

**fCampus Ministry Program Assistant
St. Anselm Canterbury House of Lawrence
Episcopal Diocese of Kansas**

Summary

The Campus Ministry Program Assistant facilitates the development and execution of Episcopal Campus Ministry primarily at the University of Kansas and also seeks to include students from neighboring Baker University, Washburn University, and Haskell Indian Nations University. Their work is focused on the identification and formation of peer ministers who will grow and maintain the ministry. Program Assistants manage relationships between peer ministers, fellow campus missionaries, and diocesan staff members to best serve the needs of students. This is a rewarding and life-giving position for those who desire to help college students grow in faith and love of God, through serving others and embodying the Episcopal expression of Christianity.

SECTION A: JOB RESPONSIBILITIES AND EXPECTATIONS

1. As a member of the Formation Team, works collaboratively with the Director of Young Adult Ministry, Youth, Campus, & Digital Missioner, and Canterbury Priest to support diocesan formation for children, youth, young adults, and campus ministry.
2. Local Campus Ministry:
 - a. Lead team of peer ministers in providing a welcoming presence for visitors to campus ministry programs and intentionally incorporate newcomers.
 - b. Monitors, directs, and coordinates peer ministers in the planning and execution of ministry programs, ensuring that programs are consistent with the ministry's mission and the Christian faith.
 - c. Plans and leads weekly meetings with peer ministers for formation and training, helping them develop self-awareness and communication skills necessary for creating effective and active voices on campus, telling peers about their communities of faith and inviting them to participate in worship and other activities.
 - d. Communicates expectations of the diocese to peer ministers and enforces rules and regulations when necessary, resolves any conflicts that arise between peer ministers.
 - e. Encourages peer minister and student involvement in local parishes, Diocesan events and Diocesan convention, communicating with ministry leaders to discern the best strategy for involving students.
 - f. Pro-actively reach out to Episcopalians in the campus community. Plans and coordinates on-campus evangelism efforts.
 - g. Actively maintains social media presence for Canterbury House-based ministries.
 - h. Fosters ecumenical relationships with other campus-based ministries.
 - i. Lives in and supervises day-to-day operations at the Canterbury House. Handles general maintenance including scheduling minor repairs. Performs general cleaning duties and delegates chores to peer ministers.
 - j. Schedules Canterbury House Board meetings and sets agenda.
3. Diocesan Campus Ministry:
 - a. Contacts parishes each spring to obtain a list of graduating high school seniors for young adult and campus ministry outreach efforts. Maintain connections with all

Kansas-based college-aged Episcopalians, regardless of their post-high school plans.

- b. Coordinate and oversee planning, publicity, arrangements, and budget for Young Adult events in the diocese (i.e. Camp Canterbury, Mini-Miqra, Alternative Spring Break, and Bishop's Bowl). Coordinate registration via UltraCamp with the Youth Missioner.
4. Diocesan Youth Ministry:
 - a. In coordination with the other Program Assistant, plans and leads up to two diocesan youth events each year. Coordinates registration via UltraCamp and budget with the Youth Missioner.
 - b. Supervises and chaperones youth participants at Diocesan Convention.
 - c. Attends/staffs all youth events and assists with planning, publicity, logistics, and program as needed.
 - d. Plans and leads a "Life after high school" workshop for high school juniors and seniors during youth events.
 - e. Assists with social media and publicity for Youth Ministry.
5. Communicates with diocesan staff to regularly report the state of the ministry, plan for future development, and help design policies and procedures that will best serve the ministry and the well-being of students.
6. Provides clerical support for Diocesan Staff as needed.

The Program Assistant will always strive to model principles and behaviors that promote safe, healthy living, ministry, and mission in Christian community. The Program Assistant will further aspire to be a disciple, evangelist, pastor, educator, and leader, including furthering their own prayer life and study of Scripture and our religious traditions.

The Program Assistant's personal discernment will be helped and guided by The Rev. Mary Donovan, Campus Ministry priest, in the formation of personal, spiritual, and vocational discernment.

SECTION B. Times of Work and Leave

1. The Program Assistant will normally work an average of 40-50 hours per week and be on-call to residents of the Canterbury House 24/7.
2. The Program Assistant will have the following periods of leave at full compensation:
 - a. National holidays as outlined in the diocesan Human Resources Guide, to be taken so as not to interfere with regular responsibilities.
 - a. Three weeks of vacation per year, the specific dates of which are to be approved by the Director of Young Adult Ministries and the Youth, Campus, & Digital Missioner.
3. The Program Assistant will be expected to reserve at least one continuous 24-hour period each week for personal Sabbath, to be negotiated with the Director of Young Adult Ministries or the Youth, Campus & Digital Missioner. They should normally reserve one additional eight-hour period off each week (weekdays, Saturday, Sunday afternoon, etc.).

SECTION C: COMPENSATION AND EXPENSES

1. Cash compensation of \$1,200/month, direct deposited once each month (normal payroll taxes will be withheld).
2. Lodging at a Diocese-owned Canterbury House, which includes access to basic utilities.
3. Up to \$50 per month reimbursement for personal mobile phone to be used for business purposes and the number published to the diocese.
4. Up to \$25 per month reimbursement for personal health care purchased on the State of Kansas exchange (a copy of the bill or invoice must be provided).
5. Reimbursement for direct expenses related to the fulfillment of responsibilities. The Program Assistant will be diligent in tracking and appropriately documenting expenses and will operate conservatively within provided budget(s).
6. Reimbursement for mileage to required meetings within the diocese.

SECTION D: ADDITIONAL EXPECTATIONS

1. The Program Assistant will meet weekly with the Director of Young Adult Ministries OR the Youth Campus & Digital Missioner or to monitor progress against defined goals and priorities.
2. Travels 6-10 hours/month to attend meetings, assist with other campus ministries, plan programs, and staff events. Needs to have personal vehicle, since driving is required.
3. Successful completion of a background check.
4. Evidence of completion of Safeguarding God's Children and Safeguarding God's people within the last three years.

Anticipated start date: ASAP

Applications will be accepted until position is filled. To apply, submit a resume and cover letter to Chad Senuta, Director of Young Adult Ministries, 835 SW Polk St., Topeka, KS 66612, or cсенута@episcopal-ks.org.