### Saint John XXIII Catholic Church

**Status:** Full-Time Exempt

**Salary:** \$45,000

**Supervisor:** Director of Campus Ministry

**Required Experience:** 0-2 Years

**Proposed Start Date:** July, 1 2024

**Benefits eligible:** August, 1 2024

#### **About St John XXIII Catholic Church**

Saint John XXIII Catholic Church is located in Fort Collins, Colorado and is the home of Ram Catholic Campus Ministry at Colorado State University. RamCatholic Campus Ministry exists for the purpose of serving the students at Colorado State University through formation and encounters with the teachings of the Apostles, communal life, breaking of the bread and the Prayers (Acts 2:42).

#### **Women's Coordinator of Campus Ministry: Position Overview**

The role of the Women's Campus Minister is to facilitate an environment for students to be able to encounter the Lord and enter into authentic relationships with others through one-on-one accompaniment and formation, small groups, and larger scale social/formational events. This role is responsible for keeping the pulse of where the women are at and what they need in order to be free to pursue authentic friendship with the Lord and others in the RamCatholic community. This will be accomplished through student accompaniment, mentoring and formation, believing and living out of the discipleship model of Jesus Christ. She will have a heart for hospitality and welcoming the lost, embracing Saint John XXIII and RamCatholic as a home and helping to make it a home for others. The Women's Campus Minister is expected to work flexible hours- working two nights a week for our weekly RamCatholic nights and Candlelight Mass and occasional weekend retreats and weekend socials. This role will work in close collaboration with the Men's Campus Minister, ensuring that the vision and mission of RamCatholic is successful and fruitful. The position will have an initial 90 day probationary period where the organization and employee can determine fit. The employee will receive an evaluation after the 90 day period.

#### **Candidate Requirements and Expectations**

The ideal candidate will deeply and passionately love the Lord and have their ministry flow from the fruits of their daily prayer life and relationship with the person of Jesus Christ. We are looking for a candidate who is well formed in the teachings of the Catholic Church, Sacred Scripture and Discipleship and is able to form others in these areas. She will be relatable, approachable, and can connect/attract a diverse array of students. The right candidate will be able to effectively and efficiently manage their own schedule, ensuring all administrative work is completed in a timely manner and information is overcommunicated in advance to the parties involved. We are looking for a teamplayer, as our staff works very collaboratively and desires to model shared life, shared prayer, and shared mission for our students. She should be able to take instruction, exercise flexibility and bring joy into the workplace.

#### **Women's Coordinator of Campus Ministry: Duties and Responsibilities**

- Pray a minimum of 30 minutes each work day (holy hour encouraged) in the Chapel/ Sanctuary and frequent the Sacraments.
- Attend and actively participate in weekly Campus Ministry Meetings and weekly Staff Rosary.
- Attend and actively participate in All-Staff Meetings, growing in relationship with the clergy, administration staff, FOCUS missionaries and other Campus Ministers.
- Weekly one-on-one with the Director of Campus Ministry, effectively communicating how things are going within the ministry: personally, and professionally. This is an opportunity to bring areas of improvement for the ministry as they arise and communicate if there is a need for greater support in particular areas.
- Responsible for collaborating with the Men's Campus Minister to plan events, retreats, and greater parish wide initiatives with the help of student leaders and volunteers, delegating tasks where appropriate and ensuring all administrative details are accomplished effectively and on time.
- Collaborate with Men's Campus Minister to run events/retreats including attending and taking an active role from set up to take down, being present with students during the length of events/retreats. Ensuring things are clean, put away and presentable upon commencement of the event or retreat.
- Active participation and presence on the Colorado State University Campus (Fall and Spring Outreach, weekly on campus tabling and events, etc.).
- Meet consistently (once a week) with all assigned student leaders supporting and walking with them to ensure: timeliness of communication, ownership and follow through of running and planning of events (ensuring they are planned at least one month in advance for RamCatholic Nights). Prioritize growth in student leaders' prayer life and relationship with Jesus Christ as well as growth as a person through direct mentorship.
- Seek approval for all vacation/sick time off requests from the Director of Campus Ministry.

***Please send a resume and cover letter to Erika Richard (Director of Campus Ministry) at [erika@john23.com](mailto:erika@john23.com)***