

Catholic Campus Ministry at Old Dominion University  
Leadership Team

Faith Formation Minister

Description:

The job of the Catholic Campus Ministry Faith Formation Minister is to oversee and act as a resource to all ministries within CCM directly pertaining to the enhancement of students' spiritual lives. The goal is not to host the most events; you want to host quality events that will deepen a student's relationship with Jesus and their relationships with other people.

Duties:

- 1) Events
  - a) Soul Food
    - i) Work with Staff to arrange for speakers, making sure that all speakers are approved by the Diocese.
      - (1) Speaker ideas include those in our community, those in religious life, those from campus, etc.
    - ii) Arrange for a cook for dinner each week.
      - (1) Keep the cooks within the set budget of \$50 and cook a variety of foods.
      - (2) Inform cooks of how to get reimbursement.
    - iii) Keep track of attendance numbers for all Soul Foods and post them to the Attendance Number document.
  - b) Retreats
    - i) Fall Retreat
      - (1) All Leadership Team members will help to plan and lead Fall Retreat.
    - ii) Mini Retreats
      - (1) Coordinate a mini retreat in the Spring Semester. This could be for the whole community or it can be divided between the men and the ladies.
  - c) Diocesan Programs
    - i) Promote awareness among students, advertise, and encourage students to attend
      - (1) Encounter with Christ, Women's Retreat, Duc in Altum, and the VA College Summit.
- 2) Welcome Week
  - a) All Leadership Team members will participate and lead Welcome Week activities.
- 3) Administration
  - a) Meetings
    - i) Attend all Leadership Team meetings unless significant circumstances intervene.
    - ii) Attend Leadership Retreat.
  - b) Attendance
    - i) Keep track of attendance numbers for all events and post them to the Attendance Number document.
  - c) After Event Forms
    - i) Complete After Event Forms for any event that you are leading.
  - d) Publicity
    - i) Submit announcements for the listserv, bulletin, pulpit, and social media to the publicity database.
    - ii) Create Facebook events for your events.
    - iii) Be sure photos are taken at events and sent to the Vice President.