



## St. Mary Student Parish

Catholic Campus Ministry at the University of Michigan

### All Peer Ministry Interns:

**Mission/ Purpose:** Here at St Mary, our mission statement is: “St. Mary Student Parish is a welcoming, inclusive, caring, and diverse Catholic community, uniting residents and students. We are Christ-centered with the Eucharist as the source of holiness in our vibrant liturgical life. Inspired by Ignatian spirituality, we live a faith that does justice, reaching out to the marginalized. As an apostolic parish, we are committed to ongoing formation of Christian witness, discipleship, and leadership.” Our peer ministry interns seek to live out this mission in their ministry roles, collaborating with parish staff, fellow students, and the larger St Mary community to build an invitational and welcoming culture that serves, worships, and makes disciples with joy. Taking on this role is a big responsibility; as a peer minister, you will be serving and walking with your peers in imitation of Christ.

### Requirements:

- Attend all weekly Sunday formation meetings (6-7:30pm each Sunday)
- Be present at 8pm Sunday student mass, Ig.Nite, Welcome Week events, and other significant events as often as possible.
  - Support your fellow peer ministers by active participation in one another’s ministries, as much as possible.
  - Work to build an invitational culture: every peer minister should seek to invite other students to events, mass, and/or meetings at St Mary, and every peer minister should seek to be attentive to new or unfamiliar faces at events (and be a welcoming presence, introduce themselves, etc.)
- Weekly check-in meetings with appointed Campus Missionary Disciple (CMD) and/or staff supervisor.
- Fulfill all obligations as a practicing Catholic (Sunday mass, Holy Days of Obligation, etc.) and be striving to grow in holiness with frequent prayer/Adoration, monthly confession, and regular spiritual direction.
- Go beyond the minimum requirements of your specific role, working with your appointed CMD to make your role your own and dream of further possibilities.
- Sacred Stories testimony (*Date TBD*, likely October 2024).
- Promote your various ministries in the St Mary GroupMe, especially in anticipation of special events or sign up opportunities.

**NOTE: THE ROLES BELOW ARE TENTATIVE AND MAY BE ADJUSTED TO SUIT CAMPUS MINISTRY NEEDS.**



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### Michigan Catholics President (Undergrad)

**Mission/ Purpose:** As the Michigan Catholics President, you will lead the student peer ministry team and lead the undergrad efforts within the student organization on-campus. In consultation with the campus ministry staff at St. Mary, you will work to increase engagement of students, especially populations of students not typically involved at St. Mary, and enhance St. Mary's presence and visibility on campus at the University of Michigan. These include but are not limited to Welcome Week and community building events.

**Primary skills developed:** outreach, event planning/designing, social skills to engage and meet new people, volunteer recruitment and support, leadership development, collaboration, accountability for peers

#### Tasks/Responsibilities:

- Serve as president of our student organization called Michigan Catholics and engage with the university in regard to yearly re-registration of the Michigan Catholics Student Organization in the month of May.
- Represent the interests and concerns of undergraduate student parishioners at St. Mary as the face of Michigan Catholics.
- Lead weekly peer ministry team meetings for community building, prayer, and fellowship.
- Work with campus ministry staff to craft and send the weekly Michigan Catholics email.
- Conduct semester town hall Michigan Catholics meetings to discuss new ideas to reach new members and serve the current members.
- Meet with the Pastor as a representative of Michigan Catholics once monthly.
- Respond to new student inquiries regarding involvement with St. Mary and share with the campus ministry staff (emails, giving tours of our space, connecting to other students, etc).
- Help implement and launch new student interests in consultation and prior approval of campus ministry team.
- Other duties as required, or necessitated by changing circumstances or student interest.
- Serve as an authorized signer for our student org to reserve spaces on-campus and register our community for events.
- Have a presence at parish council meetings throughout the academic year to serve as a liaison between students and parishioners.

#### Requirements/Recommendations:

- Leadership and attendance at Welcome Week Events
- Prior leadership experience on-campus
- Strong organizational skills and ability to meet deadlines
- Enthusiasm for and deep connection to the St Mary undergraduate community



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### Outreach and Events Peer Minister

**Mission/ Purpose:** As the Outreach and Events Peer Minister, you will facilitate campus outreach and assist with events at St. Mary. In consultation with the campus ministry staff, you will work to increase engagement of students, especially populations of students not typically involved at St. Mary, and enhance St. Mary's presence and visibility on campus at the University of Michigan. These include but are not limited to Welcome Week, community building events, and regular outreach events on campus.

**Primary skills developed:** outreach, event planning/designing, social skills to engage and meet new people, volunteer recruitment and support, leadership development, collaboration

#### Tasks/Responsibilities:

- Organizing and facilitating weekly/biweekly outreach on campus:
  - Booking spaces on the Diag/Grove for Outreach.
  - Recruit and enable other students to participate in outreach efforts.
- Work with campus ministry staff to design flyers and posters for Diag/Grove outreach.
- Assist campus ministry staff in putting on the big events at St. Mary (Fall Formal, Spring Semi-Formal, Cultural nights, etc.).
  - This includes helping with organizing, decorating, cleaning, and promoting.
- Work with President and Social Media person to ensure timely promotion of events and outreach, and use outreach as an opportunity to promote monthly special events.
- Collaborate with other peer ministers and student leaders to promote Ig.nite, Men's/Women's groups, and other weekly programming at St. Mary.
- Respond to new student inquiries regarding involvement with St. Mary and share with the campus ministry staff (emails, giving tours of our space, connecting to other students, etc).
- Other duties as required, or necessitated by changing circumstances or student interest.

#### Requirements/Recommendations:

- Leadership and attendance at Welcome Week Events
- Strong communication and public relations skills
- Prior leadership experience on-campus



## St. Mary Student Parish

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### Liturgy and Prayer Peer Minister

**Mission/Purpose:** Prayer and worship are essential to any faith community. For Catholics, the celebration of the Eucharist is at the heart of the community's life and mission. The peer minister for liturgy and prayer will assist and participate in the renewal of the parish's liturgical and sacramental prayer life.

**Primary skills developed:** Organization, outreach, evaluation, attention to detail, knowledge of Catholic liturgy and sacraments, education on the Eucharist revival

#### Tasks/Responsibilities:

- Primary 8pm Sunday Mass Coordinator:
  - Recruit and train students to serve as lectors, greeters, ushers and Extraordinary Ministers of Holy Communion.
  - Support CMD with logistics regarding recruitment, training, and formation for all liturgical ministers.
  - Ensure lectors & Extraordinary Ministers are signed up to assist with mass; develop a structured sign-up system using sign-up genius or excel spreadsheet.
- Assist with special masses, including annual masses (Mass of the Holy Spirit, Parents Weekend Mass, Baccalaureate Mass, and the Triduum masses/services), monthly candlelit masses, semesterly Kateri Institute Masses, and unique liturgical opportunities (Eucharistic Processions, Ash Wednesday or Holy Day of Obligation masses on North campus, etc).
- Thursday 5:10pm Ig.nite Mass Coordinator:
  - Coordinate mass set-up and student lectors and Extraordinary Ministers for the weekly Ig.nite Mass.
- Wednesday Night Adoration Organizer:
  - Create an organized schedule for students assisting with Adoration Wednesday evenings from 5:45pm-9pm.
  - Assist priest with Exposition and Benediction.
  - Lead group Rosary/Liturgy of the Hours/other devotional prayer during or at the conclusion of the evening.
  - Provide prayer resources for student use during Adoration (printed prayers, set out books/Rosaries).
- Provide/promote other prayer opportunities within the parish community.
  - Depending on student interests, this could include engaging student devotion of the Examen Prayer, devotional practices like the Rosary, or involvement in a prayer group.
  - Encourage student participation in Advent/Lent prayer services, Stations of the Cross, Bible studies, and other parish prayer opportunities.

#### Recommended interests/skills:

- Expressed interest in the Catholic Sacraments, prayer, and Eucharistic Adoration
- Service as a liturgical minister at St. Mary Student Parish
- An ability to be attentive to liturgical detail



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## Ig.Nite Peer Minister

**Mission/Purpose:** To engage undergraduates through the social life of the St. Mary community in order to deepen their faith and commitment to Christ and the church. This will be primarily accomplished through the Ig.nite program. This peer minister will be responsible for working with campus ministry staff to cast a vision for the Ig.nite program through relevant topics, discussions, and team building activities.

**Primary skills developed:** Program development, creative planning, communication, organization, delegation, evaluation, outreach, team building, public speaking, welcoming, high social awareness, flexibility, and growth as a disciple of Christ

### Tasks/Responsibilities:

- Serve as overall coordinator for all aspects of the Ig.nite evening:
  - Work with campus ministry staff and other peer ministers to assist with welcome, hospitality, content creation and clean-up.
  - Ensure all weekly responsibilities are accounted for, including:
    - In collaboration with music and liturgy team: Thursday mass to include music and student liturgical ministers. Provide welcome and hospitality as a greeter at the door for Ig.Nite Mass.
    - In partnership with the hospitality team: Meal prep, service, and clean-up.
    - Create a welcoming environment, and manage room set-up, greeters, nametags, seating designations and icebreakers when appropriate.
    - Strategize and prepare content: relevant topics and engaging speakers.
      - Develop a draft schedule for the entire academic year prior to Welcome Week.
    - Connect, engage, and prep speakers prior to Ig.nite with context of the evening and reality of student life.
    - Act as emcee for the evening (or delegate to another student) to include announcements.
    - Introduce yourself to students and get to know all attendees.
- Research and implement creative avenues for outreach and engagement of student populations within and outside of Ig.nite evenings.
- Keep accurate notes about weekly content, discussion, attendance, strengths, and weaknesses for each Ig.nite evening and planning session.
- Meet quarterly with peer minister for outreach and events to plan and evaluate overall outreach strategy.

### Recommended interests/skills:

- Event planning and public speaking skills
- Strong teamwork and collaboration skills



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### Faith Doing Justice (FDJ) Peer Minister

**Mission/Purpose:** To enable and empower students to engage in service, educational, and growth opportunities throughout the year. In particular, through the facilitation of various programs and events, including the Alternative Spring Break (ASB) program, monthly service opportunities, SEEK, and the March for Life. Overall, the FDJ peer minister will help the student body put their faith in action, build community, serve those in need, and explore contemporary social justice issues through a Catholic lens.

**Primary skills developed:** Program development, creative planning, communication, organization, service, outreach, team building, public speaking, flexibility, and growth as a disciple of Christ

#### Tasks/Responsibilities:

- Connect students with monthly service opportunities:
  - Collaborate with community organizations to address the needs of local populations.
  - Assist St Mary in the coordination of student volunteers for the Daytime Warming Center, Men's Overnight Rotating Shelter, and other on-site service projects.
- Work directly with the FDJ Coordinator to plan, promote, and prepare for Alternative Spring Break (ASB).
  - This includes assistance in the selection of service sites, brainstorming theme/formational preparation components, assisting in the execution of ASB formation nights, and recruiting of site leaders.
- Meet with appointed CMD biweekly and FDJ Coordinator biweekly; meet with both CMD and FDJ Coordinator together once monthly.
- Assist with the planning, promotion, fundraising, and attendance of students for the SEEK conference, March for Life, and other relevant FDJ opportunities.

#### Recommended interests/skills:

- Event planning and public speaking skills
- Strong teamwork and collaboration skills
- A heart for service



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## Retreats Peer Minister

**Mission/Purpose:** Retreats offer time and space to reflect on your life experiences, to grow in awareness of and gratitude for the ways that God is at work in these experiences, and to enter more deeply into relationship with this God who loves us and gives us life. This ministry is about helping students encounter Jesus. The intern for retreats will work with the CMDs and priests on staff throughout the year to coordinate a diverse array of overnight retreats and days/evenings of reflection.

**Primary skills developed:** Organization, communication, collaboration, creative retreat planning, volunteer support and coordination, public speaking, movement from the big picture to execution of the small details, flexibility and adaptability

### Tasks/Responsibilities:

- Work with appointed CMD to develop student-led retreats throughout the year that are rooted in Ignatian Spirituality and address the diverse needs and prayer styles of students.
- The undergraduate retreat program for 2024-2025 includes:
  - Fresh Gathering (*tentatively* September 1st, 2024 at St Mary)
  - New Student Retreat (*tentatively* October 5, 2024 at St Mary)
  - Fall Retreat (*tentatively* November 8-10, 2024 at Colombiere Retreat Center)
  - Winter Men's/Women's Retreats (*tentatively* February 14-16th, 2025 at Camp DeSales)
  - Senior Day of Reflection (April 2025)
- Brainstorm and execute strategies to recruit a diverse range of students to attend all retreats.
- Create a sign up form for each retreat, along with flyers and other promotional materials. Share materials with other peer ministers and staff members at St Mary.
- Recruit and build several student retreat teams based on the needs and format of each retreat.
- Lead weekly retreat team planning and formation meetings leading up to each retreat.
- Meet with students to develop their talks for the retreat, organize retreat materials needed including folders/binders for each retreat team member, and develop small group reflection questions for each talk.
- Prayerfully select a theme of each retreat in consultation with Faith Formation staff.
- Develop an evaluation tool to be distributed to retreat participants after each retreat.
- Reflect on each retreat, creating a guide for future retreats peer ministers.

### Requirements/Recommendations:

- Attended/participated in a retreat
- Experience leading a small group
- A passion for retreats and personal encounter opportunities
- Regular involvement in men's/women's groups, Ig.nite, and other weekly events at St Mary; is connected to the student body here at St Mary



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## Family Faith Peer Minister

**Mission/Purpose:** Family Faith Formation is a home-based program that meets once a month from October to April. During the monthly gatherings undergraduate and graduate students teach a specific grade of children on the teachings and traditions of the Catholic faith. The role of the intern is to manage and support student catechists in preparing for and teaching interactive, faith-filled sessions.

**Primary skills developed:** administration, communication/interpersonal skills, problem solving skills, creativity, ability to support, motivate, and empower student catechists

### Tasks/Responsibilities:

- Assist in the recruitment, engagement, and training of all Family Faith Formation (FFF) catechists.
  - Work with other peer ministers to promote the program at the beginning of the year.
- Act as a liaison between catechists and staff to share comments, concerns, and suggestions.
- Attend and help plan monthly catechist planning sessions and Fall Catechist Retreat.
- Attend each FFF session, assist with general logistics, and substitute teach if needed.
- Write an opening prayer for FFF Sunday sessions and lead catechists in prayer.
- Prepare all catechist teaching resources and bins for monthly FFF sessions.
- Prepare a witness/testimony to give to FFF parents during winter catechist session.
- Serve as a resource for student catechists who request additional ideas, support, etc.
- Communicate regularly with student catechists via email/GroupMe on program details, including sending reminders about FFF planning sessions, lesson plans, and Sunday sessions.
- Meet with Family Ministry Coordinator twice monthly (in the week before catechist planning session and the week of the FFF session) and designated CMD twice monthly (on the “off” weeks).
- Assist in the development of an evaluation tool which can be distributed to catechists annually.
- Inform catechists of opportunities to participate in or benefit from what is happening in other ministry areas, including formational opportunities.

### Requirements/Recommendations:

- Desire to work with FFF Catechists (undergraduate and graduate students) and engage with parish families
- Experience as a catechist at St Mary Student Parish
- Ability to speak to previous catechism experiences





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## Social Media Peer Minister

**Mission/Purpose:** Social media is a powerful tool for evangelization. The Social Media Peer Minister would be responsible for helping curate a safe, relevant, welcoming, and engaging digital space for the Michigan Catholics community.

**Primary skills developed:** administration, communication/interpersonal skills, problem solving skills, creativity, digital literacy, content creation, photography and audio/visual skills, Canva and Adobe

### Tasks/Responsibilities:

- Run all Michigan Catholics social media accounts, including Instagram and TikTok, as well as other relevant platforms.
- Work with designated CMD to plan and execute a weekly and monthly social media strategic plan, including daily posting schedule and weekly content creation.
- Create formational and educational digital content, in particular during each liturgical season, with special posts for Advent, Christmas, Lent, and Ordinary Time.
  - Have all graphic posts drafted a week in advance.
- Create promotional flyers for events, working with other peer ministers and staff at St Mary in the promotion of weekly offerings at St Mary.
- Repost content from St Mary Parish Instagram account, Kateri Institute, and other Catholic/Christian groups.
- Use Instagram stories for the reminders and promotion of different events, as well as to share formational content from other Catholic Instagram accounts (Ascension Presents, EWTN, the Vatican, etc.)
- Take pictures and videos at St Mary events.
- Regularly post recap photos/videos from special events at St Mary, including weekly Sunday Snack Recap, Ig.nite Recap, and Friday Night Recaps.
- Post at least one weekly video, with participation from other students.
- Manage a shared Google Photos album, with weekly uploads from all St Mary events.
- Assist with the creation of a literary magazine – *Transcendence* — in collaboration with the Kateri Institute for Catholic Studies and Augustive Collective.
  - Build a marketing and editorial team for Fall submissions.
  - Help fundraise for and promote print and digital copies of the literary magazine.
  - Assist in the planning, set up, and orchestration of an annual magazine launch party.

### Requirements/Recommendations:

- Strong writing and editing skills
- Experience in digital content creation, as well as a familiarity with contemporary media trends and platforms
- Regular attendance at St Mary events



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## Intercultural Peer Minister

**Mission/Purpose:** St Mary Student Parish is a welcoming place that serves a diverse community of people. The Intercultural Peer Minister would serve as the student representative and coordinator for intercultural events and opportunities at the parish. These include helping lead/plan monthly cultural nights and celebrations, working with the other peer ministers to educate about and promote cultural celebrations amongst the student population, and working in collaboration with other ethnic/cultural student organizations on campus to promote participation in culturally significant events.

**Primary skills developed:** communication/interpersonal skills, problem solving skills, creativity, cultural education and awareness, interculturality, event planning

### Tasks/Responsibilities:

- Work with diverse communities and parish staff to plan and promote monthly cultural events, such as (but not limited to): Filipino Cultural night, a Lū'au, Salsa night, etc.
- Promote existing cultural celebrations at St Mary; working with resident parishioners and St Mary staff to facilitate student participation in events such as the Our Lady of Guadalupe Mass & Reception, Simbang Gabi, Black Catholic History Month, Santo Niño de Cebú, Chaldean masses, etc.
- Collaborate with student organizations on campus (such as FASA) to promote relevant cultural celebrations at St Mary.
- Work with other peer ministers to educate the student body about different cultural celebrations and experiences, engaging in intercultural dialogue through various in-person and digital means.
  - This includes working with the Michigan Catholics president to ensure the promotion of events in the weekly email as well as the representation of a diversity of student voices in weekly email blurbs, collaboration with the social media peer minister in the promotion of events (as well as the creation of educational digital content), working with the outreach peer minister to share cultural opportunities on campus, collaboration with the family faith intern on catechist formation, promoting cultural events at regular weekly programs like Ig.nite and Men's/Women's groups, inviting students from diverse cultural backgrounds to attend undergraduate retreats, and working with the FDJ peer minister to promote service opportunities across ethnic communities at St Mary. In short, the Intercultural Peer Minister would act as a liaison between different cultural groups here at St Mary.
- Support and help promote diverse student groups, such as the Cristeros or Middle Eastern Students' Bible Study.
- Assist with Hispanic ministry, most notably family faith / sacramental prep in Spanish (recruiting catechists, helping with confirmation retreat, etc.).

### Requirements/Recommendations:

- Previous participation in various cultural events/celebrations at St Mary
- An appreciation for and openness to diverse cultural experiences
- Spanish or other additional language is a plus



## St. Mary Student Parish

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### IM Sports & Campus Opportunities Peer Minister

**Mission/Purpose:** An important part of our community here at St Mary is what takes place outside St Mary's walls. As part of our mission to make missionary disciples who leave college equipped to go out and evangelize our modern society, we seek to provide community building and bonding opportunities on campus. This includes Michigan Catholics IM Sports teams that participate in a variety of competitive and recreational sports, as well as a diverse mix of artistic and educational opportunities on campus.

**Primary skills developed:** communication/interpersonal skills, problem solving skills, team building, campus outreach, organizational skills, attention to detail

#### Tasks/Responsibilities:

- Register and manage IM Sport Teams on behalf of the St Mary community, including finding/appointing team representatives and working with the university to have teams for all interested sports throughout fall and winter semesters.
  - Past teams have included: *Fall* – men's competitive flag football, coed competitive Soccer, coed competitive and recreational beach volleyball, coed competitive pickleball; *Winter* – men's competitive basketball, coed recreational basketball, coed competitive and recreational indoor volleyball, coed recreational dodgeball.
  - Promote IM sports (sign ups and weekly games) in the St Mary GroupMe, and create sign up Google/Excel sheets for available sports.
  - Register teams in a timely manner.
- Work with appointed CMD to help build a culture of inclusion and encouragement around IM sports, in which all team members and fans are valued.
  - Attend all/most IM sporting events, and encourage participation from the whole community.
  - Lead prayer before games, take team and group photos afterwards. Work with the social media peer minister to promote and celebrate St Mary's athletic involvements.
- Be attentive to campus events and opportunities; share campus opportunities with students at St Mary.
  - This could include: organizing a group from St Mary to go to open skate at Yost, organizing a group to attend a free concert or late night event put on by the university, leading a group of students to paint the rock, promoting lectures put on by the Kateri Institute for Catholic Studies, and connecting students with campus resources.
  - In a special way, the IM Sports & Campus Opportunities Peer Minister would ensure that Michigan Catholics has a large presence on campus during Welcome Week by creating a sign up for students to attend various campus events (Artscapade, Escapade, etc.) wearing their Michigan Catholics shirts.
- Organize groups supporting their fellow students: this could include going to a student's dance or musical performance, attending a student's club or organization, etc.
- Collaborate with other Christian groups on campus (such as BYX, New Life, Michigan Christian Study Center, Cru, etc.) to promote one another's events. Invite other Christian groups to participate in social events at St Mary (such as Friday Night events), and help facilitate Michigan



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Catholics participation in events put on by other Christian groups, in an effort to build an invitational culture welcoming to all.

### **Requirements/Recommendations:**

- Previous involvement and participation in IM sports with St Mary
- Interest in a variety of campus events and opportunities