



## Director of Small Group Ministry

The Duke Catholic Center (DCC) is a spiritual home for students at Duke University that creates a welcoming Catholic community; grounded in the Eucharist, intellectual growth in faith, social justice and the nurturing of leaders.

The Director of Small Group Ministry is hired by and accountable to the Associate Director of the Duke Catholic Center and is primarily responsible for the execution and growth of the Small Group ministry of the DCC. Each Small Group is a satellite of the campus ministry on campus, and led by a disciple of Jesus who is an evangelist. These Small Group communities create an attractive place to invite and welcome people who may not otherwise go to church. Small Group Leaders facilitate weekly encounters with Christ through Scripture for their peers. These communities provide a place for growth in faith and discipleship.

*Please reference these three documents from The Evangelical Catholic for more comprehensive description of Small Group ministry:*

- [Small Group Director \(Point Person\) is a Shepherd](#)
- [Definition of an Evangelization Small Group Explained](#)
- [The Role of Evangelization Small Groups](#)

### **Responsibilities:**

- Small Group Ministry:
  - Recruit, train and support Small Group Leaders, including carrying out Small Group Leader meetings and other training experiences/retreats as needed
  - Coordinate the multiple “sign-up” moments for Small Groups each year and assure/follow-up the assignment and tracking of student attendance and engagement throughout the year
  - Prepare and disseminate all Small Group materials
  - Ensure that Small Groups project an environment of welcome of all Catholic students, and facilitate the creation of affinity Small Groups where appropriate
  - Serve as the primary point of contact with The Evangelical Catholic ministry
  - Schedule, plan and execute regular (monthly) Small Group meetings with DCC staff and regular meetings with EC
  - Facilitate one on one discipleship opportunities for students
  - Engage DCC staff in integration of Small Group ministry with the wider picture of DCC ministry
  - Oversee all aspects of an Intentional Community of three students
  - All other duties that assist in the support and growth of the Small Group ministry

- Pastoral:
  - Be present for all Sunday/Holy Day Masses, Weekly Holy Hour, and other DCC events
  - Establish relationships with individual students to assist with building a strong community of faith
  - Be available to students for counsel and spiritual guidance
- Administration:
  - Actively make recommendations about future leadership for various roles within the ministry. This includes but is not limited to Small Group Leaders, Peer Ministry Coordinators, Student Directors and Coordinators, Leaders for Retreats, Pilgrimages, and Faith Formation
  - Track and record all Key Performance Indicators as appropriate
  - Actively participate in the Duke Religious Life Staff
  - Be the staff representative for the Advisory Board “Believe” Programming Committee
  - Represent the Catholic Center to the Diocese, to the University, to parents, alumni and to the public
  - Actively participate in DCC staff meetings
  - Work with the Business Manager on budget preparation and resource allocation
- Professional Development
  - Participate in at least one continuing education program each year
  - Commit appropriate time to continue developing spiritually as a Minister of the Gospel
- Other duties as assigned

**Qualifications:**

- Education:
  - Minimum Bachelor’s Degree
  - Advanced degree or certification in theology preferred
- Experience:
  - Practicing Roman Catholic
  - At least 3-5 years’ experience working in a Catholic campus ministry preferred

**Compensation:**

- Full-time, 12-month a year position
- \$50,000+ commensurate with experience
- [Benefits as provided by the Roman Catholic Diocese of Raleigh, including medical, dental, vision, life, and long-term disability insurance and a 403\(b\) plan](#)

If interested, email resume and cover letter to Grace at [grace.hegarty@duke.edu](mailto:grace.hegarty@duke.edu) by February 28<sup>th</sup>, 2022.