

Resident Outreach

Interns responsible for resident outreach will work with one or more members of the professional staff to:

- Survey residents to gauge interests and needs
- Assist with development and implementation of hall ministry programming
- Broadly and creatively advertise existing Campus Ministry programs to residents
- Connect with residence hall staff whenever possible to promote Campus Ministry and hall programming
- Identify 2 or 3 residents of each building to act as “ambassadors” for Campus Ministry in their hall

RCIA

Interns who work with the RCIA program will assist the professional staff coordinator with the creation and implementation of a comprehensive RCIA program for the Loyola community. This includes (but is not limited to):

- Attending weekly RCIA gatherings
- Organizing and implementing discussion at RCIA gatherings once per month
- Supporting candidates/inquirers/catechumens in the process (e-mail or Facebook check-ins, invitations to meals and Loyola community events, informal gatherings, etc.)
- Marketing / Advertising
- Providing hospitality at RCIA gatherings

Koinonia

Interns responsible for Koinonia will work with one member of the professional staff to:

- Support and promote vision of Koinonia, essential group components, and leader expectations
- Assist with leader retreat development and implementation
- Broadly advertise and actively recruit group members
- Develop and manage effective system for member registration and group placement based on theme interest and time availability
- Assist professional staff with planning and presenting monthly leader meetings
- Coordinate at least one social event per semester for members and leaders
- Assist leaders with incorporation of essential group components
- Maintain regular contact with group leaders (offer support, announce upcoming meetings or events, share resources and ideas, etc.)
- Support group leaders with ongoing recruitment and reflection materials
- Develop and distribute member evaluations each semester, collate responses, and share feedback with staff and leaders

Connections Pre-Orientation program

Interns responsible for Connections will work with one or more members of the professional staff to:

- Help ensure successful implementation of Connections program
- Distribute and collect participant evaluations
- Collate evaluations and share report with professional staff
- Schedule meeting with team to debrief and share feedback within three days of Connections' completion
- Share feedback and recommendations for future with staff
- Follow up with participants (sharing photos, referring them to other CM programs, informing them of reunion date, etc.)
- Schedule and plan reunion for participants and team

Music Ministry

Music ministry interns must have strong talent in either keyboard or guitar, choral/folk group directing, and/or voice. All music ministry interns will assist in the organization and administration of the Office of Liturgy and Music and will share the same basic responsibilities:

- Study and discussion of basic resource materials, including documents from the Vatican and the U.S. Conference of Catholic Bishops on liturgy and music
- Preparation and planning for Sunday Eucharist (including music selection)
- Training for all liturgical ministers
- Team member for annual Musicians' Retreat
- Develop desk-top publishing skills to produce Orders of Worship / Seasonal Booklets
- Participate in preparation of all special liturgies, including Mass of the Holy Spirit, Lessons and Carols, Palm Sunday and Baccalaureate
- Assist in preparation and execution of non-Eucharistic worship, including Evensong and various prayer services
- Learn and develop choral and instrumental conducting skills

St. Alphonsus House Dinner Program

Interns responsible for St. Alphonsus House dinners will act as both chefs and hosts for weekly dinners throughout the academic year. This includes (but is not limited to):

- Inviting groups and handling all logistical details
- Planning menus and grocery shopping for each dinner
- Preparing meals and hosting guests
- Being a warm, welcoming, hospitable presence and engaging guests in conversation
- Assisting with clean-up at the end of the evening
- Following up with guests after each dinner and inviting them to participate in other Campus Ministry events and activities

Sacristan / Liturgical Ministry

Sacristans are responsible for set-up and coordination of Sunday Masses, special liturgies and all campus events that take place in the Chapel. This includes (but is not limited to):

- Set-up and preparation of chapel for Sunday Mass
- Assisting presider(s) prior to, during and after Mass
- Taking up the collection
- Taking an approximate “head count” at each Mass
- Coordination of liturgical ministers
- Acting as MCs for special liturgical celebrations (Mass of the Holy Spirit, RCIA Mass, Family Weekend Masses, Baccalaureate Mass, etc.)
- General upkeep of Chapel (i.e., ensuring that plants are watered, assisting with seasonal decorations, etc.)

Sacristans also assist with the recruitment, training, formation and scheduling of liturgical ministers. Liturgical ministries include:

- Ministry of Hospitality
- Eucharistic Ministry
- Lector
- Music Ministry

(Please note: interns who are not hired as sacristans may also have some responsibilities for recruitment, training, formation and scheduling of liturgical ministers. We ask each of our interns to be involved with at least one liturgical ministry during their internship year.)*

Administrative Office Assistant

Administrative Office Assistants work with the Campus Ministry Program Assistant on a variety of office tasks, including (but not limited to):

- Filing
- Photocopies
- Maintaining retreat registration information
- Assisting with office correspondence (condolences, thank-you notes, e-mails, etc.)
- Ordering office supplies
- Assisting with budget and procurement card statements
- General office upkeep (cleaning out refrigerator, intern office, cabinets, etc.)
- Helping to plan and organize office celebrations (birthdays, etc.)
- Assisting with coordination of Jamaican Experience logistics (publicity, collating applications, scheduling interviews, assisting with clothing drive, tracking financial donations, etc.)

Web & Technology

Interns responsible for web and technology will help maintain and update the Campus Ministry website and coordinate multimedia tasks for the office. This includes (but is not limited to):

- Maintaining the Campus Ministry website and updating daily if necessary:
 - Changes to banners as needed for particular events (i.e., Connections, Lessons and Carols, etc.)
 - Changes to Fall and Spring semester Campus Ministry calendars
 - Changes to scrolling photos on a regular basis (according to season or events)
 - Changes to standing website pictures at least once per semester
- Maintaining Campus Ministry's Facebook page and updating daily if necessary (calendars, events, wall posts, message boards, photos, invitations, etc.)
- Attending Campus Ministry events to gather photos and video for the Campus Ministry website and Facebook page. These events include, but are not limited to: Mass of the Holy Spirit, retreats, Connections, Family Weekend, Evensong, Lessons and Carols, Gospel Choir Concerts, RCIA Masses, Baccalaureate Mass)
- Maintaining and storing Campus Ministry's multimedia equipment
- Updating, cleaning, and maintaining the Campus Ministry student intern computers monthly

Loyola Alive

The student intern(s) responsible for Loyola Alive will work with one or more members of the professional staff to:

- Develop goals and objectives for the year
- Plan programs and activities for fall and spring semester
- Broadly advertise and actively recruit members
- Maintain regular communication with members
- Manage all logistics for programming, including space reservations, catering, event services, contacts with presenters, etc.
- Coordinate monthly meetings with professional staff moderator to discuss progress
- Evaluate program in April to determine future direction

Front Desk Assistant

Front Desk Assistants provide a friendly, welcoming presence for all who enter Cohn Hall. Responsibilities include (but are not limited to):

- Warmly receiving guests and visitors to Cohn Hall
- Answering the telephone

- Assisting students, faculty, staff, administrators and guests who come through the front door with whatever they need (i.e., retreat registrations, Mass Cards, appointments, etc.)
- Office tasks that can easily be completed at the front desk (i.e., stuffing envelopes, sending e-mails, etc.)

Retreat Coordinator

Student retreat coordinators will assist one or more members of the professional staff with retreat planning and implementation, formation of team members, and retreat follow-up. This includes (but is not limited to):

- Helping to recruit student and adult leaders
- Helping to plan retreat schedule and components
- Coordinating schedules of team members for regular meetings
- Planning and facilitating team meetings
- Coordinating communication with team members (sending meeting reminders, etc.)
- Corresponding with registered retreatants regularly before retreat to provide them with necessary information (departure time, packing needs, etc.)
- Publicity
- Taking care of all retreat details (ensuring that all supply needs are met, making photocopies, etc.)
- Facilitating retreat weekend (transitions between activities, set-up and clean-up, introducing presenters, etc.)
- Preparing and presenting personal reflections and prayers to be presented on the retreat weekend
- Coordinating the completion and collation of retreat evaluations
- Organizing and implementing retreat follow-up activities (team dinner, participant reunion, etc.)