

**Position Title: Pastoral Care & Program Manager (Pastoral Minister I)****Reports to:** Associate Director**Compensation:** \$21.50–\$25.00/hr, depending on qualifications and experience; nonexempt; full benefits eligible (health insurance, 403(b) match and Non Elective Contribution to 403(b) annually)**Hours:** Full-time (35 hrs/wk) in person; nights and weekends required. This is not a hybrid or remote position.**Start Date:** June 22, 2026 (negotiable)**Position Summary**

The Pastoral Care & Program Manager (Pastoral Minister I) serves as the key collaborator with the Associate Director in the leadership and day-to-day operation of the Cornell Catholic Community. In this role, the Manager advances the mission of the ministry by providing direct pastoral care to students, overseeing and integrating programs into a coherent pastoral vision, and supervising student leaders, interns, and FOCUS missionaries. This position prioritizes student accompaniment, leadership formation, and a consistent pastoral presence to ensure that all ministry initiatives are mission-driven, well-coordinated, and operationally sound. Working closely with the Associate Director, clergy, staff, and student leaders, the Manager translates pastoral priorities into practice, fosters alignment across all areas of ministry, and facilitates collaboration with the COLLIS Institute and other Catholic entities in Ithaca.

**Responsibilities****1. Student Leadership Formation and Pastoral Care**

- Provide direct pastoral accompaniment to undergraduate and graduate students through one-on-one meetings, mentoring, and presence at ministry activities (on campus a minimum of five days per week).
- Share responsibility for pastoral care, including appropriate support and referrals, in collaboration with the Associate Director and clergy.
- Form, mentor, and support student leaders and interns in faith-based leadership, discipleship, and accountability.
- Support small groups, retreats, service initiatives, and other formation opportunities through pastoral presence, teaching, prayer leadership, and mentorship, in coordination with clergy and FOCUS missionaries.
- Assist students in discerning gifts, leadership roles, and deeper engagement in campus ministry.

**2. Pastoral Program Management and Coordination**

- Coordinate the planning, execution, and evaluation of all pastoral programs, including OCIA (coordination and administration), retreats, service initiatives, and faith and leadership formation programs.
- Supervise and coordinate student interns and volunteers, including catering intern, sacristans, and others (e.g., Longview visitors).
- Ensure that interns support pastoral priorities and reduce staff workload through appropriate delegation.
- Foster a culture of responsibility and service among student workers and volunteers.
- Maintain the centralized pastoral program Google calendar and coordinate scheduling using university systems (e.g., R25).
- Manage assigned program budgets in collaboration with the Associate Director and Business Manager; track expenses and ensure responsible stewardship of resources.
- Track program participation; develop and implement qualitative and quantitative measures of program effectiveness; assist Associate Director in assessing pastoral impact and identifying emerging student needs.
- Participate in discernment regarding the development of new programs and the revision or sunseting of existing programs.

- Work closely with the Communications Assistant to ensure timely, accurate, and impactful marketing and publicity of all pastoral programs.
- Perform other pastoral or programmatic duties as assigned.

### **3. Supervision and Integration of FOCUS Missionaries**

- Serve as the primary supervisor and staff liaison for the FOCUS missionary team.
- Coordinate the integration of FOCUS missionaries into the overall campus ministry pastoral plan, ensuring alignment with CCC and diocesan priorities.
- Facilitate regular communication, planning, and collaboration between FOCUS missionaries, staff, clergy, and student leaders.
- Support missionaries in understanding local pastoral priorities, campus culture, and institutional processes.
- Ensure continuity in campus ministry programs amid annual missionary transitions.

### **Qualifications**

#### **Required**

- Bachelor's degree in theology or related field; or equivalent catechetical or ministerial certification, for example, CCMA or Diocesan certification.
- Practicing Catholic with a commitment to the mission and teachings of the Church.
- Managerial experience; strong organizational and administrative skills.
- Experience in campus ministry, parish, diocesan, or related nonprofit work.
- Willingness to work evenings and weekends as required.
- Demonstrated ability to share one's faith journey and to enable others to do the same.
- Able to provide one's own transportation for job-related responsibilities.

#### **Preferred**

- Master's degree in theology.
- Cornell alumnus/a.
- Ability to accompany and counsel young adults in one or more key pastoral areas, for example: careerism and academic pressure; gender identity or dysphoria; authentic love (dating, relationships, sexual integrity, pornography addiction); vocation and identity (marriage, priesthood, religious life); the Catholic intellectual tradition; etc.
- Experience working with or for national apostolates, such as: FOCUS, Exodus 90, Endow, Integrity Restored, Magdala Ministries, Eden Invitation, Thomistic Institute, Augustine Institute, or equivalent.

### **Supervision and Growth**

- Reports directly to the Associate Director.
- Opportunities for increased responsibility as campus ministry evolves.
- Pathway for expanded leadership and promotion.

### **Working Conditions**

- This is a 12-month, full-time position for on-site, in-person ministry. The relational nature of the work precludes remote or hybrid arrangements.
- Regular evening and weekend work required.
- Occasional participation in overnight retreats, conferences, and off-campus activities and events.
- Ability to lift and carry items weighing up to 25 lbs.
- Valid driver's license and access to a vehicle for occasional local travel.
- This position requires the ability to sit, stand, walk, and move throughout Cornell University's central campus (approximately 2,300 acres) both on foot and by car.

**To apply**, please send resume and cover letter to Dr. Matthew J. Hall (mh968@cornell.edu) by May 1, 2026 for full consideration.