



# Example of Minister Job Description

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Our innovative and growing company is looking to fill the role of minister. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for minister

- Coordinate administrative tasks with the Catholic Chaplain
- Assist in the coordination of Catholic Life fundraising activities
- Provide support and advisement to parents of Catholic students as needed
- Develop Catholic religious, cultural, and service programming in partnership with academic departments and University offices
- Contribute to and support interfaith programming and initiatives as part of the Chaplains and Religious Life team
- Work with the University Chaplain, Jewish Chaplain, and Chaplain for the Catholic Community to promote inter-religious understanding and appreciation for religious diversity
- Participate in ceremonial occasions of the University such as memorial services, Baccalaureate, and Commencement
- Work closely with the Diocese of Harrisburg and participate in appropriate diocesan meetings, communication, events, and training
- Facilitates ethical decision-making and values discernment with patients, families and associates, making appropriate referrals as needed
- Student Ministers collaborate with each other to plan University Ministry activities and attend weekly meetings with University Ministry staff

## Qualifications for minister

- Bachelor's Degree in Music, Worship, Theology, or Other Related Field, or

- Experience developing and leading worship services for diverse audiences (culturally, theologically, high/low church)
- Experience developing and mentoring aspiring worship leaders/musicians
- Demonstrated musical proficiency (vocal and/or instrumental), in a range of musical genres
- Ability to lead band rehearsals and arrange music
- Strength in written and oral communication