

# St. Paul's Newman Center

## Newman Center Student Advisory Board

Term: 1 Year (two semesters)

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### What is the Advisory Board?

The Newman Center Advisory Board is made up of students serving as volunteers for the NDSU Newman Center. Meetings are held on the 2<sup>nd</sup> Thursday of every month at 7-8 pm at the Newman Center. As a member of the Advisory Board your responsibilities will be twofold: first, to be the voice of the students in the growth and development of the Newman Center, and second, to help in the planning and execution of events/liturgies. The vision of the advisory board is to continue to enhance and build the bisonCatholic student community through outreach and involvement. The advisory board works directly with the Campus Minister, Peer Ministers, & Pastor at times.

### Who should fill this out?

You should fill this out if you have a desire to be involved, to invest in the Catholic community, and to be in a position of responsibility and leadership that will be an asset to your personal & professional growth. The positions on the board and brief description are as follows:

### Advisory Board Members (volunteer positions):

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**Masters of Ceremony (4 Men):** Prepare the sanctuary for weekday Mass, weekend Masses, oversees and schedules the Altar Servers; is in direct contact with Campus Minister regarding liturgy and special events

**Stewardship Chair:** Promotes student giving and is responsible for organizing certain aspects of the Bike Race (recruiting & delegating volunteers to help with organization/philanthropy).

**Social Chairs (4):** Plan, organize, and decorate Newman Center dances and parties. Oversees Thursday Night Events.

**Collegians For Life Representative:** Represents and keeps the Board informed of CFL activities especially during 40 Days for Life and other pro-life campaigns

**Special Liturgies Chair:** Is responsible for adoration and rosary leader recruitment each semester and being in constant contact with those involved; also organizes/coordinates the Live Stations during Lent; Sends all prayer requests from staff and students to the Carmelites and Franciscans

**Women's Ministry (1-2 women):** Organizes and leads the women's group. May plan events, retreats and activities to promote strong feminine relationships and sisterhood at Newman, and communicates with Knights of Columbus to plan any joint activities with men's ministry

**Community Service Chair:** Coordinates weekly or monthly service projects for students to experience hands-on service in the community: Dorothy Day House, Salvation Army, Mission Trips, etc.

**Historian:** Responsible for photography and record keeping of Newman Center events; creates yearbook for Newman with event pics using Presto or other photobook company

**Music Chair:** Works with Campus Minister to plan music for all Masses & special liturgies during the school year; recruits and communicates directly with musicians; prepares musician schedule for all liturgical events to include weekend Masses, holy days of obligation, and other special events; heads up auditions and training for musicians; directs choir (opt.) or recruits music “groups” for weekend Masses.

**Traditional Music Chair** is responsible for Saturday 4:30pm and Sunday 10am Mass

**Contemporary Music Chair** is responsible for Sunday 5pm and Thursday 9pm Mass

**Video/Media Chair:** Responsible for filming, editing video and uploads to the Newman Center YouTube account & posting to Facebook

**Journalism:** Works with the Development Assistant to contribute an article each semester to the bisonCatholic newsletter relating to student life in general. Also may write stories for the Diocesan New Earth newspaper about bisonCatholic happenings.

**Intramural Chair:** Responsible for organizing intramural teams from the Newman Center and organizing other tournaments like broomball

**Graphic Design Chair:** Responsible for artwork design to assist other chairpersons in promoting events and initiatives; may help create media such as posters, flyers, or artwork for Newman Center electronic media

### **Expectations of Advisory Board members:**

- 1) To use your specific position to reach out to students and invite them to become more involved at the Newman Center
- 2) To actively participate in board meetings from 7-8 pm on the 2<sup>nd</sup> Thursday every month during the academic year
- 3) Meet monthly with your specific Executive Chair that oversees your position
- 4) Fulfill the responsibilities of your specific position with honor and dependability

**What will happen with this Application?** Applications will be reviewed by the Pastor, Campus Minister, and the Executive Team (Peer Ministers). Board members will be selected and notified by May 1, 2018

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# Application Section

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Name: \_\_\_\_\_ School (Circle): NDSU MSUM NDSCS Cord  
Year (circle): Fr. So. Jr. Sr. Grad. Anticipated Graduation Yr: \_\_\_\_\_  
College (i.e. Arts & Sciences): \_\_\_\_\_ Major: \_\_\_\_\_  
Current Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position(s) of interest. Please check all that apply.

## Non-Exec Positions:

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|---|--|---|
| <input type="checkbox"/> Master of Ceremonies (4 men) | <input type="checkbox"/> Historian               | <input type="checkbox"/> Intramural Chair             |
| <input type="checkbox"/> Music Chair (Traditional)    | <input type="checkbox"/> Community Service Chair | <input type="checkbox"/> Women's Ministry (1-2 women) |
| <input type="checkbox"/> Music Chair (Contemporary)   | <input type="checkbox"/> Social Chair (4)        | <input type="checkbox"/> Graphic Design Chair         |
| <input type="checkbox"/> Stewardship Chair            | <input type="checkbox"/> Special Liturgies Chair | <input type="checkbox"/> Video/Media Chair (2)        |
| <input type="checkbox"/> CFL Rep                      |  | <input type="checkbox"/> Journalism Chair             |

I would be willing to serve in a different position than I marked above.

Comments: \_\_\_\_\_

*I have thoughtfully and prayerfully considered my time and work commitments for the upcoming year. By checking here I confirm that I will be able to give the appropriate amount of time and best effort that I can give, and that I will make my position a priority among my commitments.*

## Attach to this application the answers to these two questions:

1). Briefly Explain why you would like to serve the Newman Community on the Advisory Board or in a specific position.

2). What are your qualifications (past involvement, leadership, etc.)?

**\*\*Eligibility Requirement for the advisory Board:**

*In order to be eligible to be a candidate for, or to serve in, an office on the Advisory Board, a student must be officially registered as a student in good standing (minimum 2.0 cumulative GPA, and not on academic or disciplinary probation) during the term of office.*

Check all that apply:

\_\_\_\_\_ Currently Enrolled - 12 hrs

\_\_\_\_\_ Currently on Disciplinary Probation

\_\_\_\_\_ Currently on Academic Probation

\_\_\_\_\_ GPA of at least 2.0

I hereby authorize Fr. Cheney, or his designee, to check my academic, disciplinary, and other institutional records to verify my eligibility to be a candidate for the Newman Center Advisory Board. This authorization will be extended to all semesters while serving on the Board.

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Signature

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Date

Notes:

Office Use Only

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