

First Year Retreat (Formerly Freshmen Retreat):

Gonzaga University's First Year Retreat invites all Gonzaga first-year students to meet the rich heritage of a Jesuit, Catholic, liberal arts education, and specifically, to introduce students to life at Gonzaga, especially in its faith dimension. We want all our students, regardless of religious tradition, to deepen their faith. The First Year Retreat builds a connection between social life, academic life, residence life, and spiritual life in college. Sponsored and led by the University Ministry team, with the help of student leaders, we reflect on the integration of faith with identity, relationships and community. The retreat includes sharing by student team members, small group discussions, praise songs, silent reflection, Mass, and communal prayer. Its lighter elements include sports, games, and live entertainment. We want all first-year students to experience this wonderful weekend of friendship, faith exploration, and fun!

The student assistant position for this retreat is yearlong and a significant time commitment, with some variation throughout the year. You will meet with the First Year Retreat Coordinator and other student assistant at designated times and attend all the scheduled First Year Retreats. In addition, many hours will be spent preparing for the retreat, helping to build the teams which lead each retreat, and following up with all involved.

Job Duties:

- First Year student outreach
- Marketing and outreach prior to each weekend retreat
- Facilitate crew meetings prior to each weekend retreat
- Gather songs from crew members to accompany each retreat
- Model and lead communal prayer
- Facilitate crew faith sharing
- Model and enforce appropriate behavior by crew and first year students
- Manage and direct crew and first year students during the retreats
- Lead games and activities during the course of the retreat weekend
- Meet regularly with the coordinator to plan crew meetings and prepare retreat materials
- Maintain an organized set of records of the program
- Following up with crew and retreatants

Desired Qualifications:

- Open to students who will be juniors or seniors in the 2017-2018 academic year
- A serious commitment within a faith tradition and within a faith community
- Demonstrated organizational skills, with the ability to handle and prioritize multiple projects simultaneously in a timely manner and in a fast-paced environment
- Strong written and verbal communication skills
- Strong interpersonal skills; ability to relate to and work with diverse groups of people
- Ability to maintain confidentiality
- Ability to facilitate peer-to-peer faith sharing in small groups

Supervision Given/Received:

This position reports directly to the First Retreat Coordinator for University Ministry. This position is expected to work collaboratively with all members of the University Ministry department to ensure successful and meaningful programs.

Search Retreat:

Search is an opportunity for students to experience the love of Christ in community. Throughout the weekend, students hear about God's love and forgiveness, as exemplified in Scripture, and how that is lived out in our lives. The talks are given by students, who spend time unpacking a section of Scripture and how it applies to us in our brokenness. The retreatants have opportunities to process what they hear and experience in small group time and personal reflection. The different crews that help lead the retreat are constantly praying and surprising the students to show them the extravagance of God's love. We hope that through hearing about the love of Christ through Scripture, by giving time to process that love with others, and by seeing that love lived out, the retreatants will walk away from Search with a desire to pursue the life that Christ calls us to live: a life saturated with love, forgiveness, and hope.

The student assistant position for this retreat is yearlong and a large time commitment. You will meet with the Search Retreat Coordinator and other student assistant at designated times and attend all the scheduled Search Retreats. In addition, many hours will be spent preparing for the retreat, helping to build the teams which lead each retreat, and following up with all involved.

Job Duties:

- Meet twice weekly with the retreat coordinator
- Communicate with retreatants, Chiefs, crews, parents, Jesuits and all people associated with the program
- Facilitate all-crew meetings and "Fred Week" activities prior to each retreat weekend
- Track deadlines and ensure that all retreat materials are prepared in advance of the retreat weekend
- Manage the schedule and oversee all retreat details during the retreat weekend
- If necessary, facilitate feedback sessions and focus groups in order to assess the effectiveness of the retreat
- Follow up with crew and retreatants as a peer minister

Desired Qualifications:

- Junior or senior academic standing
- A personal commitment to spiritual growth as well as an interest in sharing faith with others
- Demonstrated organizational skills and the ability to handle multiple projects simultaneously in a fast-paced environment
- Strong written and verbal communication skills
- Strong interpersonal skills and the ability to work with diverse groups of people
- The ability to maintain confidentiality

Supervision Given/Received:

This position reports directly to the Search Coordinator in University Ministry. This position is expected to work collaboratively with all members of the University Ministry department to ensure successful and meaningful programs.

Men's Ministry

Men's Ministry is an emerging facet of the Gonzaga University Ministry experience. Catering to the specific needs of Gonzaga men this ministry looks for creative ways to foster spiritual growth in creating "men for others." The Student Assistant position will be responsible for direct collaboration with the Coordinator in implementing a men's retreat once per year. This retreat will be spiritually grounded with an emphasis on the outdoors. An enthusiasm for the outdoors is not required but encouraged. Other responsibilities include monthly movie nights, BBQ's, speakers, and discussions regarding a number of issues that affect men on campus and beyond. These responsibilities include facilitation of programs, recruitment, and structured feedback. The Student Assistant should anticipate around 4-6 work hours per week.

The Student Assistant for Men's Ministry must be a male with a passion for leadership in addressing the climate of masculinity at GU. The ability to reach out to and connect with men from all walks of life on campus, a sense of vulnerability, as well as an enthusiasm in creating something new are all desired descriptors of the Men's Ministry SA.

Job Duties:

- Meet weekly with the retreat coordinator
- Facilitate monthly events (see above)
- Coordinate and lead a crew for the Men's Retreat
- Engage in challenging conversations about issues that affect men
- Provide creative and dynamic ideas

Desired Qualifications:

- A personal commitment to spiritual growth as well as an interest in sharing faith with others
- Demonstrated organizational skills and the ability to handle multiple projects simultaneously in a fast-paced environment
- Strong written and verbal communication skills
- Strong interpersonal skills and the ability to work with diverse groups of people
- The ability to maintain confidentiality

Supervision Given/Received:

This position reports directly to the Men's Ministry Coordinator in University Ministry. This position is expected to work collaboratively with all members of the University Ministry team to ensure successful and meaningful programs.

Student Assistant for Office Hospitality:

University Ministry's SA for Office Hospitality helps with providing an atmosphere of hospitality in the department, managing operations, and building relationships with members of the university community. Part of this job involves sitting at the front desk during the noon hour and during UMin staff meetings. This person needs to be welcoming, able to multitask, and able to handle a fast-paced environment. This person will assist with data entry, supplies, phone calls, hospitality, organizing and filing, marketing, social media and other tasks. This is not just a clerical or administrative position, but a ministry of presence, support and hospitality.

We are seeking students with the availability to staff the front desk during weekday lunches, Tuesday mornings and other various times. Please be prepared to talk with the UMin team about your schedule for next year and whether you can make commitment to be present in the office.

We also ask that students in this position be prepared to adhere to a strict code of confidentiality which comes with access to departmental files and information.

Desired Qualifications:

- Demonstrated organizational skills and the ability to handle multiple projects simultaneously in a fast-paced environment
- Strong written and verbal communication skills
- Strong interpersonal skills and the ability to work with diverse groups of people
- The ability to maintain confidentiality
- A personal commitment to spiritual growth as well as an interest in sharing faith with others
- A creative approach to problem solving
- Excel spreadsheets, Word
- Creative and dynamic approach to the assignments
- Passion for creating a welcome environment in the University Ministry office

Supervision Given/Received:

This position reports directly to the Office Coordinator in University Ministry. This position is expected to work collaboratively with all members of the University Ministry team to ensure successful and meaningful programs.

Liturgical Assistant:

University Ministry employs three student liturgical assistants to assist with BOTH the daily 12:10pm and Sunday 8:30pm liturgy on campus at the University Chapel, as well as other liturgical events such as Welcome Mass, Mass of the Holy Spirit, Commencement Mass, Eucharistic Adoration and certain Holy Day liturgies. These are also tasked with nurturing the liturgical life of the community through strategic visioning about how to enhance worship in our community.

Job Duties:

- Help with recruiting and training student ministers
- Prepare a master list of student liturgical ministers. Keep it updated.
- Prepare a monthly calendar and send it to student ministers
- Act as a liaison between student ministers and University Ministry
- Set up and clean up daily and Sunday Masses
- Organize and give Mass announcements
- Schedule student ministers and call to remind them
- Step in or find substitutes when needed
- Maintain regular meetings with the Coordinator of Liturgy
- Help get volunteers for special Masses and events e.g.: Welcome Mass, Fall Family Weekend, Alum Masses, GEL Mass, Reconciliation Services
- Be available for assisting at the Welcome Mass and Commencement Mass
- Help with chapel management such as preparing for seasonal changes (e.g. Advent and Lent) and setting up for Eucharistic Adoration services
- Help monitor inventory of chapel supplies and keep Coordinator of Liturgy informed
- Participate in liturgical planning and visioning

Desired Qualifications:

- Sophomore, Junior or Senior standing in the academic year
- Baptized in the Catholic faith, and have received your first Communion and Confirmation
- Experience at Lector, Eucharistic Minister and Acolyte (server)
- Ability to conduct training for volunteer liturgical ministers
- Familiar with Catholic liturgy
- Highly organized
- Responsible and dependable
- Works well with peers and adults
- Motivated to bring new ideas to the liturgy
- Available to help organize and participate in the different activities for liturgical ministers
- Promotes leadership

Supervision Given/Received:

This position reports directly to the Coordinator of Liturgy and Music for University Ministry. This position is expected to work collaboratively with all members of the University Ministry department to ensure successful and meaningful programs.

Christian Life Communities (CLC):

Gonzaga University's Christian Life Communities invite all Gonzaga students to be part of a faith sharing small group. We want our students, regardless of religious tradition, to deepen their faith. CLC's build a connection between the social life, academic life, residence life and spiritual life during college. Sponsored and led by the University Ministry team, with the help of student leaders, we reflect on faith, relationships, community and service to others. Our motto is BECOME. BELIEVE. BE SENT. Become the person God longs for you to be. Believe more and more in the faith that brought you here. Be Sent out into the world and serve God.

The student assistant position for this program is yearlong and a large time commitment. You must meet with the CLC Coordinator and the other student assistant at designated times and attend all the scheduled programs and events for the year. In addition, many hours will be spent preparing for the events and helping to build the small groups.

Job Duties:

- Model and lead communal prayer
- Facilitate Leadership faith sharing
- Manage and direct CLC Leadership
- Co-lead CLC leader meetings with coordinator
- Meet regularly with the coordinator to plan and implement programs and events
- Maintain an organized set of records of the program and communicate consistently with CLC's
- Weekly office work
- Lead a CLC group

Desired Qualifications:

- Open to all students
- A serious commitment within a faith tradition and within a community of believers
- Demonstrated organizational skills, with the ability to handle and prioritize multiple projects simultaneously in a timely manner and in a fast-paced environment
- Strong written and verbal communication skills
- Strong interpersonal skills; ability to relate to and work with diverse groups of people
- Ability to maintain confidentiality
- Ability to facilitate peer-to-peer faith sharing in small groups

Supervision Given/Received:

This position reports directly to the CLC Coordinator for University Ministry. This position is expected to work collaboratively with all members of the University Ministry department to ensure successful and meaningful programs.

