

COORDINATOR OF SMALL GROUP MINISTRY

MISSION OF THE COORDINATOR OF SMALL GROUP MINISTRY

The primary ministry of the Coordinator of Small Group Ministry is to work with the Campus Minister Coordinator of Small Groups to support, coordinate, and organize small group leaders and members

Expectations

- Be a resource for small group leaders when they are looking for additional input and resources
- In coordination with the campus minister coordinator meet with each of the small groups at least once during the semester
- In coordination with the campus minister meet with each of the small group leaders at least once during the semester
 - Find out how things are going, do problem solving, find out about experience of a leader so far, find out where they are spiritually and prayerfully.
- Be present for at least one Small Group Leader meeting each week
- Assist in recruiting members for small groups
- Assist in checking online small group sign-ups
- Coordinate an end of the semester review/evaluation using Survey- Monkey
- Might be asked to lead one Small Group Leader during the semester

SUPERVISION

- Meet once a week with campus minister

MEET ONCE A MONTH WITH OTHER STUDENT COORDINATORS

ATTEND MONTHLY CAMPUS MINISTRY COMMISSION MEETINGS

TEAM COORDINATOR FOR SERVICE AND JUSTICE

THE MISSION OF THE TEAM COORDINATOR FOR SERVICE AND JUSTICE AND THE STUDENT SERVICE AND JUSTICE TEAM.

The Team Coordinator for Service and Justice is called to serve those in need, as our sisters and brothers in Christ, by involving the St. Thomas Aquinas student community in service projects that directly connect students with people in need, by promoting justice projects, and by helping students reflect and act on their experiences from the perspective of their faith.

SERVICE AND JUSTICE TEAM

- Contact Catholic Students who sign up on Time and Talent and invite them to be involved.
- Educate the Team about the difference between service and justice.
- With the Team
 - lead them as they plan events
 - host several service projects per semester, some large and some small.
 - host at least one justice awareness raising event per semester on campus.
 - engage students in legislative issues through education and advocacy each semester
- Teach the Team how to lead reflection on service and ensure it happens after every event.
- Attend the Social Action Institute and/or lead an extended period of reflection once a semester.

SUPERVISION

- Meet with the Campus Minister in charge of Service once a week.

MEET ONCE A MONTH WITH OTHER STUDENT COORDINATORS

SERVE ON PARISH SOCIAL JUSTICE COMMITTEE

COORDINATOR OF COMMUNITY LIFE

THE MISSION OF THE COORDINATOR OF COMMUNITY LIFE

The Coordinator of Community Life focuses on building community within St. Thomas Aquinas. The Coordinator of Community Life provide students opportunities to get to know one another, and through these relationships, know God better. The Coordinator of Community Life will work towards this Mission through hospitality, social events, and spreading the word about St. Thomas Aquinas activities.

COMMUNITY LIFE

- Recruit students to assist in specific activities
- Organize a Parish Wide Dinner twice a semester.
- Organize on large social activity per semester (this may be a dance, party, or other similar activity)
- Organize one smaller social activity per month (this may be a movie, on-campus
- Friday night activity, or similar event)
- Organize a social after 7pm Mass once a month

SUPERVISION

- Meet with the Campus Minister in charge of Community Life once a week.

MEET ONCE A MONTH WITH OTHER STUDENT COORDINATORS

SERVE ON PARISH LIFE COMMISSION

DESK PEER MINISTER

THE MISSION OF DESK WORKERS

Desk working is a ministry of hospitality and outreach. Students working the desk will meet those that come into the Student Center in need of assistance in the evenings. They will make outreach to students on campus through phone calls and birthday cards to all students registered at STA.

DUTIES

- Work one shift/week at the reception desk (M-Th, 6:00-8:30pm) in the STA Student Lounge
- This includes
 - Answering the telephone
 - Making outreach phone calls
 - Assisting visitors
 - Sending birthday cards
 - Support work for Campus Ministry

SUPERVISION

- Meet with the desk peer ministry supervisor once a month as a group
- Meet with the desk peer ministry supervisor once a month as an individual

COORDINATOR OF COMMUNICATIONS

THE MISSION OF THE COORDINATOR OF COMMUNICATIONS

The primary ministry of the Coordinator of Communications is outreach to the STA and ISU community through emails, bulletins, and Facebook.

DUTIES

- Produce a weekly TNL bulletin
- Produce a weekly campus ministry email of the activities
 - Email and bulletin should be proofread by the Director of Campus Ministry before released
- Update and maintain an email list serve- add new students throughout the semester and remove those who respond unsubscribe, etc.
- Maintain the STA Facebook Fan page

SUPERVISION

- Meet with the Coordinator of Communications supervisor once a week and maybe move to once a month

MEET ONCE A MONTH WITH OTHER STUDENT COORDINATORS

PEER MINISTER FOR LITURGICAL MUSIC

THE MISSION OF THE PEER MINISTER FOR LITURGICAL MUSIC

The Peer Minister for Liturgical Music develops student participation and personal leadership in STA liturgies. This would ordinarily include TNL and/or Sunday Mass, but not excluding other prayer opportunities.

The PM for Liturgical Music accomplishes through communicating to students and recruiting them for various roles.

The PM will not only have the opportunity to watch other students grow in the musical expression of their faith, but will gain a greater personal knowledge of music at liturgy and deepen his or her faith life.

This position is designed to be flexible. It may be tailored to fit the particular skills and abilities of the student, as well as fit within the overall music ministry at STA. Some possible configurations might include one or more of the major roles below, possibly augmented with additional roles and/or special projects:

THURSDAY NIGHT LITURGY (TNL)

The primary student-led liturgy is TNL. One or two undergraduates are ordinarily selected as group leaders. The PM may be one of these. The PM might also serve in the capacity of an accompanist and would then work as a team with the volunteer leadership of the group.

Overall responsibilities include:

- Recruiting and training students, especially undergraduates, to the choir and instrumental ensemble.
- Planning music and preparing rehearsals
- Leadership role in the TNL choir: director or chief accompanist

SUNDAY MASS ACCOMPANIST AT 10:30 OR 7PM

Two Masses are currently seeking a regular accompanist. Each has a resident parishioner as a choir director, and the PM would work closely with this person. The optimal commitment is an academic year, late August through early May, excluding student breaks.

Overall responsibilities include:

- Primary accompanist for weekly rehearsal and Mass: piano and/or organ
- Work with the musical director of the Mass
- Preparation of music for Mass, including preludes and other instrumental music

SUNDAY CHOIR DIRECTOR AT 7PM MASS

The 7pm Mass is currently seeking a regular choir director. This role would not necessarily include accompanying the group.

Overall responsibilities include:

- Musical director for weekly rehearsal and Mass
- Work with the accompanist
- Preparation of music for Mass
- Recruiting students, primarily undergraduates, for the roles of instrumentalists and singers

OTHER MUSICAL DIRECTIONS

The Campus Ministry Team and/or the parish liturgist might be open to exploring alternate or additional directions for liturgical music. Some of these might include, but not be limited to:

- Arranging a concert series, including but not limited to the peer minister
- Some role in the children's faith formation program as a teacher, mentor, or other ministry capacity
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SUPERVISION

- Meet weekly with the parish liturgist.
- The Liturgical Music Peer Minister position is meant to be a learning one and will be designed to directly focus on student involvement in many aspects of liturgical music at STA. We will strive, in turn, to give the best possible experience of service for the student who fills this role. Always feel free to ask questions, request learning materials, and share your creativity with STA! New ideas are always welcome!