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## Campus Minister for Liturgy

**FLSA Status:** Nonexempt

**Months Per Year:** 12

**Employment Status:** Full-Time

**Work Model:** Hybrid Available

Seattle University will be one of the most innovative and progressive Jesuit and Catholic universities in the world, educating with excellence at the undergraduate, graduate, and professional levels. We embrace an intersectional framework for defining diversity in its broadest sense, including differences in gender, gender identity, race, ethnicity, generational history, culture, socioeconomic class, religion, sexual orientation, national origin, citizenship status, political perspectives, geographic origin and physical ability. Seattle University strives to be a welcome, open and safe campus climate for all who learn, live and work at Seattle University.

### Position Description

The Campus Minister for Liturgy promotes the uniquely Jesuit Catholic mission of Seattle University by animating and coordinating the liturgical life of the university, creating dynamic and formational worship and sacramental experiences for a diverse community. In collaboration with the Campus Ministry team, the Jesuit community, and on- and off-campus partners, the Campus Minister for Liturgy creates an inviting worship community for all at Seattle University and others in the community.

The Campus Minister for Liturgy is an active member of the Campus Ministry team, working in a team- and student-centered environment under the direct supervision of the Director of Campus Ministry and in close collaboration with the Campus Minister for Liturgical Music. The Campus Minister for Liturgy prepares and forms students to embody faith and justice through training, supervision, pastoral care, and spiritual accompaniment.

### Essential Job Functions:

- Oversee and coordinate all Roman Catholic liturgies for Seattle University, including Sunday, daily and special Eucharistic celebrations, other sacramental liturgies, and special gatherings. Special Eucharistic celebrations include, but are not limited to, university liturgies such as Mass of the Holy Spirit, and the Law School and Seattle University Baccalaureate Masses.
- Schedule presiders, build collaborative relationships, and maintain ongoing communication with the on-campus Arrupe Jesuit Community and off-campus Jesuits.
- Manage other important relationships within and outside the university community, including the student and non-student worship communities, local parishes, the Archdiocese of Seattle, staff, faculty, alumni, and friends of Seattle University.
- Create ordos and worship environments that echo the scripture of each celebration, speak to the current local/global context, align with Seattle University's values (including, but not limited to, expansive, inclusive, and theologically sound images of God) and convey a sense of the liturgical season aligned with the aesthetic of the Chapel of St. Ignatius and other prayer spaces on campus.
- Invite, train, mentor, schedule and oversee liturgical ministers with a lens of representation, taking into account the many aspects of identity (including, but not limited to, culture, race, gender, sexual orientation, age, university affiliation, etc.).
- Provide meaningful preparation, supervision, leadership formation, and support of paid Student Campus Ministers for Liturgy and all student liturgical ministers as they grow into prayerful and holistic leaders in the Church.
- Coordinate administration of the Chapel of St. Ignatius and all other chapel and prayer spaces on campus, including: scheduling, maintenance, inventory, accounting and environment. In cooperation with the Director of Campus Ministry, oversee the Seattle University Chapel policies and guidelines.
- Oversee weddings and memorials/funerals in the Chapel of St. Ignatius in accordance with university policies. Oversight of weddings includes scheduling, intake, canonical paperwork, liturgy planning and coordination, facilitating rehearsals, and providing support on the day of the wedding.
- As an integral member of the Campus Ministry team, the Campus Minister for Liturgy contributes to the administrative and strategic planning in the department, reports to the Director of Campus Ministry and performs other duties in the department as assigned.

### Marginal Job Functions:

- If needed, participate in domestic and local immersion opportunities and retreats sponsored or co-sponsored by Campus Ministry. Perform other related duties as assigned.

### Qualifications

#### **Desired Qualifications:**

*If you don't technically meet these qualifications but are open to growing into these skills and/or feel you possess transferrable skills, please don't let this discourage you from applying. Please provide information in your cover letter demonstrating your commitment to grow into these skills and/or why your transferrable skills would help you be successful in this role.*

- Bachelor's degree in theology, pastoral ministry, and two years of experience in planning and implementing liturgies in a professional capacity or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
- A deep understanding of Roman Catholic liturgy and sacramental theology. Basic knowledge and understanding of ecumenical liturgical principles.
- Experience and expertise in multilingual/multicultural liturgy.
- Knowledge of contemporary issues in higher education, an understanding of the spiritual development of young adults, and the ability to integrate these into creating formative experiences for students.
- An appreciation of the unique pastoral and sacramental needs in a university setting.
- Effective communication and public speaking skills.

## Campus Minister for Liturgy

- The desire and skills to work collaboratively on a team.
- Ability to attend to details, maintain organization, and navigate multiple tasks.
- All candidates must show a demonstrated commitment to the university's and Campus Ministry's Jesuit Catholic mission, vision and values, which includes a commitment to faith, justice, equity and diversity.

**Preferred Qualifications:**

- Master's degree in Theology, Pastoral Ministry, or Divinity.
- Campus Ministry experience strongly preferred.

Application Instructions

Please attach a cover letter with your resume when applying. Job postings are open until filled, unless otherwise specified.

Compensation at a Glance:

Salary Range: \$50,800 - \$57,000

Seattle University has provided a compensation range that represents its good faith estimate of what the University may pay for the position at the time of posting. The salary offered to the selected candidate will be determined based on factors such as the qualifications of the selected candidate, departmental budget availability, internal salary equity considerations, and available market information, and not based on a candidate's gender or any other protected status.

Your total compensation goes beyond the number on your paycheck. Seattle University provides generous leave, health plans, and retirement contributions that add to your total compensation package.

Benefits at a Glance:

Consistent with its fundamental Jesuit values, Seattle University offers a wide range of benefits designed to care for the whole person. Choose from three different medical plans, a dental, and vision insurance programs. Protect your income with life, short & long-term disability coverage. Plan for your future with up to a 10% employer contribution for retirement benefits, comprised of a 5% nonelective employer contribution and an additional dollar-for-dollar match of your voluntary contributions up to a maximum of 5%. You may also take advantage of 100% paid tuition benefits for the employee and dependents, a subsidized transportation benefit, a wellness program with free access to an onsite fitness facility, and a wide variety of campus events. Enjoy a generous holiday schedule, including a paid Holiday break closure in December, vacation and paid sick leave, and paid community service leave. For more information explore the Benefits website at: <https://www.seattleu.edu/hr/benefits/>



SEATTLE UNIVERSITY  
901 12TH AVENUE  
SEATTLE, WA 98122  
206-296-6000