

Campus Minister, Aquinas House
Catholic Student Center at Dartmouth College
Hanover, NH

General Description:

Aquinas House Inc. is seeking a full-time Campus Minister for Aquinas House—the Catholic Student Center at Dartmouth College.

The mission of the Aquinas House community is to promote an authentic encounter with the person of Jesus Christ through an adult expression of the Catholic faith. This expression of faith is lived through celebration of the liturgy and participation in the sacraments, regular service trips and retreats, faith discussion groups, and social events. The primary goal of this programming is to provide opportunities for students to grow in love of God and neighbor, empowering them to live their faith most fully both at college and upon graduation.

Aquinas House is looking for a dynamic practicing Catholic with a love for the Church and a desire to work with young adults. An ideal candidate would have the ability to work both independently and with others on multiple projects simultaneously, as well as possess excellent written and verbal communication skills, interpersonal skills to relate to a diverse student body, and familiarity with pastoral counseling.

Bachelor's degree required. Master's in Theology, Religious Education or Pastoral Ministry strongly preferred. Experience in working with college Campus Ministry or young adults also preferred.

Please submit a letter of intent, resume and contact information for three recent professional references to:

ATTN: Fr. Brendan Murphy, O.P.
Aquinas House
2 Occom Ridge
Hanover, NH 03784

Additional information about Aquinas House is available online at dartmouthcatholic.com.

Roles and Responsibilities of Campus Minister:

1. Oversee Student Leadership Committees:

**The Campus Minister will be asked to assist in the following student leadership roles as needed. Responsibilities are shared with the Chaplain and may be adapted based on applicants.*

Community Dinner

- Oversees student leadership team responsible for weekly Monday night dinners.
- Assist in dinner preparation and clean-up as needed, demonstrating the values of servant leadership and care for our community.
- Encourage students to care for the space as good stewards and give of themselves.

- Weekly food shopping and budgeting for dinners. Restock kitchen supplies throughout the term and purchase any necessary kitchen tools.
- Make announcements at dinners as needed.
- Help student leadership advertise and draw in additional aid from fellow students.
- Assist in coordinating special Community Dinner Team events such as the annual pancake breakfast, Thanksgiving dinner, class dinners, etc.

Liturgical Ministry

- Coordinates with student leader to advertise liturgical minister trainings and assist as needed. Identifies new student leadership as needed based on the academic calendar and graduation.
- Advises student leadership in coordinating termly schedule, including Holy Days of Obligation. Serves as an Extraordinary Minister of Holy Communion or Lector when needed or as a substitute.
- Helps with and participates in Catholic liturgies by preparing weekly bulletin, introducing Mass and making announcements, assigning Gift Bearers, and overseeing the weekly collection.
- May be asked to serve as a catechist for RCIA (The Rite of Christian Initiation of Adults).

Outreach Ministry

- Assist students in cultivating a community of welcome and hospitality for those who visit AQ. In a special way, the Campus Minister is a model for reaching out to new students and visitors, inviting current students to be open and vulnerable to new people as well.
- Focus on student leadership opportunities through Orientation events at the beginning of the Fall Term. Encourage upperclassmen to plan and attend events ranging from casual to Orientation Mass.
- Identify student leaders to coordinate a mentoring experience for freshmen and upperclassmen called The Emmaus Program. Continue to build and enhance the program as it develops.
- Identify additional ways to reach diverse students populations.

Service Opportunities

- Schedules regular service trips in the Upper Valley in coordination with student leadership, including but not limited to the following communities: Dismas House of Hartford, VT; Upper Valley Haven of White River Junction, VT; Valley Terrace Assisted Living of Norwich, VT; Orford House of Orford, NH; David's House of Lebanon, NH. Identifies new student leadership as needed based on the D-Plan and graduation.
- Assists student leaders in advertising service as needed.

- Provides transportation for trips and accompanies students at most service opportunities.
- Creates an environment for students to reflect on and process their experiences of service.
- Plans and coordinates service trip over the break depending on student interest and involvement.

Retreat Ministry

- Invite students to serve in leadership roles within retreat programming. Encourage them to work together to develop a meaningful retreat experience for their peers. Guide them in creating schedules, assigning roles, leading prayer, planning logistics, etc.
- Assist students in developing witness talks. Review with them in advance and help them prepare as necessary.
- Retreat programming currently consists of a fall freshman retreat and hike, a day-long retreat for all students during the winter, and an overnight retreat in the spring.

Faith & Reason

- May be asked to assist the Chaplain and student leadership with planning events that will vary by term. Previous events include but were not limited to weekly catechetical lunches or dinners about a specific topic, inviting off-campus speakers to visit AQ, Scripture studies, visiting the Rahner Special Collections Library, hosting a movie series at AQ, and sending students to the March for Life.
- Help identify new student leaders over the course of the term system.

Social Events

- Help student leaders plan social events during the term, including weekly board games and movies on Friday nights at AQ. Each term includes different occasions for students to socialize with one another. The campus minister makes her/himself available as needed and when appropriate (i.e. the campus minister might drive a group of students to go apple picking on a Saturday in the fall).

2. Coordinate Graduate Student Ministry

- Promote regular Aquinas House programming that is relevant to graduate students at Dartmouth College (i.e. graduate dinners, service opportunities, social events).
- Help to identify the unique needs of graduate students in order to develop resources and events that support the spiritual life of these students.
- Oversee purchases made for Graduate Student Ministry.
- Other duties as related to graduate students.

3. Interfaith Relationships

- Works with Chaplain to maintain connection to United Campus Ministers (UCM), the organization of affiliated professionals from College-recognized faith communities.
- Develops and maintains a strong working relationship with the Dean of the Tucker Center Dean and Chaplain.
- Attends and participates in monthly UCM meetings and special events as they are able.