

# Diocese of Sacramento

## JOB DESCRIPTION

**DEPARTMENT:** Evangelization and Catechesis

**POSITION:** Newman Center Director, Chico

**CATEGORY:** Exempt Full Time

**SUPERVISOR:** Associate Director for Campus Ministry

### **JOB SUMMARY:**

The Newman Center Director is responsible for the evangelization, formation, and pastoral care of college undergraduate and graduate students by connecting them with Jesus Christ, the Church, the mission of Church in the world and a peer community in which their faith is nourished and strengthened.

### **Newman Center Director**

- Acts as the pastoral and administrative leader of the campus ministry at the Newman Center in Chico
- Directs evangelization, formation and pastoral care efforts
- Oversees day to day operations of the Newman Center including finance, operations, and facilities management.
- Interviews, trains, and guides staff and student volunteers and follows diocesan guidelines at the Newman Center.
- Ensures the student needs for sacraments and prayer (scheduling mass, reconciliation, devotional activities, etc) and pastoral care (spiritual direction, crisis intervention, etc) are provided through collaboration with the local parish and college campus.
- Collaborates with the St. John the Baptist staff as needed, in particular the Young Adult Minister, Liturgy Director, and the RCIA Team
- Meets at least monthly with Pastor of St. John the Baptist and other St. John's staff members as needed.
- Enables the Newman Council made up of college students to lead the activities of the Newman Center such as liturgy planning and minister training, music ministry, social justice, faith formation activities, etc.
- Encourages spiritual growth of all students in Newman Center activities while remaining sensitive to the diversity among students.
- Establishes relationships with key university resources; promoting the Catholic student community on campus and in the local parish.
- Collaborates with other campus ministries on the college campus as well as with other Newman Centers in the diocese.
- Participates in training and education opportunities for development, and in diocesan and regional meetings, programs, and projects as directed.
- Reports regularly to the Associate Director for Campus Ministry and to the Director of Evangelization and Catechesis in regards to both the spiritual and temporal conditions of the Newman Center.

**Skills, Knowledge, and Abilities**

- Knowledge of and comfort with Catholic doctrine and practice
- Demonstrably relational, accessible, warm and friendly, genuine, caring and compassionate
- Advocates strongly and effectively for the Newman Centers and campus ministries
- Ability to encourage the vision for the overall good of the mission
- Excellent communication skills, written and verbal
- Ability to organize and prioritize tasks while leading and motivating others
- Ability to work effectively with other staff members, students, volunteers, and external contacts, willing to act as an ambassador of the Newman Centers and campus ministries
- Ability to address conflict and challenges professionally and appropriately
- Is professional in conduct and action
- Ability to collaborate well with people of many different cultures.
- A good understanding of catholic Young Adult Ministry as articulated in the USCCB documents, Sons and Daughters of the Light & Empowered by the Spirit
- Proficient use of technology tools including Office Products and Social Media tools

**Education and Experience**

- BA Degree or higher (MA preferred)
- Bilingual (English/Spanish ) preferred, but not required
- Extensive experience in youth and young adult ministry

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SIGNATURE OF EMPLOYEE

DATE

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SIGNATURE OF SUPERVISOR

DATE