

## **Position Description**

### **Campus Liturgies Graduate Assistant**

The graduate assistant for Campus Liturgies helps coordinate, publicize, and prepare for the various liturgies at UD, focusing particularly on pastoral/catechetical relationships with undergraduate students and encouraging student involvement in liturgical ministry and catechesis. This student-to student relationship will empower students toward leadership roles within Catholic liturgy and help them explore vocations to liturgical ministry in a parish setting after graduation.

#### **I. Ministry Responsibilities and Relationships**

##### **A. Liturgical Preparation, Coordination and Catechesis**

- Coordinate ministries for one Sunday mass at UD, working closely with presiders and involved students to develop catechetical opportunities and in other ways build a sense of community at this mass.
- Organize and mentor undergraduate Student Mass Coordinators who coordinate each of the other Sunday masses at UD.
- Be pastorally present to this group of Student Mass Coordinators (and other liturgically-interested students) in light of questions about their ministry, faith formation in pastoral leadership, and discernment of vocation to liturgical ministry at UD and in their post-UD lives.
- Assist in the coordination of UD's 4 annual special event liturgies and other important liturgies celebrated on campus.
- Compose weekly Prayers of the Faithful for UD campus liturgies and distribute to all involved.
- Assist with development and implementation of training and catechetical formation for liturgical ministers and other liturgically interested students.
- Provide opportunities for liturgical catechesis and formation for Student Mass Coordinators.
- Develop and promote events that acknowledge and thank students who have been involved in liturgy at UD throughout the semester or academic year [these events could also promote an understanding and appreciation of the Church calendar through themes and activities].
- Publicize and recruit students to help with Spanish-language masses (1 each semester)
- Assist CM for Liturgies in the coordination of the annual Mass for Black Catholic History Month (November).
- Serve occasionally as chapel sacristan in the event that regular sacristan cannot be present to host off-campus guests for events in the Chapel.
- Assist with facilitation and promotion of other liturgical events on campus.

##### **B. Relationship with Supervisor**

- Meet regularly with supervisor to discuss programs, goals, challenges, successes, values, and feelings centered around reflection on ministry experiences, ministerial application of academic work, and development of ministerial skills.
- Engage in a collaborative style of ministry giving feedback and sharing ideas with one another.
- Participate in a mid-year and end of year self-assessment and goal setting process with supervisor.
- Suggest/initiate new ministry possibilities in the area of liturgy based on your interests and student needs.

### **C. Participation with larger Campus Ministry team**

- Be an active member of the UD Campus Ministry Team through participation in the bi-weekly Campus Ministry Team meetings and other events.
- Participate in Liturgy Work Group (includes weekly meetings and other activities).
- Participate in the Mobile Liturgical Environment Committee (MLEC) as co-chair.
- Participate in one other Campus Ministry sub-committee if desired.
- Share information on campus-wide Campus Ministry activities to ministry area.
- Assist with campus-wide Campus Ministry events.

### **D. Graduate Assistant Program Activities**

- Participate in supplemental orientation in liturgical principles and preparation for liturgical ministry.
- Participate in the August orientation for GA's.
- Participate in monthly GA Formation experiences (workshop sessions, prayer experiences, etc.)
- Assist in the planning of and attend August and January GA retreats.

## **II. Commitment to academic excellence**

- Maintain a 3.0 Academic Grade point average and 6 credit hours per semester (including summer sessions).
- Include courses on Liturgy in curriculum, when offered.
- Maintain a relationship with an Academic Advisor.
- Be responsible and on time with studies and assignments.
- Participate in activities of Religious Studies Program.

## **III. Overall Learning**

- Specific ways in which GAs serve at UD are replete with possibility. While there are programs and traditions that GA's continue, there is plenty of room for personality and specialized ministry styles.
- Remember that these two years are intended to be a learning time; a time to try new things, to explore ministry, self, faith, etc. GAs should ask questions and seek to expose themselves to a variety of campus ministry experiences.
- GAs are half-time (20 hours/week) campus ministers. It is important to strike a balance between academics, ministry, and personal activities that maintain energy, and health, and spiritual well-being.

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