Please complete the application and provide all requested materials. Return application via email to Angie Doerr at adoerr3@slu.edu by 12:00 p.m. on April 8, 2016. If you have any questions, please contact Angie Doerr at adoerr3@slu.edu.

Name:________________________________________________________________________

Best time to contact you by phone:______________________________________________

If hired, when are you available to start work (Aug 2016 start date)?_________________

Do you intend to work full or part time during your graduate education?________________

Application checklist
_____Current Resume
_____List of 3 references with contact information: 1 professional; 1 interpersonal; 1 faith life
_____Completed answers to application questions

*Please answer the following questions for the Religious Education Assistant Graduate Scholarship Position. Limit is 2 pages. Please number your pages and include a last name header on the second page. Please use 1” margins and either 11pt or 12pt font.*

Describe 3 skills that you identify are important to working in a ministry-focused position. Provide a concrete example (s) from your experience (s) where you used each skill

How is your faith/spirituality active in your life and influenced your educational/ professional work?

Identify areas of service to the community and church in which you have recently been involved.

What experiences in working with children/ teens, such as clubs, extracurricular activities and/ or sports have you found to be most rewarding?
Title: Religious Education Graduate Assistant

Status: Part time – 20 hours a week during months - August through May

Position Summary: Assist Director of Religious Education in coordination and implementation of Religious Education children and family programs

Scholarship Compensation: $15,000 per academic year; $7,500 per semester

Primary Duties:
- Meet weekly with Director of Religious Education to plan and strategize Religious Education programs and events
- Work all RE Sundays (3-4 Sundays/ month) – September through May – 8:30 a.m. – 12:30 p.m.; work Saturdays as needed
- Recruit volunteers, prepare and oversee children’s Liturgy of the Word program; lead sections as needed
- Recruit volunteers, prepare and oversee Nursery program for parish
- Coordinate and facilitate Service Saturdays at various community outreach sites throughout year.
- Assist with Class Mass and Lunch preparation and implementation in individual RE Classes
- Assist with RE Retreats ie First Reconciliation, Communion, Confirmation and Youth Group Retreats as needed.
- Assist with preparation of materials and setup for Religious Education classes; assist in classrooms as needed
- Assist with Religious Education administrative duties and parent communication
- As available assist with summer service camps and Vacation Bible School

Job Specifications:

Position requires:
- College degree and enrolled in Saint Louis University Graduate Education; maintain good academic standing
- Minimum of one year of volunteer experience in youth Religious Education program and/ or parish
- Desire to work in a parish setting
- Energetic person with strong interpersonal skills and ability to work collaboratively with staff, students, parents, parishioners and volunteers
- Mature, self motivated and flexible
- Proficient computer skills

Working Conditions:
- Twenty (20) hours a week consists of 4 hours on Sunday 8:30 a.m. – 12:30 p.m. and some Saturday hours for retreats and service days. Remaining hours during the week-- anytime Monday through Friday 9:00 a.m. – 6:00 p.m.
- Additional weekend hours as needed for retreats and service projects.
St. Francis Xavier College Church

**Reporting Relationship:**

This position would report to the Director of Religious Education.

**Interview Timeline:**

If selected for interview, interviews will take place in April.

St. Francis Xavier College Church was founded in 1841. We are a Jesuit parish on the campus of Saint Louis University. St. Francis Xavier is a Spirit-filled, Eucharist-centered faith community that draws from over 70 zip codes in the St. Louis metropolitan area. The College Church is known for its joyful liturgies, beautiful worship space, excellent religious education programs and service to the poor of the city. We enjoy a strong relationship with Saint Louis University and are proud members of the Midtown neighborhood.