



St. Elizabeth Catholic Student Center Campus Ministry Intern Information Packet and Application

MISSION: The St. Elizabeth Catholic Student Center endeavors to spread the Good News of Jesus Christ to Texas Tech University. We are a community formed by the Eucharist that exists in order to spread the Gospel through education, stewardship, service, and fellowship in order to form passionate Catholic leaders.

PROGRAM: Each intern will be a member of the campus ministry team at St. Elizabeth Catholic Student Center. They will work under the direction of the Director of Campus Ministry, the Pastor of St. Elizabeth University Parish, and the Student Center Chaplain.

Being a campus ministry intern is a profoundly important privilege and responsibility. As the Gospel of John says in 15:15-17, we do not take this task upon ourselves; rather God calls us to be a part of a ministry and God gives the grace needed.

The internship is a time of leadership and formation. The interns will be given large and important areas of responsibility to oversee. You will develop and strengthen your personal and relational skills. You will develop administrative skills, such as database management, creating newsletters, and other skills. You will become delegators, leaders and motivators. You will find yourselves mediating disputes and helping your peers in stressful situations. You will have to know how to enter into constructive dialogue with the professional staff and how to take direction from them. You will work in the sometimes awkward context of being both a friend to and “supervisor” for other students. You will learn to better balance your own needs be they physical, emotional, intellectual, or spiritual.

Prayer is absolutely essential to your time of formation. While group prayer is essential, even more important is the need to have active personal prayer life. You will need to pray daily in faith and in love, growing in relationship with Jesus Christ.

As a campus ministry intern, you are a “public” minister of the Catholic faith. You will want to live your life in accord with the Gospel message and the teachings of the Church. Understand that students – especially younger students – will look to you for example and “permission.” Invite God to be part of every dimension of who you are, guiding you, directing you, and protecting you.

Of course, you will continue to be a full-time student. Giving sufficient time to your schoolwork is vitally important to being an effective intern. It’s important to “walk the walk” if you are going to present St. Elizabeth as a place which is led by Christ. Your grades ought not to suffer as a result of your involvement in the learning activity of being a campus ministry intern. You may, of course, participate in other campus organizations, but interns are expected to make St. Elizabeth Catholic Student Center their priority.

Please refer any questions not answered in this information packet and application to the Director of Campus Ministry, Greg Ramzinski, at (806) 762-1672 or gramzinski@gmail.com.

Position Description and Responsibilities

Campus Ministry Intern

JOB SUMMARY:

The interns will be responsible for the completion of the general responsibilities listed below. They will also be assigned specific responsibilities to aid in the ministry and outreach of Raider Catholic to the students, faculty, and staff at Texas Tech University.

GENERAL RESPONSIBILITIES:

- Plan the agenda and lead the monthly Raider Catholic Leadership meeting.
- Attend and participate in monthly one-on-one accountability meetings with an approved spiritual director.
- Attend and participate in Welcome Week activities.
- Attend and participate in at least one out-of-town event (e.g., conferences, seminars, conventions, etc.) if finances allow for this endeavor.
- Be willing to lead prayer and discussions when necessary.
- Act as liaisons between staff and students in order to share comments, concerns, and suggestions from members of the community.
- Attend Raider Catholic (CSA, XP, RA, KofC, WofF, DYRT, etc.) and St. Elizabeth activities as much as possible.
- Coordinate as needed with the St. Elizabeth University Parish office.
- Create a schedule for cleaning the Student Center kitchen.
- Meet with the Director of Campus Ministry or Chaplain for monthly discussion.
- With input and advice from the Director of Campus Ministry, the intern must raise a minimum of seventy-five percent (3/4) of their stipend. This will be accomplished through the planning and running of a fall semester fund-raiser and a spring semester fund-raiser.
- Write, publish, and mail a newsletter for Raider Catholic at the end of each semester with the help of the Student Center Chaplain.
- Assist the Student Center Chaplain in maintaining the Raider Catholic website.
- Help the Director of Campus Ministry and Director of Development with fundraising and development tasks.
- Other duties as assigned by the Director of Campus Ministry, Pastor, and/or Chaplain.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Must be a practicing Catholic in good standing.
- Must be classified as a Junior or above in the fall of 2017.
- Basic knowledge and understanding of the Catholic Church and Catholic theology.
- Interpersonal and human relations skills.
- Verbal and written communication skills.
- Ability to develop a good rapport with diverse groups.
- Ability to motivate 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.
- Ability to operate a personal computer and various software programs.

IN RETURN:

Each intern will receive a \$500 (\$4,500 over nine months – September through May) monthly stipend. At least seventy-five percent (3/4) of this stipend will be raised by the intern with the assistance of the Director of Campus Ministry as well as using the resources of the Catholic Student Center.

Note: *These are guidelines and are subject to change as the need exists.*



APPLICATION

Instructions: Please type 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 & Expected date of graduation:	
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 position?

3. What changes would you like to see in the Catholic campus ministry here at Texas Tech? How would you implement these changes?

4. If you were selected for an intern position, what steps would you take to recruit and develop other students into leadership positions within the Catholic Student Center?

5. 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 three letters of reference (see below) from students involved in the Catholic Student Center. You must also interview with the application committee. This application and the reference letters should be dropped off in hard copy form to the Catholic Student Center in the box next to Greg's office by 5:00 PM on Sunday, April 30, 2017. Interviews will be held on Wednesday, May 10 beginning at 9:00 AM. A schedule will be posted on Greg's door.

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. Elizabeth Catholic Student Center.

Signature: _____

Date: _____





Letter of Recommendation

Recommendation for: _____

This student is applying for a position as an intern for the St. Elizabeth Catholic Student Center (CSC). The intern performs a variety of roles in the CSC including but not limited to planning, scheduling, leading peers, and deepening their own personal spirituality. Please prayerfully and honestly evaluate this candidate in the following areas:

How long have you known this applicant? In what capacity? _____

Rate the candidate from 1 (low) to 10 (high) on each of these areas:

- Ability to listen to others. 1 2 3 4 5 6 7 8 9 10
- Ability to express self to others. 1 2 3 4 5 6 7 8 9 10
- Ability to get along with people own age of the same sex. 1 2 3 4 5 6 7 8 9 10
- Ability to get along with people own age of the opposite sex. 1 2 3 4 5 6 7 8 9 10
- Ability to balance their schedule. 1 2 3 4 5 6 7 8 9 10
- Ability to “think outside the box.” 1 2 3 4 5 6 7 8 9 10
- Patience when others irritate them. 1 2 3 4 5 6 7 8 9 10
- Ability to control anger. 1 2 3 4 5 6 7 8 9 10
- Ability to keep others from taking advantage of them. 1 2 3 4 5 6 7 8 9 10
- Ability to accept failure. 1 2 3 4 5 6 7 8 9 10
- Ability to accept success. 1 2 3 4 5 6 7 8 9 10
- Ability to give compliments and express appreciation for other people. 1 2 3 4 5 6 7 8 9 10
- Ability to accept compliments and appreciation from other people. 1 2 3 4 5 6 7 8 9 10
- Ability to affirm the worth of other people. 1 2 3 4 5 6 7 8 9 10
- Willingness to help those who make them feel uncomfortable. 1 2 3 4 5 6 7 8 9 10

Anything else that would aid in the selection process (use back of page if necessary): _____

Completed by: _____ E-mail: _____



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