

Campus Ministry Work Study Job Description

Purpose:

Campus Ministry work studies participate in the mission of Campus Ministry in a variety of ways. These include providing hospitality, coordinating volunteers, advertising and promotion of events, provision of clerical support to staff, caring for worship space and the CMC, and assisting with liturgies.

Time Commitment:

Schedule will be created in conjunction with supervisor as determined by number of federal work study hours awarded, class schedule and the needs of Campus Ministry

Duties:

- Check in with supervisor at beginning of each shift. If supervisor is unavailable, check your email inbox for assigned responsibilities.
- Please provide supervisor with 24-hour notice by email if unable to be present for work shift.
- Complete assignments as instructed, asking questions for clarity or further direction when needed.
- Provide a focused and professional demeanor while on duty; limiting the use of cell phone and computer to work-related activities or to emergencies.
- Maintain accurate timecard; sign and prepare for submission by deadline as documented on timecard.
- Share ideas or insights for improvements or possible activities you recognize or envision as a result of your work with Campus Ministry.

Expectations:

- Campus Ministry Work Studies are expected to serve as a positive representative to the student body.
- Must be actively involved in at least one Campus Ministry activity each semester, such as participation in a group or attendance at a program or retreat.

Review process:

Each work study will receive a one-on-one review each semester to review progress, including successes, challenges and opportunities for additional training.
Provide supervisor with feedback concerning work-study experience.

Supervisor:

Direct supervisor for work assignments: Cindy Schmursal, Assistant Director of Campus Ministry, cindy.schmursal@rockhurst.edu, (816) 501-4303.

What does a Campus Ministry Work Study do?

There are many different tasks that need to be completed for Campus Ministry to run smoothly. While this is not a complete list of the different activities in which work studies may engage, it does provide a general idea.

During the interview process the Campus Ministry staff will discuss your skills and interests in order to assign tasks. Training and ongoing supervision is provided.

The most important skills that a student can bring to their Campus Ministry work study is a commitment to the mission of Campus Ministry, a positive attitude, flexibility in tackling whatever needs to be done, and a willingness to share feedback to improve programs and activities.

Campus Ministry Center

Activity: Hosting and Door Monitoring at Campus Ministry Center

In this activity, the work study serves as a CMC host, providing a welcoming presence, monitoring front door access at the Campus Ministry Center and performing any tasks that are assigned during this timeframe. This person is also responsible for securing the building after shift ends. The timeframe is 6:00pm to 10:00pm once a week.

Activity: Weekly Cleaning of CMC

This activity involves completing a cleaning checklist each week and taking down any outdated flyers or information posted at CMC.

Activity: Monthly facilities check for CMC

This task involves completing a facilities checklist for the CMC, Mabee Chapel and residence hall chapels, and notifying the Campus Ministry staff of any needed repairs.

Program Assistance

Activity: Facilitating Pasta & Prayer

This activity requires a weekly commitment. It involves preparing food, planning and facilitating prayers, cleaning up after event, and serving as a member of the student coordinator team responsible for overseeing Pasta and Prayer. The time schedule is approximately 3:00pm to 7:00pm every Tuesday.

Activity: Facilitating Leftovers with Love

This is an ongoing activity with several different tasks. It involves recruiting volunteers and signing them up to collect leftover food from Chartwells and transporting it to St. James Soup Kitchen. It also involves speaking to groups throughout the school year to introduce students to the Leftovers program and maintain awareness around campus.

Activity: Coordinating Adoration of the Blessed Sacrament

Tasks associated with coordinating Adoration include overseeing the signup sheet and encouraging peers' participation.

Activity: Miscellaneous Program Support

There are a variety of tasks associated with Campus Ministry's retreats, service opportunities, LIFT, prayer services and socials with which Campus Ministry work studies assist.

Sacristan and Chapel Care

Activity: Daily Sacristan Duties

Campus Ministry provides a Noon Mass held Monday through Friday in Mabee Chapel. As a sacristan, the work study prepares the vessels and other items needed for the Mass.

Activity: Sunday Sacristan

In this activity, work studies complete sacristan tasks before the Sunday 6:00pm Mass, sign in the student volunteers, provide instructions to volunteers as needed, count and log the collection and clean up after Mass. Work Studies must arrive at 5:00pm and will leave by approximately 7:30pm each Sunday.

Activity: Liturgical Minister Assistant

In this activity, a work study assists with checking in the liturgical ministers before the Sunday 6:00pm Mass, addressing any questions they may have, locating replacements for those who are absent, leading prayer before Mass and w

Activity: Chapel Care

There are many different tasks associated with maintaining a sacred environment like a chapel. These tasks range from keeping the sacristy stocked with supplies, cleaning candle sticks and polishing sacred vessels.

Activity: Piano Maintenance

The piano contains a humidifier system which needs to have a water mixture added frequently to maintain the quality of sound and extend the life of the piano. This task is assigned once a week.

Campus Ministry Office

Activity: Office Support

Tasks associate with office support range from running copies, creating documents, cleaning, transporting items for Campus Ministry and/or supporting the general daily tasks of Campus Ministry. Hours for these tasks are between the hours of 8:00am & 4:30pm.

Activity: Creation of Advertisements

Work studies are instrumental in creating the advertisements for Campus Ministry's myriad events. This include the formation of the overall design followed by the creation of advertisements, which may include flyers, posters, bed sheet banners, PowerPoint slides, table tents, etc.

Activity: "The Companion"

"The Companion" is Campus Ministry's weekly e-bulletin. In collaboration with the Assistant Director of Campus Ministry, the work study assisting with this task will create the bulletin in Constant Contact.

Activity: Creating Music Packets

This activity involves filing music sheets, pulling music sheets for the file and creating packets for musicians and singers.

Activity: Social Media Support

In conjunction with the overall Campus Ministry social media plan, work study will assist with maintaining Campus Ministry's social media presence.

Activity: Training new work studies in Publisher or other programs.

In this activity, a work study shares their knowledge of flyer design/creation and making posters for advertising or PowerPoint slides for tv advertising.

Activity: Email Reminders to Liturgical Minister Volunteers

Each week an email needs to be sent out to Liturgical Minister volunteers to remind them of their volunteer commitment at the 6:00pm Student Mass held at St. Francis Xavier.

Activity: Bulletin Board

Campus Ministry is responsible for maintaining the bulletin board outside of the Mabee Chapel on the first floor of Massman. Work studies assist with keeping the bulletin board up-to-date and periodically designing new themes for the bulletin board.

Activity: Photography

This task involves capturing dynamic photographs and videos of Campus Minsitry's various offerings.