

**NEWMAN CATHOLIC CENTER
472 NORTH PLEASANT STREET
AMHERST MA 01002
413-549-0300**

Dear Peer Ministry Applicant:

Thank you for your interest in the Newman Catholic Center's program in peer ministry. Attached to this letter are the following:

- a) A job description.
- b) A timeline for the application process and for the program.
- c) The application - including forms for two required recommendations.

Please study items a-c before filling out the application. You may make copies of a, b, or c if you wish to share them with your recommenders. Please note, however, that the recommendations must be sent to the NCC separately and on time.

In addition, all applicants must submit a CORI request. Please contact Chris Clark to make an appointment to do this (tel.: 413-549-0300 x14 or email: cclark.newman@gmail.com).

All applications should be delivered or sent to Deacon Talbot. Questions about the application should be directed to him. Questions about the position or the program may be directed to Mark Callahan, Chris Clark or Fr. McGonagle.

Yours in Christ,

Deacon Richard Talbot
rjtalbot.newman@gmail.com

General statement of duties

Peer ministers are part-time student staff members of the Newman Catholic Center at the University of Massachusetts. They are witnesses to the Catholic faith through Mass participation at the Newman Center on Sundays and holy days of obligation and through three major ministries with special attention to first year students:

- **MINISTRY OF PRESENCE** Simply by living as witnesses to the Gospel in the midst of the Campus and wider community and being "available" and "open" to others Peer Ministers will serve as the "salt of the earth."
- **MINISTRY OF FELLOWSHIP** By reaching out to other students and respecting their level of religious commitment and "curiosity" Peer Ministers will begin to develop in-roads that may yield closer ties between the students and the Newman Catholic Center community.
- **MINISTRY OF CATECHESIS** By merging aspects of Social Justice, RCIA, basic catechism and scripture study, Peer Ministers will invite their fellow students into a deeper relationship with Christ and to a better understanding of the Gospel message and its relevance for them in today's world.

Eligibility for application

- Applicants must be baptized and confirmed practicing Catholics who are registered with the Newman Center.
- Applicants will be ready to represent the Newman Center to the wider community.
- Applicants must be undergraduate students enrolled in degree granting programs at the University of Massachusetts, Amherst or another of the Five Colleges. A 2.75 cumulative GPA is required at the time of application and commencement of duties. Peer ministers must maintain a 2.75 cumulative GPA in order to remain in their position. The Newman Center will review the peer ministers' cumulative grade point average every semester.
- Applicants must be free of judicial sanctions and uphold the University's *Student Code of Conduct* at time of application and throughout service.
- Applicants will submit a CORI request. Peer ministers will be expected to complete Safe Environment requirements and uphold the Diocesan Code of Conduct.

Expectation of service

- Each peer minister will be expected to devote an average of 15 hours a week during the school year. However, due allowance will be made for the academic and family demands which should have priority in their lives.
- Peer ministers will view the position as their primary employment. Second jobs should only be undertaken after consultation with supervisor and mentor.
- Peer ministers must continue to develop their ability to reach out to the students in the Center and Five College community.

Community Development

- Peer ministers are expected to work individually and collaboratively to assist in the creation of an inclusive and responsible Catholic presence both within the University and the Five College community.
- Working with the Newman staff peer ministers will actively engage students, especially first-year students at the University of Massachusetts, in early arrival programming and throughout the semester.
- Peer ministers should strive to build positive relationships within the community. Peer ministers should role model respect for the many forms of Catholic life united in Christ and respond to community concerns.
- Peer ministers should use office hours, Newman programs, and spontaneous interactions, and their initiative to meet with, talk to, and minister to students.
- Peer ministers should also attend, with regularity, Newman programmatic events and community initiatives. Peer ministers are expected to participate collegially. Time commitments expressive of this collegiality will be set in conversation with supervisors.

Period of service

- Each individual selected will serve at the pleasure of the Director.
- The peer minister position is a two-consecutive-semesters student leadership opportunity.
- The period of service includes training and outreach during summer and winter break, residence hall “early arrival,” and finals week.

Compensation

- The peer minister will receive a taxable cash stipend of \$4,000-\$5,000 paid in bi-weekly installments during the academic year.
- Programmatic costs of training and retreats, including residence hall “early arrival”, are borne by the Newman Center.

Training

- Peer ministers are required to participate in summer and winter training.
- Peer ministers will participate in and attend all required Center training programs.

Supervision received

- Supervision will be exercised through the Center’s campus ministers to the Newman Center Director.
- The campus ministers will provide specific assignments to the peer ministers and work directly with them.
- Each peer minister will have a mentor from the Newman Center staff.

Administrative Requirements

- Peer ministers will meet with mentors as needed.
- Peer ministers are required to attend designated staff meetings and gatherings and to meet weekly with the campus ministers.
- Each peer minister will submit a bi-weekly report to his/her supervisor as directed.
- All peer minister initiatives must be cleared in advance.
- At the beginning of each semester the supervisors will meet with their peer ministers to review the job description, establish goals and outline expectations for the semester.
- At the end of the first semester the peer ministers will meet with their supervisors for a program and personal review. Personal evaluation will focus on feedback from supervisors, development/completion of goals, and any special assignments.
- At the end of the second semester peer ministers will meet with their supervisors for a program and personal review. Personal evaluation will focus on progress to date and closure.
- Peer ministers will meet with the Newman Center Director for a first-semester and second-semester conversation and review.
- It is expected that, as public representatives of the Newman Center, peer ministers will avoid all scandal and appearance of scandal.

I have read and understand the job description and agree to faithfully adhere to its terms.

Name (please print) _____ Signature _____

Local address _____

Permanent address _____

Date _____

**NEWMAN CATHOLIC CENTER
PEER MINISTRY PROGRAM CALENDAR THROUGH AUGUST 2008**

- 18 February 2008** Application materials available on-line.
- 14 March 2008** Completed applications due to Deacon Richard Talbot by 5 pm.
- 16 March 2008** All applicants will be informed of the status of their application.
- 30 March 2008** Interviews will be held in the morning.
- 31 March 2008** Interviews will be held in the morning again, if necessary.
- 3 April 2008** Applicants will be notified by mail that they have been accepted as candidates or alternates. Candidates will be offered a position.
- 7 April 2008** Candidates must inform Deacon Richard in writing of their acceptance or rejection of the offer by 5 pm. If a candidate rejects the offer, the position will be offered to the next-in-rank alternate, and so on.
- 11 April 2008** Those accepting will receive a letter of award from Fr. McGonagle.
- Late April** Blessing of the peer ministers during a 7 pm mass.
- May 26 - 30** Peer Minister training will occur at St. Benedict's in Harvard MA
- End of August** UMass residence hall early arrival (date to be determined by UMass)
- 30 August 2008** Duties begin with Saturday 4:30 Mass.

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PEER MINISTER APPLICATION COVER SHEET Page 1 of 2

DATE _____

NAME _____

MAJOR AND SCHOOL _____

ANTICIPATED GRADUATION DATE _____

CELLULAR PHONE () _____ ROOM PHONE () _____

PERMANENT PHONE () _____ E-MAIL _____

CAMPUS OR CURRENT ADDRESS _____

PERMANENT ADDRESS _____

I certify that I am free of University or College judicial sanctions, that I am enrolled in a degree program at UMass/Amherst or one of the Five Colleges, that I have a cumulative GPA of 2.75 or higher, and I am a practicing and confirmed Catholic and a registered member of the Newman Center.

SIGNATURE _____

DATE _____

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PEER MINISTRY PROGRAM APPLICATION QUESTIONS Page 2 of 2

Please type your responses to these questions on a separate piece of paper. One medium to long paragraph of five or six sentences for each question should suffice.

- 1) Why are you interested in the peer ministry position? What experiences would you bring to it?
- 2) Please list Newman sponsored organizations, programs, groups, and/or service trips in which you have participated. Describe your participation.
- 3) Identify some of the most important challenges to their Catholic faith that students at UMass face.
- 4) Why is your Catholic faith important to you and how do you think you could foster a sense of its importance in others?

Applications are due by 5 pm on March 14, 2008 or earlier. They should be directed to Deacon Richard Talbot and preferably hand delivered to a Newman staff member. However, FAX is acceptable using 413-548-9182. Also acceptable is mail to the Newman Catholic Center, 472 North Pleasant Street, Amherst MA 01002, Attn.: Deacon Talbot.

