Campus Ministry Internship Information Packet & Application
MISSION: Forming apostles for the church and the world.

INTRODUCTION: A Campus Ministry Intern is an important privilege and responsibility. As the Gospel of John says, we do not take this task upon ourselves; rather God calls us to be a part of ministry and God gives the grace we need. We are confident, therefore, that God is calling! He will empower those who are discerned to be the Campus Ministry Interns for the coming year. We at St. Mary’s Catholic Center look forward to an exciting, dynamic, productive and prayerful year!

PROGRAM: Each Intern will be a member of the pastoral team at St. Mary's Catholic Center. They will work under the direction of the Director of Campus Ministry and other full-time staff.

The expected weekly time commitment is 12 – 15 hours per week, not to exceed 20 hours.

The internship will be a time of leadership and formation. The interns are given important areas of responsibility to oversee. They will develop and hone personal and relational skills. They will develop administrative skills, in addition to pastoral leadership skills. They will be delegators, leaders and encouragers. They will mediate disputes and help peers in stressful situations. They will know how to enter into constructive dialogue with the professional staff and how to take direction from them. They will work in the context of being both a friend to and “supervisor” of other students. Also, they will be attentive to their own needs - physical, emotional, intellectual and spiritual.

FORMATION: Prayer is a fundamental element of formation. Group and individual prayer are essential to a lively spiritual life. Interns need to pray daily in faith and in love, growing in relationship with Jesus Christ. Each intern will visit with a spiritual director at least monthly as a part of the formation process, in addition to other spiritual necessities.

WITNESS: Being a Campus Ministry Intern means being “public” ministers of the Catholic faith. Therefore, interns will live in accord with the Gospel message and the teachings of the Church. Understand that students – especially underclassmen – look to interns as an example of how to live their Christianity. Thus, interns need to invite God to be part of every dimension of who they are, guiding, directing, and protecting them.

ACADEMICS: St. Mary’s interns continue to be full-time students. Giving sufficient time to schoolwork is vitally important to being effective interns. It’s important to “walk the walk” in order to present St. Mary’s Catholic Center as a place which is led by Christ. Grades ought not suffer as a result of being a Campus Ministry Intern. Interns may participate in other campus organizations, but they are expected to make St. Mary's Catholic Center a priority.

STIPEND: Each intern is given a monthly stipend for the duration of the internship. Academics are a priority and involvement with St. Mary’s ministry can be time-consuming. We do not want you to have to fit in an additional job, as well. Our hope is that with this stipend, interns are able to maintain their studies and devote a sufficient amount a time to furthering St. Mary’s mission. A stipend of $600 is paid per month for the 10 months of the internship (mid-July through mid-May). To be eligible to apply, you must be able to work all of these months. The first day of work is July 9, 2018.

QUESTIONS: Please refer any questions not answered in this information packet and application to the Director of Campus Ministry, Mark Knox, at 846-5717 or mknox@aggiecatholic.org.
Position Description and Responsibilities
Campus Ministry Intern

JOB SUMMARY
Each intern will be given different responsibilities that match the skills and talents given to them by God. Discerning these responsibilities will be done with each intern in conjunction with the Pastoral Team. Specific responsibilities will be outlined and agreed upon before summer work begins. All interns must also agree to participate in the formation and education process.

REQUIREMENTS
• Must be a devoted and faithful Catholic in good standing.
• Interns should live an exemplary Christian lifestyle, so as to serve as a positive role model for others.
• Must be classified as a Junior, Senior, or Grad Student in the fall of 2018.
• Maintain a “2.5” grade average.
• Complete and turn in application by 5:00 pm, Monday, February 19, 2018.
• Interns cannot hold leadership positions on St. Mary’s student organizations during the internship.
• Interns cannot hold a job during the internship.
• Basic knowledge and understanding of the Catholic Church and Catholic theology.
• Ability to operate a personal computer and various software programs.

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES
• Interpersonal and human relations skills.
• Verbal and written communication skills.
• Ability to develop a good rapport with diverse groups.
• Ability to motivate in religious areas and encourage faith sharing and community.
• Ability to nurture Christian values.
• Ability to attend to details.
• Ability to perform duties with a sense of compassion, energy, openness, composure, and flexibility.

RESPONSIBILITIES
Formation:
• Meet (at least) monthly with an approved spiritual director.
• Maintain regular prayer routine and discuss with spiritual director at least once a month.

Professional Development:
• Attend Staff retreats, meetings, formation, etc. whenever free to do so.
• Meet with the Director of Campus Ministry and the other intern(s) for prayer and discussion regularly.
• Meet with other professional staff regularly for pastoral formation.

Administrative:
• Keep and maintain electronic records of all events, programs and activities for future planning.
• Keep Intern office clean and organized.
• Be familiar with other policies and procedures of St. Mary’s Catholic Center and the Diocese of Austin as outlined in “St. Mary’s Employee Orientation Manual” and “St. Mary’s Employee Handbook”.
• Interns must be trained in and uphold the Diocese of Austin Ethics and Integrity in Ministry policy.
• Be trained as an administrator of St. Mary’s website.

Proposed Projects:
• Student Relations:
  • Meet regularly with student leaders to encourage them, give feed-back, hear suggestions and offer constructive criticisms.
  • Act as liaison between staff and students in order to share comments, concerns and suggestions.
  • Be willing to lead prayer and discussions when necessary.
• Attend and participate in welcoming activities of fall/spring semesters and Leadership Symposium.
• Other duties as assigned by the Director of Campus Ministry.
• Accompany students trying to find their way at St. Mary’s
• Planning social outreach opportunities for the purpose of outreach and evangelization

STIPEND
Each intern will receive a $600 monthly stipend. ($6,000 over ten (10) months – generally mid-July through mid-May)

Note: These are guidelines and are subject to change if the need exists.
APPLICATION

Instructions: Please type in your responses to the following questions. You may use a separate sheet of paper if needed. See reference letter requirements and deadline information below.

Name:

Year & Major:

Address:

Phone(s):

E-mail:

1. Why are you interested in applying for a Campus Ministry Intern Position?

2. What qualities and/or skills do you bring to this opportunity?

3. What jobs have you held? Which one did you enjoy most? The least?

4. If you had unlimited resources (time, energy, talents) to plan an event/program to reach college students for Christ, what would you do? Why? (limit 500 words)

5. Please label top 3 preferences 1 being top preference.


6. How does this position fit into your long-range plans and dreams?

7. Is there anything else that you feel we need to know about you to make an informed and prayerful decision about your application?

Note: In addition to completing this application, applicants should also obtain 3 letters of reference: 2 from students involved in St. Mary Catholic Center and 1 from a non-related supervisor / instructor / mentor. Students will be selected for interviews based on their application. Those who receive an interview will be required to interview with the application committee on Monday February 26 or Tuesday February 27 – time TBD. This application and the reference letters should be dropped off or emailed (with electronic signature) to Mark Knox at St. Mary’s Catholic Center by 5:00 pm on Monday, February 19, 2018.
I ____________________ fully understand and agree to complete, to the best of my ability, all of the responsibilities listed for the position of Campus Ministry Intern at St. Mary Catholic Center, if hired.

Signature: ___________________________________________  Date: ___________________