

Job Title: **Campus Minister for Vibrant Worship**
Reports To: Director of Campus Ministry
Supervisory: No
Employment Class: Full Time, Exempt, Benefits Eligible

Introduction

Sheil Catholic Center at Northwestern University serves the students, faculty and staff of Northwestern University, in both Evanston and Chicago, as well as those who support us in our mission (associates). Sheil engages about 1,000 students throughout the course of an academic year. Our engagement of students happens through authentic and inclusive personal accompaniment, vibrant worship, transformative learning, and opportunities for prophetic justice through service to the wider community and Church.

Position Summary

The Campus Minister for Vibrant Worship serves as a member of the campus ministry team in accompanying and supporting the students of Northwestern University and seeks to create a consistent thread of prayer throughout all aspects of campus ministry. In addition, the Campus Minister for Vibrant Worship assists the Chaplain and Director of the Sheil Catholic Center in implementing a comprehensive vision for vibrant worship at the Catholic Center. The Campus Minister for Vibrant Worship is responsible for enabling the campus Catholic community at Northwestern University to encounter Jesus Christ through music and worship within the liturgical celebrations and worship experiences on campus. The Campus Minister for Vibrant Worship plans and coordinates all liturgies and music with an eye to full, conscious, and active participation of those gathered for worship. The Campus Minister for Vibrant Worship recruits, trains, organizes, and directs all liturgical ministers and musicians to provide leadership for Sunday worship, as well as feast days and other special liturgies, with a special focus on student engagement and leadership development.

Essential Duties and Responsibilities

Student Accompaniment

- Available, open, and willing to accompany all students.
- Serves with the Chaplain and Director as Advisor to the Catholic Student Association (CaSA).
- Build up new and maintain current relationships with students, faculty, staff, and community members to enhance our worship experiences.
- Be present to students on campus through regular presence and attendance at student activities and events and consistent presence on campus.

Administration and Supervision

- Reports to the Director of Campus Ministry.
- Meets regularly with the Chaplain and Director of the Sheil Catholic Center.
- Participates in Full Team Meetings and other collaborative meetings.
- Provides direction for all worship experiences and Mass.
- Manages the worship budget.
- Welcomes and applies feedback to improve performance.
- Able to achieve goals and meet deadlines.
- Maintain music reprint permissions for all publishers.
- Comfortable with learning necessary technologies used for ministry.
- Provides clear and timely communication to all liturgical ministers regarding scheduling, rehearsals, and changes in our worship.
- Enhances the partnership with Northwestern University by volunteering for University events that allow for direct contact with students.

Worship

- Be present, whether leading worship or as a support to the community, for all weekend liturgies (9:30 a.m., 11:00 a.m. and 5:00 p.m.) and feast days and attend weekday liturgies regularly.
- Coordinate and rehearse music ministers for all worship experiences.
- Organize, arrange, and select all music for Sunday and feast day liturgies in collaboration with the Chaplain and Director of the Sheil Catholic Center to ensure all elements of worship complement each other.
- Organize music, resources, and prayer for liturgies outside the Eucharist.
- Train, assign, and rehearse all liturgical ministers for weekend, feast day and weekday liturgies in both Evanston and Chicago.
- Maintain all musical instruments of the Sheil Catholic Center in both Evanston and Chicago.
- Maintain and stock sacristy supplies.
- Maintain clergy vestments.
- Maintain sound system.
- Prepare Prayers of the Faithful and Announcements for all Sunday liturgies.
- Create seasonal art and environment in Chapel.
- Create weekly, as needed, Orders of Worship for livestream and community.
- Assist the Chaplain and Director of the Sheil Catholic Center with weekly Harbor: Midweek Worship and Fellowship on Wednesdays.
- Ensure the regular cleaning of the Chapel.

Retreats

- Coordinate student leaders and logistics, with the Director of Campus Ministry, for all student retreats and Days of Renewal including the Fall Kairos Retreat and the Spring Encounter Retreat.

Marriages

- Assist all couples in planning the music for their wedding.
- Arrange for musicians for all weddings.

Funerals

- Serve as funeral coordinator for all funerals, including planning with the family and being point of contact with the funeral home.
- Arrange for musicians for all funerals.

Mission

- Collaborate with the entire Sheil Team in engaging the mission of the Sheil Catholic Center through community relationships, potential new donors, and grant writing.
- Support fellow Sheil Team Members and students in executing tasks and events as requested.
- Participate in other duties as assigned.

Qualifications

- Bachelor's degree in music or liturgy or appropriate field and/or related experience.
- At least 3-5 years of music and/or liturgical ministry as well as pastoral experience.
- Excellent keyboard skills and the ability to lead a singing congregation in song from the keyboard.
- Ability to expand congregational singing repertoire.
- Passion for serving and accompanying University students.
- Practicing Catholic demonstrating a high level of professional, pastoral, and ethical conduct.
- Knowledge of Roman Catholic Liturgy and trends in liturgical music.
- Appreciation of, and ability to integrate, all genres and styles of liturgical music from chant and hymnody to contemporary praise and worship.
- Knowledge of and commitment to the mission of the Sheil Catholic Center.
- Highly communicative and collaborative work ethic.
- Aware of Church teachings related to Campus Ministry and trends among young people.
- Experience in budget management.
- Ability and willingness to work non-traditional hours such as nights and weekends regularly to accompany students when they are often available.