

Diocese of Nashville

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Campus Minister

Description

Campus Minister

Job Details

Job Type

Full-time

Nashville, TN

Description

SUMMARY

This position is responsible for assisting the Director of Campus Ministry and Assistant Director of Campus Ministry of University Catholic by providing support with responsibilities relative to the operations of University Catholic. This position is also responsible for organizing and carrying out the logistics of certain University Catholic events. The duties of Campus Ministers are as follows:

- To facilitate organization for the events and activities of the campus ministry.
- To be present at events and activities hosted by University Catholic and the local campus ministry.
- To prepare the monthly campus ministry report for the Diocesan Office of Campus Ministry.
- To participate in the monthly All Campus Ministries meeting.
- To attend all formation opportunities hosted by the Diocesan Office.

Administrative:

- Receives inquiries and correspondence relative to Campus Ministry (mail, email, telephone, etc.).
- Oversee the preparation of Key Deliverables report to the Diocesan Office of Campus Ministry.
- Monitors office supply inventory and makes purchases when needed.
- Maintains records and files for the Campus Ministry Office.
- Coordinates with Cathedral for scheduling of Mass times, Mass intentions, and booking of Cathedral spaces.
- Send Mass cards upon request.
- Assist with logistics, scheduling, and ordering for various events.
- Sends parent appeal letter each Fall.
- Acts as liaison to Diocesan Facilities Superintendent concerning facilities and maintenance requests of Frassati House.
- Maintains student contact database.

Bookkeeping:

- Prepares reimbursement requests as needed.
- Prepares expense reports for Director of Campus Ministry/Chaplain monthly.
- Tracks Campus Ministry budget expenditures and maintains records of expenses.
- Prepares and makes deposits, report offertory collections. Sends paperwork to Diocese.
- Submit credit card reports to Diocese.

Events:

- Liaison for the Director of Campus Ministry/Chaplain to the Human and Apostolic Dimension groups and their events.
- Aids in the execution of Human and Apostolic Dimension groups in planning and

Hiring organization

Diocese of Nashville

Job Location

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Date posted

June 25, 2024

Valid through

08.06.2024

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<https://recruiting.paylocity.com/recruiting/jobs/Apply/2533071/Roman-Catholic-Diocese-of-Nashville/Campus-Minister>

logistics.

• Aids in the planning, coordinating and execution of certain events mainly at the Frassati House and occasionally on Vanderbilt and Belmont's campuses including but not limited to:

- Credo, Sunday Supper, Hikes, Eucharistic Processions, August Leadership retreat, January leadership retreat, Welcome Week, Men's Excursion, Study Breakfasts, Baccalaureate Mass/Celebrations, Welcome Masses/Weeks, Family Weekends, Leadership Turnover Dinners.