



Dorothy Day Center for Faith and Justice

Leadership Position Descriptions for Academic Year 2023-2024

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Alternative Breaks Board

MEETS Wednesdays, 8:30-10:00 p.m.; 3-10 hour/week time commitment

The Alternative Breaks Board is made up of up to 13 students who meet weekly during the school year and work remotely through the summer months to plan and prepare trips built on service, education, and reflection for students over Fall and Spring Breaks. [Follow this link for detailed descriptions of all available AB Board positions.](#)

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Approach Retreat Co-Director

MEETS Monday nights with team, time TBD and TBD time with staff coordinator; 4-6 hour/week time commitment
Retreat Date: March 31-April 2, 2023

The Approach Co-Director position is open to students who have served as an Approach team leader and have attended Approach as a retreatant. Approach co-directors work closely with the CFJ staff coordinator and serve as leaders of the team. Ideal candidates are flexible and willing share input regarding meetings, talk preparation, and logistics. They are also open to continuing their own faith journey and attempting to synthesize their approach to spirituality as they move toward graduation. Applicants should be heavily invested in the Approach retreat and in each of the leaders.

Responsibilities and Expectations:

Prior to Approach weekend

1. Communicate with team at least once prior to the semester of leading
2. Meet with CFJ staff coordinator weekly to plan retreat team meetings
3. Facilitate, in coordination with CFJ staff coordinator, all preparation meetings prior to the retreat
4. Meet with team members for talk preparation
5. Send out reminders to team as needed

During Approach weekend

1. Assist with set up during transition between activities
2. Facilitate, prepare, and contribute to large group activities including prayer services and closing
3. Check-in with leaders during weekend and offer supportive presence

After Approach weekend

1. Schedule and hold at least one gathering for the team within the semester after Approach weekend
2. Attend post-Approach large group gathering/reflection
3. Encourage participation in future retreats they are not co-directing

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Approach Retreat Team

MEETS Monday nights during semester of retreat, time TBD; 3-4 hour/week time commitment

Retreat Date: March 31-April 2, 2023

The Approach team leader position is open to students who attended the Approach Retreat. Guided by the Approach mission, these leaders continue to explore their spirituality while preparing to share their lived experiences with retreatants. Ideal candidates are invested in the process, open to growth and feedback, and willing to engage in intrapersonal work that allows for a sharing of life experiences and being a servant leader in a team setting.

Responsibilities and Expectations:

Prior to Approach weekend

1. Actively participate in recruitment of retreatants including personal invitations
2. Participate in all team meetings prior to the retreat
3. Attend team overnight retreat
4. Prepare a leader talk
5. Prepare retreat materials (select songs, prepare song sheets, etc.)

During Approach weekend

1. Facilitate a small group
2. Facilitate and contribute to large group activities including prayer services
3. Present one talk or prayer service

After Approach weekend

1. Schedule and hold at least one small group gathering within two weeks after Approach weekend
2. Attend post-Approach large group gathering/reflection
3. Attend team follow-up and evaluation meeting

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Catholic Ministry Team

Meeting times TBD 1.5-2hour/week time commitment (meets weekly; some program work outside meetings)

The Catholic Ministry Team ministers primarily to Catholic students on campus, providing opportunities for fellowship and community, growth in faith, and programs that educate about the rich, living traditions of Catholicism. Meetings consist of planning CMT events that aim to reach the larger Catholic community on campus (Such as the Together in Christ Program (TIC) or socials after mass as well as reflecting upon the challenges, tensions, and joys of our Catholic faith through prayerful reflection, and faith sharing).

Ideal candidates are passionate about their Catholic faith; open to growth and learning from others; respectful of beliefs different from their own; humble; reliable; able to collaborate and work as a team; maintain a healthy school, work, and extra-curricular life balance; and have a willingness to share their faith with others.

Responsibilities and Expectations:

1. Attend weekly team meetings
2. Engage in team prayer, discussions, and reflections
3. Coordinate and execute all events and PR

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Catholic Ministry Team Co-Director

Team Meeting TBD, CO-DIRECTORS MEET WEEKLY –with CFJ staff Day and time TBD

In addition to the responsibilities of being on CMT, the Co-Directors will meet bi-weekly with CFJ staff. The Co-Directors will help facilitate weekly CMT meetings, and monthly CMT programs. They also will have flexible responsibilities including meeting with team members, and having a role in larger campus Catholic student outreach efforts. The Co-Directors ideally should be someone who have been on CMT or a similar CFJ program in the past.

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Community Action Day (CAD) Board

MEETS: 1 hour weekly after one initial 2 hour ‘orientation retreat.’

Community Action Day is Xavier’s largest day of service and is proudly student led! The event is held every semester, typically in September/October and March. CAD Board is divided into 3 committees: Site Leaders, Sites, and PR, each led by a student Co-Chair. Our student run Board also works with staff and parishioners from Bellarmine’s Social Mission Office and XU’s Alumni and HR Offices to coordinate the participation of the greater XU community.

Responsibilities and Expectations:

1. Each Board member is required to be part of one committee, and must be able to meet weekly.
2. Each Board member is required to attend CFJ’s Envision Retreat, date is TBD
3. Contact service sites in Cincinnati community
4. Recruit and train Site Leaders
5. Promote CAD
6. Coordinate logistics and communicate with Bellarmine Social Mission, XU Alumni and HR
7. Organize event logistics and other general administrative responsibilities for the day, depending on the assigned committee.

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Companion Group Board

MEETS Bi-weekly, Day and time TBD-1 hour/week time commitment, in addition to Companion Group Leader commitments and responsibilities

The Companion Group Board (CGB) position is open to returning and former Companion Group Leaders. Each member supports the Companion Group (CG) program through facilitation and planning of leader meetings; coordinating one-time large group events; directing the recruitment efforts at the start of fall and spring semesters. An ideal candidate for the CGB is enthusiastic about CGs; motivated and open to grow in faith and leadership; committed to CG Mission and 3 Pillars of faith, community, and reflection; capable of providing direction to peer leaders; an effective communicator AND listener; able to maintain a healthy school, work, social, extracurricular life balance; punctual; task-oriented; able to take on new roles as assigned and let go of roles when asked; well-organized. If you would like to interview for the Board you can just let Colleen know and then sign up for two interview time slots or set up one longer meeting for an hour where we can talk about both positions.

Responsibilities and Expectations:

1. Attend and actively participate in bi-weekly Board meetings
2. Attend and help facilitate CG Leader meetings
3. Organize/coordinate fall semester CG Kick-Off
4. Advertise and recruit for CGs at start of fall semester
5. Assess CGs using end of semester reflections and other methods

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Companion Group Leader

MEETS weekly either Mondays 3-4pm, Wednesdays 3-4pm or Thursdays 4-5pm TBD next Fall;
2.5 hour/week commitment

The Companion Group Leader (CGL) position is open to rising sophomore, junior, and senior students. Students who have not participated in a Companion Group (CG) but have actively been involved in other CFJ programs are also considered. CGLs report to the CFJ staff coordinator for CGs and to the Companion Group Board as needed. An ideal candidate for the CGL position is enthusiastic about CGs; motivated and open to grow in faith and leadership development; eager to build community within a small faith-sharing group; ready and willing to talk about faith, relationship with God, and prayer; capable of leading a group of peers; an effective communicator AND listener; maintain a healthy school, work, social, extracurricular life balance; participant or a former participant of a CG.

Responsibilities and Expectations:

1. Attend weekly meetings during fall and spring semester
2. Facilitate a weekly CG
3. Work collaboratively with co-leader and prepare meeting agenda for weekly group meetings
4. Communicate with group members as needed
5. Offer support to group members as needed outside of group meeting time
6. Meet a minimum of one time for 1 on 1 check in with staff coordinator each semester
7. Advertise and recruit CG participants at start of fall and spring semesters
8. Attend CG Kick-Off gatherings and CG large group events

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Dorothy Day Immersion Leaders

MEETS Weekly Wednesdays, 7-8:30pm; 1.5-2 hr/week commitment

Dorothy Day wrote, “The greatest challenge of the day is how to bring about a revolution of the heart, a revolution that has to start with each one of us.” Leaders assist in planning all of the DDI trips (finalizing locations, partner organizations for service and education, etc.) and are responsible for creating a positive, enriching experience for participants and partners. Leaders meet weekly to share information and for increased leadership development. They are responsible for community development within the group and facilitation of reflections and discussion on the trips and throughout the year. Leaders who are interested in integrating faith and justice, who are ready to enter into – and lead others – through difficult conversations, and who are organized and committed to turning big ideas into tangible results are a good fit for DDI leadership.

Responsibilities and Expectations:

1. Weekly 1.5-hour meetings throughout the 2022-2023 school year

2. Planning 3-4 trips as group
3. Assist in promotion of the program to Xavier students: recruiting, selecting, and placing participants
4. Facilitate pre- and post-trip meetings with participants (planning education, activities, reflection)
5. Managing 1 trip:
 - a. Maintain on-going communication with community partners
 - b. Track payment information and facilitate fundraising
 - c. Assist in creation of itinerary and plan for housing, food, and transportation while on the trip
 - d. Create estimated budgets for trips (with staff assistance)
 - e. Ongoing communication with participants to ensure they meet deadlines, attend meetings, make payments, participate in fundraisers, etc.
 - f. Co-facilitate daily reflections throughout the trip

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Encounter Retreat Co-Director

CO-DIRECTORS MEET WEEKLY – Day and time TBD
Encounter Retreat weekend: October 14-16, 2022

The Encounter Co-Director position is open to students who have served as a retreat leader in the past and/or who have attended Encounter as a retreatant (or the Approach retreat). Encounter co-directors work closely with the CFJ staff coordinator of Encounter and serve as leaders of the Encounter student leader team in preparation for the Encounter Retreat. Ideal applicants are dedicated and dependable as well as enthusiastic about sharing their faith and being a servant leader in a team setting.

Responsibilities and Expectations:

Prior to Encounter Retreat

1. Actively participate in recruitment of retreatants including personal invitations
2. Meet with CFJ staff coordinator weekly to plan retreat team meetings (10-12 meetings total)
3. Facilitate, in coordination with CFJ staff coordinator, all preparation meetings prior to the retreat (10 team meetings total)
4. Assist in planning and facilitating team overnight retreat
5. Prepare an Encounter talk
6. Meet with team members for talk preparation

During Encounter weekend

1. Assist with speaking roles during transitions between activities
2. Facilitate small group discussion and activities
3. Facilitate, prepare, and contribute to large group activities including prayer services
4. Present an Encounter talk

After Encounter weekend

1. Schedule and hold at least one small group gathering within two weeks after Encounter weekend
2. Attend team follow-up and evaluation meeting

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Encounter Retreat Team

Time TBD once team is picked, usually in the evening Monday or Tuesday

Encounter Retreat weekend: October 14-16, 2022

The Encounter team leader position is open to rising junior and senior students who have attended the Encounter and/or Approach retreats. Encounter leaders prepare for and facilitate the Encounter retreat under the direction of the student co-directors and CFJ staff coordinator. Ideal applicants are dedicated and dependable as well as enthusiastic about sharing their faith and being a servant leader in a team setting.

Responsibilities and Expectations:

Prior to Encounter weekend

1. Actively participate in recruitment of retreatants including personal invitations
2. Participate in all team meetings prior to the retreat (10 total)
3. Attend team overnight retreat
4. Prepare a leader talk
5. Prepare retreat materials as assigned

During Encounter weekend

1. Facilitate a small group
2. Facilitate and contribute to large group activities including prayer services
3. Actively socialize with retreatants during meals and breaks
4. Check-in with each other during weekend and be a supportive presence
5. Present one Encounter talk
6. Participate in team meetings

After Encounter weekend

1. Schedule and hold at least one small group gathering within two weeks after Encounter weekend
2. Attend post-Encounter large group gathering/reflection
3. Attend team follow-up and evaluation meeting

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Gospel Choir Board

MEETINGS TBD; 2-3 hour/week commitment

The Xavier University Gospel Choir is an ensemble that fosters faith, community and music. Steeped in the Gospel tradition, the choir board will have responsibilities in attending to the spiritual grounding of the choir, fostering community, and discerning important ways for the choir to contribute to the spiritual wellbeing of the XU community. This dynamic team will take seriously the care and growth of fellow students, seeking to be their partners in faith while at Xavier.

Leadership commitments will include a weekly meeting with the team, assistance to the director when needed, attendance at weekly rehearsals, leadership at Common Ground, and partnerships with the wider community.

Responsibilities and Expectations:

1. Weekly & monthly meetings with the team
2. Assistance to the director when needed
3. Attendance at rehearsals, Common Ground and performances with the choir
4. Filling one of the following roles:
 - a. Choir Chaplain – the chaplain will attend to the prayer life of choir and design times and opportunities for prayer both in and out of rehearsal.

- b. Choir Ambassador – the ambassador will be the public face for the choir, attending to recruiting efforts and public relations.
- c. Choir Manager – the manager will keep a calendar of rehearsals, performances, and maintain email contact with members.

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Interfaith Bridges Leadership Team

MEETS: Weekly Mondays 12-1PM or 3-4PM (TBD by group); 1-2 hr/week time commitment

Interfaith Bridges Leadership Team is committed to furthering respect for religious, cultural, and nonreligious identities, relationships across religious divides, and interfaith engagement that seeks the common good. Leaders demonstrate curiosity about and commitment to religious pluralism, ideally from a variety of faith and philosophical traditions -- including non-religious or other values-based worldviews.

Responsibilities include:

1. Attending weekly meetings (45 minutes/weekly.)
2. Planning and collaborating to build engaging interfaith events on campus, including Dine Better Together.
3. Engaging with other students in interfaith dialogue, through intentional outreach.

Responsibilities may also include:

4. Leadership for off-campus interfaith field trips
5. Interfaith Companion Group support

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Interfaith Leadership Retreat Team

MEETS: Every 2 weeks, starting the first week of classes. Biweekly meetings until the retreat during Fall Break, Oct 5-8. Day and time TBD based on availability of Fall schedules.

Participants of ILR will take part in an immersive and inclusive experience with their peers and engage in highly interactive discussions, building deeper connections individually and realize their strength as a collective. Participants will be given time to personally reflect, journal, and share about how their religion/spirituality informs how they engage in this world, draw hope, etc. Students will establish new relationships with students of beliefs and backgrounds other than their own as they engage in active listening, affirming, and sharing with one another.

Participants will live in intentional community at a retreat center, eating, cooking and engaging in discussion and activities with one another. Participants will also visit various faith community centers, places of worship, and services in the Greater Cincinnati area.

Responsibilities include:

1. Become oriented with the activities and reflections and the skills that will be cultivated in participants during ILR
2. Assist in promotion of the program to Xavier students, recruiting participants.
3. Assist in coordinating trips to relevant religious centers/places of worship or any relevant venue that would need reservation.
4. Assist in creation of itinerary and plan for food
5. Create estimated budget for trip (with staff assistance)
6. Co-facilitate daily reflections throughout the trip
7. Co-maintain agenda and schedule throughout trip (with staff assistance)

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Kehilat-X Leadership Team

MEETS biweekly on Mondays or Thursdays (TBD by group 12-1PM or 3-4PM).

Kehilat-X is a growing community of Jewish students from a wide variety of backgrounds. We are looking for Leaders whose primary role is building intentional community for Jewish students on campus. We seek effective communicators and listeners. Ideal applicants have a heart for hosting and/or experience planning events, and enjoy meeting, welcoming and mentoring other students. Social-media savvy is a plus!

Responsibilities include:

1. Bi-weekly meetings (Mondays or Thursdays 12-1PM or 3-4PM) with Kehilat-X Leadership Team and/or Rabbi Jen;
2. Helping develop and promote a calendar of Jewish Xavier student events (Shabbat and holiday-related, cultural, social, and *tikkun-olam*/service-oriented);
3. Attendance at Kehilat-X events;
4. Representing and/or liaising on behalf of Kehilat-X at Interfaith events on campus;
5. Liaising with UC Hillel;
6. Liaising with Xavier Jewish faculty and staff, as needed.

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Liturgical Choir Council

MEETS with the 10 PM Mass Committee Whenever possible. 1:00-hour/week time commitment in addition to singing at Mass and attending choir rehearsals. Meeting lengths may be fifteen minutes shorter or longer depending on the agenda of any given week.

The Liturgical Choir Council is a leadership team composed of members who sing in the choir. Members of the council coordinate organizational aspects of the ensemble, actively assist with recruitment and retention of choir members, plan events for the choir, and serve as an advisory board to the director. All council members must sing in the Liturgical Choir and commit to singing for Sunday student masses (4PM OR 10PM) as well as special liturgies throughout the year.

Ideal candidates are passionate about their faith and music ministry; take initiative in reaching out to others; are task-oriented and committed to the choir; and maintain a healthy school, work, and extra-curricular life balance.

Responsibilities and Expectations:

1. Attend council meetings
2. Demonstrate support for the choir by actively singing at liturgies and special liturgies on a regular basis
3. Coordinate recruitment efforts at the beginning of fall and/or spring semesters;
4. Plan any retreats or outings in conjunction with the director
5. Assist with the recruitment of choir members for special liturgies, including Baccalaureate Mass
6. Assist the director in serving the spiritual, organizational, and musical needs of the ensemble

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X-Change Board

MEETING TIME WEDNESDAY, 4-6PM (Site leader meeting), AND 1 additional hour, date/time TBD (Board Meeting); 3-4 hour/week

The X-Change Board assists the CFJ staff coordinator in overseeing the X-Change weekly service program for students. Ideal candidates will have experience with service and social justice issues, as well as leadership and facilitation experience, the ability to build a community with a small group of peers, and the ability to communicate effectively both with Site Leaders and the Board.

Responsibilities and Expectations:

1. Lead groups of X-Change site leaders weekly in training and reflection
2. Assist in creation of training and reflection materials
3. Support X-Change Site Leaders and Participants when short-term transportation issues arise (a site leader is sick one week, etc).
4. Assist with advertising of X-Change opportunity and recruitment of participants
5. Helping to manage the logistics of X-Change sign up
6. Working closely with the CFJ staff coordinator to make sure sign-ups and placement run smoothly

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X-Change Site Leader

MEETING TIME WEDNESDAY, 4-6PM (Site leader meeting), Weekly Service as Scheduled, 3-4 hour/week

X-CHANGE relies on Site Leaders to be the connection point between student Volunteer Participants, Site Representatives, and the X-Change Board. Ideal candidates are leaders who are outgoing, effective communicators, experienced team/relationship-builders who are comfortable with small group facilitation.

Responsibilities and Expectations:

1. Serve as the key connector between your small group, your service site, and the X-Change Board.
2. Serve weekly in the community with your small group of X-Change participants
3. Lead reflection and community-building activities with your group each week, immediately after service
4. Manage transportation plan for the group
5. Meet weekly with X-Change Board members to engage in leadership training and reflect on own experiences
6. Small group leadership and facilitation is a large part of the position
7. Help to recruit new participants
8. Build community within your group of participants. (This is a critical aspect of the site leader position)

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10pm Mass Committee

MEETS WEEKLY for the duration of 1 hour (Time TBD) and Sundays 9:15-11:15PM- 3-hour/week time commitment

The 10:00pm Mass Committee is comprised of 7-12 team members whose primary aim is to minister to the student 10:00pm Mass community and each other. This is accomplished through carrying out all liturgical tasks needed to execute the liturgy (with the exception of music); creating a safe, welcoming environment that helps students feel comfortable and a sense of belonging; and meeting weekly to pray, learn and discuss topics related to the liturgy and our faith.

Ideal candidates are passionate about their Catholic faith, liturgical prayer, and ministering to others; reliable; consistent in attendance, approachable, warm and hospitable; able to collaborate and work as a team; excellent communicators; open to growth and learning; and able to maintain a healthy school, work, and extra-curricular life balance.

Responsibilities and Expectations:

1. Attend weekly team meetings and Sunday 10:00pm masses (currently 9:00pm masses)
2. Engage in team prayer, discussions and reflections
3. Carry out duties as assigned before, during, and after the 10:00pm mass
4. Assist with additional special liturgies and prayer services as needed and able
5. Assist with recruitment, scheduling and training of all liturgical ministers

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4pm Mass Committee

MEETS WEEKLY for the duration of 1 hour and Sundays 3:15-5:15PM - PM; 3-hour/week time commitment

The 4:00pm Mass Committee is comprised of 4-5 team members whose primary aim is to minister to the student 4:00pm Mass community and one another. This is accomplished through carrying out all liturgical tasks needed to execute the liturgy (with the exception of music); creating a safe, welcoming environment that helps students feel comfortable and a sense of belonging; and meeting weekly to pray, learn and discuss topics related to the liturgy and our faith. It is expected all team members model a Christian way of living and have a desire to share and grow in their faith.

Ideal candidates consistently attend Mass, are passionate about their Catholic faith, liturgical prayer, and ministering to others; reliable; consistent, approachable, warm and hospitable; able to collaborate and work as a team; excellent communicators; open to growth and learning; and able to maintain a healthy school, work, and extra-curricular life balance.

Responsibilities and Expectations:

1. Attend weekly team meetings and Sunday 4:00pm masses
2. Engage in team prayer, discussions and reflections
3. Carry out duties as assigned before, during, and after the 4:00pm mass
4. Assist with additional special liturgies and prayer services as needed and able
5. Assist with recruitment, scheduling and training of all liturgical ministers

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