

Job title	WWU Newman Peer Minister of Liturgy
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Please return cover letter and resume to Emma Fisher by Friday March 20th

Job Description

This person is an individual who is passionate for Christ and wants to share the light of Christ with others through their work. This role is for a person who is knowledgeable about the Liturgy and has a desire to share this passion with others. This position is tasked with coordinating all the liturgical duties a layperson can assist a priest with. This includes preparing for mass, confessions, and any other liturgical events throughout the year. The Peer Minister of Liturgy works closely with the Campus Director/Campus Minister, current Chaplain, and Peer Minister of Music.

Duties and Responsibilities

- Exhibits a welcoming & positive attitude
- Invite students to join in the preparation of the liturgy
- Communicates clearly and effectively with volunteers and the greater Catholic community via:
 - E-mails - Phone Calls - In person
- Sacristan work
 - Creating and communicating schedule for student volunteers
 - Reaching out to students to grow our liturgy volunteer base
 - Supervising mass set-up on campus & ordering proper inventory supplies
- Staff Meetings
 - Regular 1:1 meeting with Campus Director or Campus Minister & Chaplain
- Helps with development work as delegated by the director
- Hold office hours to maintain accessibility of Newman Center to students
- Maintain positive relationships with students and FOCUS missionaries
- Works with the Peer Minister team to keep the Newman Center clean and welcoming

Qualifications

- Loves Jesus and can appropriately share their love of Jesus with others
- Prays 20 min or more a day
- Practicing Catholic in good standing
- Engaging in a form of faith formation and growth:
 - Ex: Bible Study, Scripture Catechism, Religious Reading, and or seeking out Spiritual Direction
- Embodies a growth mindset in both human formation and apostolic formation
- Organized & Punctual
- Can communicate clearly and effectively both verbally and electronically

Important Information:

Hours to be worked: 10+ per week

Schedule: Must have student work schedules asap prior to the start of the new quarter.

Attendance: Staff is expected to attend Newman Mass on campus Sunday evenings, Newman Nights, and quarterly retreats

Questions?

Please E-mail Emma Fisher: EmmaFisher@wwunewman.com