

**Ministry Placements
for
Field Education
2004-2005**

**Master of Divinity Program
University of Notre Dame**

**Janice M. Poorman
Director of Field Education
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Director of Master of Divinity Program
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AIDS Ministries - AIDS Assist

201 South William Street
South Bend, IN 46601-2514

Supervisor:
Tom Beatty
(219) 234-2870

Michael Beatty, Executive Director
Tom Beatty, Director Client Services
Sr. Rose Firkus, Director of Preventive, HIV counseling & testing

Description of Setting:

AIDS MINISTRIES/ AIDS ASSIST is an ecumenical, community-based organization founded by the United Methodist Church in 1989. Indiana was classified at that time as a low risk area for the AIDS epidemic: the epidemic was “out there” in New York, San Francisco, Texas & Florida. Since its beginnings AM/AA has focused simultaneously on education and direct service, providing speakers to churches, schools and social groups. Funded by a state grant in 1993, it organized sites for free, anonymous HIV testing and counseling to slow the spread of the virus in high-risk areas of South Bend and Elkhart. There are now over 27 sites where these services are provided. Thanks to a staff of thirty that includes members from the African-American and Hispanic and gay communities, AM/AA education is culturally specific.

Job Description:

AM/AA provides a hotline for information-referral, training programs for teen educators and volunteers, fundraisers, and direct service to HIV-infected persons. These ministries are open to student involvement in terms of the gifts and experience they bring. The AIDS epidemic raises many issues for theological reflection, ranging from the ethics of human sexuality to the relationship between social issues of minority communities where the rate of infection increases steadily. Women of childbearing age are especially vulnerable. Experience in Indiana provides a gradual introduction to the AIDS ministry and life in urban settings.

Mailing Address: P.O. Box 11582, South Bend, IN 46634

Campus Ministry Choir Chaplaincy
The University of Notre Dame Folk Choir

309 Coleman-Morse Center
Notre Dame, IN 46556

Supervisor:

Steven C. Warner

Email: Warner.1@nd.edu, (574) 631-5652

Description of Setting:

The University of Notre Dame Folk Choir is one of Notre Dame's principal liturgical choirs. They sing continuously throughout the academic year, from their arrival before First Year Orientation (mid-August) through Senior Week in the middle of May. Lenten Vespers, special University functions, and campus wide events (such as Junior Parent's Weekend, Opening of the School Year Mass, and Campus Stations of the Cross) are also part of their labors. The Folk Choir is not just a choir per se, but also a community of young people who are looking to put their faith into action. Yearly visits to Indiana State Prison in Michigan City and the Annual Concert for the Missions are testimony to this work.

Job Description:

As part of the choir, sing at all choral liturgies and be part of all practices. Tuesday night rehearsals are from 7:15 p.m. - 8:15 p.m., Thursday rehearsals from 8:00 - 9:30 p.m., and Sunday mornings from 10:00 a.m. until 11:00 a.m. Sunday morning liturgies are regularly from 11:45 a.m. until 12:45 p.m. Singing experience is important, as is regular attendance. Also, an hour-long debriefing session is held weekly, with the choir director, the associate director, and the M.Div. candidate. At this meeting, past liturgies are reviewed and upcoming work prepared for. The choir tours after graduation every year, this is not a required trip, but is looked forward to by all participants. Previous M.Div. work has included compositional work and choral conducting, depending on the experience and the interests of the candidate. The M.Div. candidate is expected to be an integral part of the adult leadership of the choir, helping to plan retreats, being present for student's questions, and willing to listen to what is happening in their world.

Campus Ministry Confirmation Preparation Program

306 Coleman-Morse Center
Notre Dame, IN 46556

Supervisor:

Rev. John Conley, C.S.C., Director, Confirmation Program

Email: Conley.9@nd.edu, (574) 631-7888

Description of Setting:

Baptized Catholics who seek to complete their initiation into the Church by receiving the Sacrament of Confirmation participate in a yearlong program on campus beginning in mid-September and culminating with the reception of the Sacrament of Confirmation in late April. Their chosen sponsors throughout the year accompany candidates for Confirmation.

Job Description

The student will be a member of the Confirmation Preparation Team and will plan/present the bi-weekly catechetical sessions. Meetings with team members occur bi-weekly as well. Planning for and coordinating an annual retreat in late fall for candidates and sponsors is also required.

Time commitment: Every other Tuesday night from mid-September through late April from 7 PM until 9 PM for the catechetical sessions. One hour every other week for a team meeting. Planning for the annual overnight retreat in late fall.

Campus Ministry Emmaus Faith Sharing Group

308 Coleman-Morse Center
Notre Dame, IN 46556

Supervisor:
Tami Schmitz, Director
Email: Schmitz.8@nd.edu, (574) 631-3016

Description of Setting:

Emmaus is an opportunity for students to come together and talk about what matters most in their lives such as faith, friendship, family, and vocation among other things. Emmaus groups are usually made up of 6-8 students and meet on a weekly basis for about 1 and 1/2 hours. Each group has a trained leader who is responsible for distributing materials, organizing the readings and leading the group in prayer and discussion. Groups consist of students who experienced a Freshman retreat or NDE together or they can be made up of a cross-section of students from campus who are put together through Campus Ministry.

Job Description:

The student will be a member of the Emmaus Leadership Team and help the Director find appropriate materials, assist in leadership training and help with the overall organization of the Emmaus program. The student will help plan major events such as the "Emmaus Kick-off" in the Fall and provide ongoing support and guidance for small groups and their leaders throughout the year.

Time Commitment:

Weekly meetings with the Director and monthly meetings with the Emmaus Leadership Team for about an hour each. Major events such as the kick-off and leadership training which take place 3-4 times a semester. Approximately 1-2 hour's additional preparation time to find materials and check in with small groups would also be expected.

Campus Ministry Marriage Preparation

310 Coleman-Morse Center

Supervisors: John & Sylvia Dillon

Email: John.B.Dillon.15@nd.edu, Sylvia.D.Dillon.14@nd.edu, (574) 631-5242

Supervisor: Darrell Paulson

Email: Paulsen.1@nd.edu, (574) 631-5827

Description of Setting:

Campus Ministry provides marriage preparation for Notre Dame, St. Mary's and Holy Cross students, alumni, faculty and staff. Members of Sacred Heart parish may also enroll in the program. There are two options provided for Marriage preparation.

Marriage Preparation Retreats are held at Fatima Retreat House on the campus of Notre Dame and begin on Friday evening and end Saturday night. Before the retreat, engaged couples will take a pre-marriage inventory called PREPARE and are required to come to campus ministry at Notre Dame to discuss the results.

The Marriage Preparation Host Couple Program is a more individualized process. The engaged couple meets in the Campus Ministry office to take and then discuss the results of the PREPARE pre-marriage inventory with a staff member. These meetings are complemented by two additional evenings with a married "Host Couple." The host couple program is open to those couples who live in the South Bend vicinity.

Job Description:

The M.Div. student will be introduced and oriented to the entire process of the marriage preparation ministry through working meetings and guided reading/reflection. The orientation will include opportunities to assist with evaluations of the pre-marriage inventories and to observe couple counseling sessions. The student will be asked to attend four or five marriage preparation retreats and to serve as a team member on these retreats. The M.Div. student will have some primary responsibility for meeting with each of the inter-faith couples to discuss issues and questions relating to spirituality and religious practice. The student will assist in actual counseling sessions in our Campus Ministry office and on the retreat weekend.

Campus Ministry R.C.I.A. Process

308 Coleman-Morse Center
Notre Dame, IN 46556

Supervisor:
Tami Schmitz, Director
Email: Schmitz.8@nd.edu, (574) 631-3016

Description of Setting:

The RCIA is a process of conversion by which people become members of the Catholic faith community at Notre Dame. Participants are generally undergraduates and graduate students, as are their sponsors. It is a community process involving witness, welcome, mutual faith sharing and instruction. Group discussions, presentations, retreats, shared prayer and individual conversations help candidates, sponsors and team understand and deepen their faith in the Catholic Church. The participants respond to God's call in their lives and are welcomed to the Sacraments.

Job Description:

The student will be a member of the RCIA team and will help the director plan, implement and evaluate weekly sessions. Other team members are undergraduate and graduate students. The student will be called upon to lead group prayer, interview incoming RCIA candidates and catechumens, facilitate small group discussions and give presentations on a variety of Church related topics.

Time Commitment: Sundays for about 1 and 1/2 hours from 10:00am until 1:00pm (this includes attending the 11:45am Mass at the Basilica. Two daylong retreats on Saturdays, one each semester. Weekly team meetings of about one hour. Approximately 1-2 hour's additional preparation time would be expected.

Campus Ministry; Saint Mary's College

Saint Mary's College
Notre Dame, IN 46556

Supervisor:
Judy Fean, Director
(574) 284-5391

Description of Setting:

Saint Mary's is a Catholic women's college in the liberal arts tradition founded and sponsored by the Sisters of the Holy Cross. It is the mission of Campus Ministry to both support and challenge all members of the college community as they seek to deepen their faith and respond to the demands of the gospel in contemporary society. As part of a liberal arts college for women, Campus Ministry has a particular responsibility to encourage students to grow in both intellectual and experiential knowledge of their faith and to assume leadership within the church and society.

Job Description:

A number of possibilities exist for student ministry involvement in Campus Ministry, depending on student interest and need. These include: assisting student sponsors, candidates and catechumens in the process of Christian Initiation; involvement in planning and leading retreats; assisting in student, staff and faculty development through presider and preaching workshops; planning and leading scripture reflection sessions; and involvement in liturgical ministers formation. There are also opportunities for participation in Campus Ministry Team meetings, in-services and other functions, as well as collaboration with other Campus Ministers, staff, faculty and students through the projects and events mentioned above.

Center for Social Concerns

P.O. Box 766
Notre Dame, IN 46556

Contact: Staff members listed below as supervisors

Description of Setting:

Inspired by Gospel values and Catholic social teaching, the Center for Social Concerns invites students, faculty, staff, alumni and alumnae to think critically about today's complex social realities through a variety of service learning and social action opportunities. The educational opportunities include: interaction with South Bend area community organizations; one credit social concerns seminars; three credit courses; senior year transition programs; workshops with faculty; peace and justice programming, and social concerns forums.

Research conducted over the past three years indicates that 80 to 85 percent of graduating seniors from the University of Notre Dame have participated in some form of community service and social justice activities. Each year between 1500 and 1700 undergraduate students serve within the larger South Bend community, and approximately 850 students travel to communities throughout the nation and the world to explore social concern issues.

The center is looking for M.Div. students who have a strong interest in the Catholic Social Tradition and who are willing to work closely with undergraduate students in the exploration of the relationship between theology and service experience.

Job Description: Teaching Team Member for THEO 274/273

The M.Div. students would work with Professor Margy Pfeil and Andrea Smith Shappell in teaching the courses "Discipleship: Loving Action for Justice" (Fall semester) and "Vocation and Leadership in the Social Tradition of the Church" (Spring semester). The M.Div. students' role is to assist the undergraduate students as they integrate their service experience with the theological reading of the courses. Responsibilities include small group facilitation; reading and evaluating students written work; and seminar planning with the teaching team. A collaborative spirit and flexibility are important in this placement. The courses are taught T Th 2:00-3:15.

Supervisor: Andrea Smith Shappell 631-5779, Shappell.1@nd.edu - Margaret Pfeil 631-9378, Pfeil.2@nd.edu

Job Description: Summer Service Project Internship (SSPI)

The M.Div. student would work with students returning from Summer Service Project Internships (SSPI, Theo 360). This would include facilitation small group sessions of about eight students - meeting for two hours for three weeks, assisting with the Fall retreat for those students who choose this option, reading and evaluating their papers, journals and study questions. Input will be sought regarding the educational package for the upcoming year. A special opportunity is meeting with student who want to take their SSPI experience to the next level; meeting with them, helping them find ways to incorporate what they have learned into major field of study, or simply as good citizens. M.Div. student would help students reflect on and integrate issues dealing with social justice.

Supervisor: Sue Cunningham 631-7867 (till January); and Andrea Smith Shappell 631-5779, Shappell.1@nd.edu

Job Description: Coordinator, Holy Cross Mission Seminars

The Master of Divinity student will work with an undergraduate student leader and other partners to coordinate the Holy Cross Mission seminars in Arizona (St. John Vianney) and

Coachella Valley, CA (La parroquia de Nuestra Señora). The seminar in Arizona focuses on Catholic Education in a Mexican migrant community and takes place over Winter break. The Coachella Valley seminar takes a look at dynamic ministry in a Latino community during the Spring break. Responsibilities include mentoring and developing the leadership skills of the student seminar coordinators and working to recruit, plan, and prepare materials for the student participants. The M.Div. student will assist with the facilitation of the orientation and follow-up sessions, reflection and integration. There is also the option of attending the seminars with the undergraduate participants.

Supervisor: Sr. Susan Dunn, O.P., 127 Lyons Hall, 631-6575, Dunn.54@nd.edu

Job Description: Coordinator, Mexico Seminar

The Master of Divinity student will work with the Director of Int'l Service Learning & Justice Education, a possible undergraduate student leader, and partners in Mexico to coordinate the Mexico Seminar in Oaxaca, Mexico, which usually takes place after finals, or Graduation for a period of 10-14 days. The focus of the Seminar has varied in the past but has consistently included the role of the church in Mexico and the study of political, socio-economic, and theological influences operative in Mexico and in the lives of the Mexican people. Responsibilities include working with the Director (and undergraduate student leader if applicable) to recruit, plan, and prepare course materials. The M.Div. student will facilitate the orientation and follow-up sessions, reflection and integration. This leadership position provides the Coordinator the opportunity to develop theological language, express one's own theology as well as developing group skills related to faith sharing, and develop the ability to critique structures and systems that perpetuate poverty in developing countries. It would be optimal that the Coordinator participates in the immersion experience in Mexico with the students but not required. Spanish competency and/or fluency are required.

Supervisor: Rachel Tomas-Morgan 631-9404

Job Description: Coordinator, Washington Seminar

Since 1981, this seminar has examined social and political concerns from various perspectives within the nations capital. This past year's focus was on the varied ways of integrating one's faith with public policy. The seminar coordinator's role is to articulate with the Director a focused theme that could be studied in our nation's capital. The coordinator then selects appropriate readings, builds and itinerary and agenda for the week, leads the orientation classes and the weeklong immersion. Students interested in teaching, social justice, and integrating faith and public policy will find this an exciting opportunity to share their faith with others.

Supervisor: Angela Miller McGraw, (beginning Fall 2005), 631-3356, MillerMcGraw.1@nd.edu

Job Description: Coordinator, Migrant Seminar

This seminar offers a unique immersion into the lives of migrant farm workers in Florida during the spring harvest. Students pick tomatoes in the fields (donating their wages), live with migrant families, assist agencies that serve migrants and meet with community leaders, never again to take food for granted. The seminar coordinator works with the Director to design the itinerary and agenda for the week, to select appropriate readings for seminar participants, coordinates communication with local contacts, leads orientation classes, and facilitates the week in Florida. Students interested in social justice immigration issues, Hispanic ministry, and teaching will find

this a challenging and deeply enriching opportunity.

Supervisor: Angela Miller McGraw, (beginning Fall 2005), 631-3356, MillerMcGraw.1@nd.edu

Christ the King Parish & School

52473 U.S. 33 North
South Bend, IN 46637- 3852

Pastor, Rev. Tom Jones, C.S.C.
(574) 272-3113 Parish
(574) 272-3922 School

Supervisor:
Dianne Reardon

Supervisor in Youth Ministry:
Greg Sweeney (also works at St. Joseph Parish)
Email: gsweeney@stjoeparish.com

Description of Setting:

Christ the King Parish has more than 1,450 registered households located immediately north of the University in Clay Township. It is considered a suburban parish with pockets of poverty and subdivisions of seeming wealth and prosperity. The parish school enrolls about 510 students in kindergarten through eighth grade. Confronting the issues of consumerism and materialism, heightening participation in liturgy and parish activities, and supporting a youth ministry and high school confirmation preparation program are special concerns of the parish.

Job Description:

Placements can be made on the R.C.I.A. team, in teaching religion in the school and religious education programs, in the development of the youth ministry program and the high school confirmation preparation program. Other areas of interest and proposals can be discussed with the supervisor.

Holy Cross Care and Rehabilitation Center

17475 Dugdale Drive
South Bend, IN 46635

Supervisor:
Chaplain Pat Rowan
Email: PatR@trinity-health.org
Phone: 574-271-3990
Fax: 574-271-3981

Description of Setting: Holy Cross Care and Rehabilitation Center is a 120-bed, extended care facility located off Douglas Road, approximately two miles west of Notre Dame. It was opened in 1994 by Holy Cross Continuing Care Services, sponsored by the Sisters of the Holy Cross, and is now operated by Trinity Continuing Care Services.

Most residents enter Holy Cross for rehabilitation following an accident, surgery or a disabling illness. They utilize our rehabilitation program and expect to return home or to another independent environment. Some remain here because of their need for extensive nursing care due to multiple or disabling medical conditions. Approximately one half of our residents are traditional nursing home clients who continue to need help with activities of daily living with minimal nursing care.

Our approach to care is holistic, addressing the needs of body, mind, soul and spirit. The residents come from many religious, economic, and cultural backgrounds. We work to meet each one's needs with compassion, dignity, purpose and respect. As a Catholic-sponsored health care facility, we have a full-time chaplain, whose primary responsibility is to meet the spiritual needs of our residents. Working with her are students and volunteers who serve in a variety of ways.

Job Description: Students will work with residents to help identify their spiritual needs and address them. Spiritual issues of men and women at this stage of life are varied and may include any or all of the following:

- processing grief and loss
- making sense of life and finding value in past experience
- resolving issues and doing forgiveness work
- embracing new life each day
- anticipating and preparing for the end of life
- addressing relationships
- claiming the legacy that they leave for others.

Specific ministries will be negotiated between the chaplain/supervisor and the student, with consideration of the student's strengths, interests, and learning needs and the spiritual needs of our residents. Opportunities may include, but are not limited to: individual visits, community building activities, bereavement work, Eucharistic ministry, the use of art, writing and literature as spiritual paths, and leadership of worship, bible study, or small faith-sharing groups for men or women.

Holy Cross Parish

920 Wilber Street
South Bend, IN 46628
(574) 233-2179

Supervisor:
Rev. Michael Mathews, C.S.C., Pastor

Description of Setting:

Holy Cross Church is a parish of approximately 850 households. Located on the northwest side of South Bend, Holy Cross Church is a 'neighborhood' church that has a strong 'blue collar' tradition. Once the largest parish in South Bend, the parish continues to thrive, drawing second and third generations back 'home' with its vibrant liturgy and welcoming community. Coupled with nearby St. Stanislaus Church, the opportunity to experience a model of collaboration and unity between two churches staffed by one pastoral team is truly unique.

Job Description:

Placements include-

1. RCIA Team Director- meets Sundays after 11:00 am mass from 12:30-1:30 pm; plans, directs, and coordinates inquiry and catechumenate classes; plans and executes various RCIA rites throughout the year.
2. Religious Education Leadership Team- responsible for all aspects of religious education including Sunday School (pre-school thru 8th grade), Children's Initiation Team, Children's Liturgy of the Word, First Communion, First Reconciliation, and Confirmation).
3. Director of Adult Faith Formation- develop and execute classes and/or programs to foster continuing adult faith formation (i.e. bible study, church history, 'theology on tap', etc.)

Hospice of St. Joseph County

111 Sunnybrook Court
South Bend, IN 46637- 3437

Supervisors:

Steve Nani, C.S.C.
Spiritual Care Counselor
(574) 243-3100

Sam Oliver, B.C.C.
Spiritual Care Counselor
(574) 243-3100

Nancy Cook, M.DIV.
Spiritual Care Counselor
(574) 243-3100

Description of Setting:

Our purpose is to provide physical, emotional, psychological and spiritual care to terminally ill persons and their families within their own home setting.

Job Description:

You will have approximately 15-20 hours of initial training by individuals knowledgeable on issues of death and dying and care of the terminally ill. You will have the opportunity to accompany staff on visits to patients and families to see how various disciplines provide care, and then be assigned to a patient/family in order to provide services as a Hospice Volunteer. Hospice has contracts with a number of nursing homes in the area to provide Hospice services to residents. Hospice also has a seven bed inpatient unit that is adjacent to their offices. Weekly supervision will be given to the student.

Justice Education

Social Justice Studies Program, Saint Mary's College
128 Madaleva Hall
Notre Dame, IN 46556

Supervisor:

Jan Pilarski, Director, Justice Education

Email: jpilarski@saintmarys.edu (574) 284-4512

Co-teach foundational courses offered in the Justice Studies Program (Christians in the World and Faith and Justice)

Description of Setting: Justice Studies is an interdisciplinary program, which relates theory, experience, reflection, and action. Students in this program are challenged to think critically and to broadly explore issues of fundamental significance in today's world -- the reality of social conflicts and injustice in America and around the world, and the search for solutions to these problems. Flowing from our Judeo-Christian heritage and Saint Mary's statement of mission, Justice Studies seeks to provide a moral and intellectual context for the critical examination of the root causes of societal problems, and how to develop creative and thoughtful responses to those concerns.

Christians in the World (spring semester) is a seminar in social analysis, which integrates theology and issues of justice with the study of specific social and economic problems in local and universal contexts. There is an emphasis on the biblical and ethical foundations of the church's concern for justice, and strategies for achieving social justice that is interdisciplinary and structural are highlighted.

Faith and Justice (fall semester) is an integrative seminar course in which the process of reflection moves from a consideration of the spiritual basis for justice to reflection upon the leadership examples of people who have been advocates, organizers, and models of nonviolent change. Developing a personal spirituality grounded in justice, and confronting the realities of lifestyle choices within today's society are other vital components of the course.

The ministry placement with Justice Studies involves preparation of courses and course material with the instructor, teaching and guiding discussions, and evaluation of students.

(Thomas N. Frederick) Juvenile Justice Center

1000 South Michigan Street
South Bend, IN 46601

Supervisor:

Laura Wiebe-Powell, Chaplain

Email: wiebepowell@1access.net

Tel: (574) 235-5388

Cell: (574) 850-3146

Fax: (574) 235-5342

Description of this ministry and the responsibilities for volunteer chaplains:

The Juvenile Justice Center is a model facility that safely incarcerates pre-teens and teens ages 8 to 20 years of age. These young men and women have broken the law with minor offenses often related to drugs, theft and skipping school. Many times the crimes they commit are the tip of the iceberg of what else is going on in their family lives. Abuse, addiction, learning disabilities and low self-esteem represent some of the factors that are realities in the lives of these teens. Lack of economic opportunities and the challenge of single parenting results in depressed environments in neighborhoods where some of teens come from. Peer pressure from friends, gang involvement, temptation to try new things and discouragement with lack of academic success are also issues that often affect a casual attitude about breaking the law. The teens are incarcerated on average from several days to three months. The facility is divided into five units (or pods), one for young women and four for the young men depending on age and severity of their crime. The need for spiritual care for these teens is great. Chaplains at the Juvenile Justice Center are ministers who can bring much needed hope for the teenage detainees. This ministry is rewarding because volunteer chaplains can witness seeds of hope blossoming in the lives of these teens that they meet through spiritual guidance. Ministry students who are interested in inspiring teen-age detainees and who also have a willingness to learn and practice how to bring hope to youth under close supervision, will work to assist the detainees in becoming the best that they can be with the help of God.

Hours are flexible but generally involve approximately five hours per week, with the duration and frequency of direct contact with detainees left to the discretion of the chaplains and the demands of their ministry training programs. Responsibilities that the volunteer chaplains could expect to do would be to lead small chapel services or Bible study groups on the various pods in the facility; they could meet with detainees one on one upon request, listen to what ever the presenting life situation that the teens want to talk about and offer prayer at the conclusion of the visit.

In addition to the direct care they give, volunteer chaplains assist in connecting detainees with parents and pastors. If follow-up care is necessary, volunteer chaplains can chart notes about these needs to pass along to the supervisor utilizing one of two forms, a *Religious/Spiritual Assessment* form or a *Volunteer Chaplain's Activity Report*.

Volunteer chaplains generally meet with the supervisor for thirty minutes to an hour one or more

times a month for efficient coordination of their ministry efforts and for supervision. Such meetings afford both the supervisor and the volunteer chaplains opportunities for the following:

discerning how the juveniles are accepting and growing from their guidance and spiritual care; assessing how the supervisor and the chaplains together might better serve the needs of these youth; talking over how the volunteer chaplains are doing - whether they are facing any problems, theological or spiritual issues, sociological concerns, or ministerial questions; and finding ways that both supervisor and chaplains can learn from one another.

Little Flower Parish

54191 North Ironwood
South Bend, IN 46635-1699

Supervisors:

Rev. André Leveille, Pastor
Rev. Neil Ryan, C.S.C., Associate Pastor
Jay Landry, Outreach Ministries & Adult Education
Mary Ann Laplante, Liturgy & Music
Bill Odell, Youth Ministry
(574) 272-7070

Description of Setting:

Little Flower Catholic Church is a vibrant, welcoming community of faith. We believe that each member of the community is called to ministry and to serve the needs of others, most especially those in financial need. We have more than 1,200 families registered in our parish and many areas of possible ministry in which members of our parish may offer their gifts to others.

LOGAN Center
Center for Social Concerns

1235 North Eddy Street
South Bend, IN 46617-1403

(574) 289-4831 ext. 1043
Office Hours: Monday-Friday 8 a.m.-5 p.m.

Contact Name:

Marissa Runkle, Community-Based Learning Coordinator

Email: marissar@logancenter.org

Website: www.logancenter.org -
www.logancenter.org/Volunteers/students.cfm

Agency Description:

LOGAN is committed to supporting people with disabilities in achieving their desired quality of life. A full range of services are available to meet the needs and interests of each person including Building Blocks, Adult Day Services, Employment Services, Protective Services, Recreation, and Community Living. LOGAN currently serves around 900 families per year. LOGAN Center is located on the corner of Angela and Eddy, across the street from the football stadium.

Protective Service Board

Assist the staff of the Logan Protective Service Board (PSB) by advocating and providing guidance to adults with developmental disabilities who is in danger of abuse or neglect. Advocate for the best available services and work with PSB staff as they collaborate with the St. Joseph County Prosecutor's Office in investigations of abuse, neglect, or exploitation of adults with developmental disabilities. PSB also works with hospitals and nursing homes, the Center for the Homeless and Madison Center. Please go to <http://www.logancenter.org/Protectiveservices.cfm> for more information.

Employment Services

Teach a vocational training class for adults with developmental disabilities. Valuable skills such as completing a job application, interacting with co-workers, arriving on time, and communicating in the workplace would be typical lessons. M.Div. students can also assist in life skills classes such as weight management, aerobic exercise, and hygiene classes. LOGAN Industries is open weekdays from 8:00 a.m. to 4:30 p.m.

Adult Day Services

Work with adults from South Bend who have mental retardation. You may assist with activities such as music, swimming, art, pet therapy, and other one-on-one activities that increase the independence and skill level of the LOGAN participant with a developmental disability. You may choose any time on weekdays between 9a.m. and 3p.m. The program is within walking distance from campus.

Seniors Program

The Seniors Program is a recreational and leisure program for older adults with developmental

disabilities. Activities are for the enjoyment of participants and may include putting together puzzles, watching favorite movies, or spending time together in conversation. The program is

held at LOGAN Industries where you may choose any consistent time between 8a.m. and 4:30p.m. on weekdays.

Memorial Hospital
Spiritual Care Department

615 North Michigan Street
South Bend, IN 46601-1087
Website: <http://qualityoflife.org>

Clinical Supervisor:
The Reverend Barbara Wilson, MDiv, MA, BCC
Manager, Spiritual Care Services
(574) 284-7308

Description of Setting:

As a general hospital serving as a regional center in number of areas of medical specialization, this setting offers students' experience in crisis ministry as well as comparatively routine health related pastoral care. This setting affords students a good range of experiences which one may find constitutive of parish pastoral ministry

Job Description:

Direct pastoral care ministry with patients, family, and clinical staff. Students will be assigned two shifts per month. Depending upon the student's preferences and department needs, the shifts may be any of three (days, evening, or nights). It is anticipated that the student will be engaged in pastoral ministry for about six hours of each shift. In addition, students will be expected to write and turn in for review two verbatims a month, and to commit to 1 hour of supervision per month, times to be arranged with supervisor. In the event two or more students are accepted into the program, students will be expect to attend a 2-hour group session once a month as well. An on-going contract would be expected between this site, its personnel, and the Field Education Office and personnel.

Notre Dame Immigration Clinic
(Within UND Law School's Legal Aid Clinic)

725 Howard Street
South Bend, IN 46617-1529

Supervisor:
Barbara M. Szweda
Email: Szweda.5@nd.edu, (574) 631-7795

Description of Setting:

The Notre Dame Immigration Clinic is a teaching legal clinic, sponsored by the Law School, serving those in the Michigan and Indiana community who seek help with immigration matters. We serve those who meet our poverty guidelines, and, seek help either with family unification matters, representation in court proceeding, or those fleeing persecution in their native countries and are seeking asylum in the United States. Our clients are from all over the world with the majority coming from Latin America and Africa.

Job Description:

No prior experience is needed. There are a number of possibilities for student volunteers in the Immigration Clinic. Those with counseling skills or language abilities in French or Spanish can find additional opportunities. Client intake is on Tuesday from 5-7 p.m. and volunteers could assist with interviewing clients, or translating, and assisting clients with accessibility to local resources for their non-legal needs. Asylum cases will require listening compassionately to the client's story of persecution and assisting the legal intern in drafting the client's personal affidavit to best reflect the client's suffering for the court. Students will have the opportunity to discuss with the legal interns the ethical and moral dilemmas of the work at "case rounds" on Tuesday evening when we gather to eat together and discuss our work.

Notre Dame Vocation Initiative

103 Hesburgh Library
Notre Dame, IN 46556

Director: Leonard DeLorenzo

Email: DeLorenzo.2@nd.edu

Tel: 574-631-2915

Supervisor:

Jan Poorman

Email: Poorman.2@nd.edu

127 Malloy Hall

Tel: 574-631-6493

Site Description:

The Notre Dame Vocation Initiative (NDVI), originally funded by the Lilly Endowment Inc., operates from within Notre Dame's Institute for Church Life. NDVI seeks to help young men and women realize, through their own faith experiences, the call to live as committed disciples of Christ in a challenging world. Through the decisions that they make every day as teenagers and young adults, and from within the context of any state of life, type of ministry, or career path they might choose for their future, they come to see how they can live out more fully and intentionally their baptismal call to participate in fostering the reign of God.

Possible Responsibilities for Students in Ministry Placements:

In consultation with the Director of NDVision and the Ministry Supervisor, ministry students configure a cluster of responsibilities. In so doing, they can draw from the following and/or suggest other responsibilities within **NDVision** - a high school youth ministry/retreat program facilitated by Notre Dame undergraduates (Mentors in Faith):

- Serve as T.A. for the class during the Spring Semester at Notre Dame that prepares the Mentors in Faith for their Summer ministry
- Design and lead experiences for community building, faith sharing, and spiritual enrichment for the Mentors in Faith during the academic year prior to their Summer ministry
- Design and lead a retreat experience (in the Fall), as well as some occasions for prayer, spiritual enrichment, catechesis, service, and/or vocational discernment, for the Mentors in Faith during the year after their Summer ministry
- Assist in the development of outreach high school retreat programs that are lead by previous Mentors in Faith (Phase II - Visionaries) throughout the country
- Serve on the interviewing team and assist in the selection process that identifies the Mentors in Faith
- Assist with video/media marketing of the ND Vision Summer retreat.

Residence Hall Life Ministry

316 Main Building
Notre Dame, IN 46556

Contact Person:

William W. Kirk, Associate Vice President for Residence Life
(574) 631-6144

Supervisors:

Rectors of Residence Halls

Job Description:

Placement as an Assistant Rector in a residence hall includes duties such as formation of a Christian community under the direction of the Rector, fostering the academic and social life of the students, conducting and facilitating meetings and maintaining sessions for hall staff and hall minister, and finally the possibility for leadership in liturgical contexts. The opportunities for counseling are quite frankly, whatever you want to make of them; that is to say, almost limitless. Finally, the experience of living with those to whom one ministers calls the Christian minister to truly live the Gospel as closely as one can. Quite a challenge indeed!

Eligibility Requirements

The following Notre Dame graduate and professional students are eligible to apply for the position of assistant rector:

With the exception of first-year law students, all Notre Dame graduate and professional students who will be enrolled in degree-seeking (masters or doctoral) programs are eligible to apply for the position of Assistant Rector. Applicants to the M.Div. Program (i.e., potential first-year M.Div. students for the following fall) may apply for the position of Assistant Rector only by exception and must obtain prior approval from the M.Div. staff. However, all applicants, and particularly graduate students who receive financial aid beyond tuition in the form of a fellowship or assistantship, may be subject to certain University academic or financial assistance guidelines that impose ceilings on the maximum support that a student may receive or that proscribe employment. Other questions regarding eligibility may be directed to the office of the Associate Vice President for Residence Life at (574) 631-6144.

Robinson Community Learning Center

921 N. Eddy Street
South Bend, IN 46617-1198

Supervisor:
Jay Caponigro, RCLC Director
Email: Caponigro.2@nd.edu, (574) 631-9423

Description of Setting:

The Robinson Community Learning Center (RCLC) is an educational outreach effort of the University of Notre Dame initiated after 6 months of planning / discussion with neighborhood residents, organizations, and agencies. Established in February 2001, the RCLC's mission, which developed out of this planning period, is "to strengthen interaction between the Northeast Neighborhood and Notre Dame by building trust through partnerships that stimulate community revitalization..." Through "teaching and learning opportunities" the RCLC will "offer a broad range of educational, health and faith-based initiatives" designed to enhance our collective gifts and quality of life. The Master of Divinity Student should have a strong interest in social concerns, sensitivity to diverse cultures, and be willing to energetically communicate his/her own experience of reflection and action with the students involved.

Description of Positions:

Take Ten / Violence Prevention with Youth

The M.Div. student will work with children from a South Bend Catholic School to identify issues of violence in their lives, and to support their efforts to prevent violence using the Take Ten concept. Take Ten is a framework of ten principles for violence prevention that is youth-driven, adult-supported, and inclusive of effective efforts already underway in schools. Take Ten's message is clear: the instinct to respond to conflict violently is learned and can be unlearned in a safe environment. Rather than respond violently, students have the choice to "Talk it Out, Walk it Out, or Wait it Out!" The M.Div. student will meet with students once per week and will provide reflection on nonviolence in scripture, and practical support for student-driven activities that promote Take Ten in a fun way. Just like "designated driver" has become a household concept to prevent drunk driving, Take Ten intends to promote nonviolence with a positive message that becomes the school's norm.

Center for Peace and Nonviolence

The Center for Peace and Nonviolence is an emerging ecumenical, church-based initiative that is incubating at the RCLC. Its developing mission is to "explore and promote Jesus' nonviolent way of righting wrong and establishing justice." The M.Div. student would work with staff, area pastors and lay church leaders to develop and support this faith-driven effort to reduce violence, address educational inequalities, and promote leadership development in the participating churches and communities.

Leadership Development with Teens

The RCLC has recently been focusing on ways to more positively affect the development of young people who live in the Northeast Neighborhood. Through the Christian youth group, Young Life, many teens gather once a week at the RCLC, but many youth have few other

opportunities to exercise positive leadership in the community. The student would work with RCLC youth to promote service and reflection, using the many relationships and resources of the university and RCLC to help ensure successful and affirming experiences for the predominately African-American youth at the Center.

St. Adalbert Parish & St. Casimir Parish

2420 Huron Street
South Bend, IN 46619

Supervisor:
Rev. Christopher W. Cox, C.S.C.
(574) 288-5708, ext. 13

Description of Setting:

St. Adalbert and St. Casimir are inner city South Bend parishes on the city's near west side in racially and ethnically mixed neighborhoods that have been ports of entry for South Bend's immigrants. All the original west side parishes were ethnic in origin. St. Adalbert was founded by Polish immigrants, mostly from Kracow; St. Casimir by Polish immigrants from Warsaw. Now, the largest group of parishioners is Hispanic. On an average weekend, a total of 700 people may attend both parishes' English liturgies, but attendance at either of the two Spanish masses starts at 800.

Job Description:

The Hispanic community is numerous (about 20,000 people) and very young (averaging 25 years old). All programming has components in both English and Spanish, and assistance is welcomed in either or both languages. Evangelization has been a parish priority, enfolded in a door-to-door visitation program and the Disciples in Mission program. Youth ministry is an essential component of parish ministry. The religious education program has been transitioning to a family catechesis mode, wherein parents also regularly meet with catechists to help them fulfill their role as the primary educators in the faith for their children. Placements in RCIA (in Spanish or English) are available, as well Bible studies in both languages. Marriage preparation among the Hispanic community occasionally requires different competencies than in other settings. Ministry to the sick and homebound is essential with the aging ethnic population as well as with a Hispanic community that is under-served in healthcare. The parish sponsors two tutoring programs for school-age children, as well as a Spanish adult education program, *plazas comunitarias*, in conjunction with the Secretariat for Public Education in Mexico. Further, for those fluent in Spanish and interested in broadcasting skills, the parish sponsors a weekly radio program, *La Fe de Hoy*, on 98.1, WSBL.

St. Joseph Parish

211 North St. Louis Blvd.
South Bend, IN 46617-2830
(574) 234-3134

Supervisors:

Regina Wilson, Pastoral Associate
Email: rwilson@stjoeparish.com

Greg Sweeney, Youth Minister
Email: gsweeney@stjoeparish.com

Suzanne Wilson, Confirmation Program Coordinator
Email: timmywilson@sbcglobal.net

Description of Setting:

Founded by Fr. Edward Sorin, C.S.C. in 1853, St. Joseph is the oldest parish in the area and is located approximately 1.5 miles from Notre Dame campus. 760 registered households provide a diverse economic background and rich ethnic tradition to our urban parish and K-8 school. We are an active caring community, seeking to deepen our personal union with Jesus Christ, and to grow as a faith community, to pursue our mission of service, education and ministry to God's people.

Job Description:

For those interested in initiation, St. Joseph's provides an initiation process for children, youth and adults. In keeping with the Rite of Christian Initiation of Adults, the parish offers an ongoing process of catechesis, with an emphasis on conversion, celebrated by various public rites. Opportunities are available for the volunteer to assist the parish by holding initial and discernment interviews for people interested in Catholicism, leading catechetical sessions, training sponsors, sponsor families and companion children, working with the parents of child catechumens, and serving as a member of the initiation team.

Opportunities exist for volunteers to serve as catechists for our Sunday school or Word Alive Program. This lectionary-based curriculum strives to assist children in exploring how the Word of God enters into their lives. Classes meet every Sunday morning from 11:15 a.m. to 12:30 p.m. This is a wonderful opportunity to explore the faith formation of children.

St. Joseph Church also sponsors junior high (6-8th grade) and senior high (9-12th grade) Youth Ministry programs. These programs need chaperones and mentors who are able to assist in planning and execution of youth group meetings, liturgies, and service projects. We are also looking for a musically gifted person to coordinate our music efforts in our monthly Youth Mass. Meetings are held every other week for approximately 90 minutes.

Additionally, the Confirmation program needs catechists who are able to share their faith and adult Christian experiences with 7th graders who are preparing for the Sacrament of

Confirmation. Meetings are set according to your schedule and last for about an hour and a half.

St. Joseph Regional Medical Center-Mishawaka
Center for Spiritual Care

215 West Fourth Street
Mishawaka, IN 46544
(574) 259-2431

Staff: Martin Breeden, VP Mission Integration, SJRMC, Inc.

Email: breedenm@sjrmc.com, 237-7989

Linda DeHahn, Chaplain 258-1331; **Email:** dehahn1@sjrmc.com

Dave Severance, Chaplain 258-1322; **Email:** severanced@sjrmc.com

Fax: 237-7900

Description of Setting:

Saint Joseph Regional Medical Center-Mishawaka is a 125 bed hospital (currently staffed for 100). This facility along with Saint Joseph Regional Medical Center-South Bend; Saint Joseph Regional Medical Center-Plymouth; Edison Lakes Medical Center, an outpatient surgical center, is a vital part of Saint Joseph Regional Medical Center, Inc. These and other facilities are part of Trinity Health, the fourth largest Catholic health system in the United States, with corporate headquarters located in Novi, Michigan.

The Roman Catholic communities of sisters, the Poor Handmaids of Jesus Christ, the Sisters of the Holy Cross, and the Sisters of Mercy provide the core foundational values that guide these facilities: respect, social justice, compassion, care of the poor and underserved, and excellence. The Poor Handmaids founded the Mishawaka hospital in 1910. A merger in November 2000 brought this hospital into the Trinity Health system that is guided by the Holy Cross and Mercy sisters. Holistic care of patients with attention to the health of the mind, body and spirit is emphasized. Teamwork is encouraged among doctors and staff members of all disciplines. The Center for Spiritual Care participates fully in this team ministry.

Job Description:

Students will have the opportunity to meet their requirements by negotiating a schedule to minister at Saint Joseph Regional Medical Center-Mishawaka. The Center for Spiritual Care will offer experience with patients in the intensive care, progressive care, medical, pre-surgical, post-surgical, obstetric, and/or transitional care units. Students will have opportunities to make routine visits, both initial and follow-up. Students will negotiate the content of their experience with the supervising chaplain. Weekly supervisory conferences will be arranged to assist the student to grow in the ability to provide spiritual care and to follow necessary hospital procedures. Students will be offered this placement after a successful interview with the Center for Spiritual Care.

TB test required and provided.

St. Joseph Regional Medical Center-South Bend

801 East LaSalle
South Bend, IN 46617-1198

Supervisors:

Martin Breeden, VP Mission Integration, SJRM, Inc.

Email: breedenm@sjrmc.com, (574) 237-7989

Rev. Michael Rice Saxton, ACPE (574) 282-8904

Sr. Maria Louisa Guerena, CSC (574) 282-8979

Fax: 237-7900

Description of Setting:

Saint Joseph Regional Medical Center – South Bend Campus is a part of the Trinity Health System, which is sponsored by the Congregation of the Sisters of the Holy Cross and the Sisters of Mercy. As part of that system and its heritage, the Center had maintained its commitment to providing quality, compassionate care, enacting the true spirit of Christ’s healing mission. This commitment has a two-fold emphasis: direct service and education. Various educational programs are offered for physicians, nurses, social workers, chaplains and various allied health professionals.

Since its formation Saint Joseph Regional Medical Center, Inc. has offered a multifaceted range of health care services to the community. Whether the service offered is acute care, residential services, outpatient care, self-care programs or home health care, the Medical Center believes that a concern for the individual is reflected in a sincere regard for the people it serves. Meeting the spiritual needs of patients and families is the primary responsibility of the men and women of the Center for Spiritual Care. The Center for Spiritual Care staff is diverse and ecumenical, and is composed of clergy, members of religious communities and lay persons.

Job Description:

The students are required to spend 4-6 hours per week in actual hospital pastoral visitation, plus one hour of supervision every two weeks. An option to minister in an extended care facility with supervision from a chaplain who has specialized in ministry with older adults is also available upon request.

Note: Clinical Pastoral Education programs are available for CPE credit in Summer Intensive Unit, Extended Unit, Extended Unit (September-May) and Residency (September-August). Brochure available in Field Education office or contact any one of the three persons above.

St. Joseph's Health Center

326 South Chapin Street
South Bend, IN 46601-1198

Supervisors:

Carla Bice, Clinical Director
Michelle Peters, Volunteer Coordinator
(574) 239-5255

Description of Setting:

Saint Joseph's Chapin Street Health Center was established in 1986 in response to the critical need for affordable health care for people who are unemployed, those unlikely to be eligible for government assistance programs and the working poor. 70 volunteer physicians provide a wide diversity of medical care for the surrounding community. Additional health care needs are provided through on-site Alcoholics Anonymous meetings, dietary and diabetic education, and AIDS Ministries services. In addition to our Alcoholics Anonymous meetings we also have NA (Narcotics Anonymous) meetings. One on one counseling services and other support groups that meet throughout the year. The clinic also had a food pantry of non-perishable food supplies that our patients can access.

Job Description:

Pastoral volunteers will be expected to contribute 4-6 hours per week to the clinic. This position requires primarily a ministry of hospitality. Volunteers should be good listeners, open to persons of all faiths and comfortable with cultural diversity. Opportunities to work with interdisciplinary team members, to work with inner city people of diverse faith and cultural backgrounds, to make pastoral assessments, to refer persons to the appropriate resources, and the follow some clients on continual basis will be available. In addition, volunteers may be invited to conduct interfaith prayer services for staff and clients although this is not required.

St. Joseph's High School

1441 North Michigan Street
South Bend, IN 46617

Supervisors:

Rev. Chris Young

Jennifer Carrier

Email: jcarrier@stjoe.k12.in.us, (574) 233-6137

St. Joseph's is a Roman Catholic secondary school offering a college-preparatory curriculum operated by the Diocese of Fort Wayne - South Bend.

Job Description:

Candidates will be allowed first-hand experience of high school pastoral ministry. Through participation in school liturgies, retreat work, co-facilitation of support group for children from divorced homes, and the possibility of one-on-one pastoral counseling, the candidate will sharpen his/her pastoral judgment and hone his/her interpersonal skills. In addition, there are possibilities for occasional teaching opportunities, in which classroom management and pedagogical technique can be experienced. This setting provides an excellent opportunity to enhance ministry to adolescents and to observe the maintenance and development of Catholic identity in an institution of secondary education.

St. Margaret's House

117 North Lafayette Blvd.
South Bend, IN 46601-1587
10:00 a.m. to 4:00 p.m.
Monday through Friday

Supervisor:
Kathryn A. Schneider, M.Div.
(574) 234-7795

Description of Setting:

Founded in 1990, St. Margaret's House improves the lives of women and children who live in poverty by providing individual attention to their immediate needs. We offer hot nutritious meals, access to showers, clothing, toiletries, laundry facilities, phones and computers - all on a drop in basis. We help our guests break the bonds of isolation by forming a supportive community of care and concern. In addition, we help our guests acquire tools to better their lives by providing programs in the areas of employment, self-esteem and empowerment, spirituality, health, art, parenting and the prevention of child abuse. For many, it is a necessary bridge between welfare and work.

Our guests live below 125% of the federal poverty level. Our community of women includes single mothers, grandmothers caring for their grandchildren and older women who live alone. Some suffer from mental illness, others struggle with alcohol or drug addiction and many have been victims of sexual and/or physical abuse. Many are renters; however, some are homeless, living in cars, or on the couches of friends and families. Our services are vital to those who "live on the streets" when the shelters are full.

Job Description:

The volunteer's primary job is to provide a ministry of hospitality. This would include working one-on-one with women to listen to their stories, do some goal setting and create action plans for women to fulfill their goals. It also includes helping to lead the weekly spirituality discussion group. This could be Bible or topic based. Its main purpose is to provide a forum for women to process their experiences within a spiritual context. Thirdly, the volunteer would assist in planning and carrying out guests retreats, one in the fall and one in the spring. Finally, the volunteer would be a colleague in ministry with the director, working on mutually agreed upon projects. The volunteer must be female.

St. Pius X Catholic Parish

52553 Fir Road
Granger, IN 46530

Potential ministry supervisors:

Rev. Bill Schooler, Pastor
Michelle Artusi, Director of Religious Education
Diane Schlatterbeck, Director of Christian Initiation
Rodney and Tara Schmitt, Directors of Youth Ministry

Phone: 574-272-8462 & Fax: 574-272-8493

Contact information and office hours:

1. Pastor: Extension 12. Usually available Tuesday through Saturday during the day.
2. DRE: Extension 17. Usually available Monday through Thursday during the day. Most Religious Ed programs run in the late afternoon or evening.
3. RCIA: Extension 15. Usually available Monday through Friday, with heavy involvement in the evenings.
4. Youth Ministry: Extension 15. Usually available in the late afternoons, evenings, Saturdays and Sundays.

Description of the site:

Saint Pius X is a large suburban parish, with 2,355 registered families. Founded in 1954 as an extension of Saint Joseph Farm, the parish was staffed by Holy Cross priests until the summer of 2001. The parish has grown tremendously since 1988, as the Granger area has begun to burst at the seams. The parish is young, with an average age of 33.

Job Descriptions:

1. Participation in the RCIA process is one area of service. The Director of Christian Initiation is charged with the responsibility of putting together a comprehensive process for Christian Initiation, including a year-round Catechumenate, ongoing Inquiry, sponsor training, and a number of related activities.
2. There are a number of possibilities in the Religious Education Area. Saint Pius currently enrolls 1000 students in the RE Program from K – 8. Because of severe space limitations, RE is offered at 4:30 p.m. on all Mondays through Thursdays, and 7:00 on Mondays. The program has 100 volunteer teachers, and there are many areas available to students.
3. The Youth Ministry Program collapsed in the summer of 2002, and the new directors are building the program from the ground up. Possibilities for involvement are almost endless – including a comprehensive high school program centering around the addition of a Sunday evening Mass (beginning in September 2003), a junior-high ministry, and religious education for high school students.
4. The Marriage Preparation Program offers M.Div students the opportunity to assist couples in taking the marriage preparation inventory and to provide pastoral counseling and spiritual enrichment sessions.

Satellite Theological Education Program (STEP)

Institute for Church Life
1201 Hesburgh Library

Supervisors:

Thomas Cummings, Director, STEP
Greg Doyle, Assistant Director, STEP
Website: <http://step.nd.edu>, (574) 631-5510

Description of Setting:

The Satellite Theological Education Program (STEP) serves the adult faith formation and catechetical needs of our Church by providing distance education courses (eCourses) via the internet to adult Catholic parishioners from dioceses across the country. STEP eCourses are 6 weeks long and cover a variety of theological topics. Course participants are provided the opportunity to engage in critical reflection and discussion of the course content that is prepared by faculty from the University of Notre Dame. Certificates of Completion are issued to participants who fulfill the syllabus requirements for a course. STEP eCourses are currently offered in two formats:

Limited Enrollment courses: Offered once per year, taught by the Notre Dame Professor and a graduate assistant (GA).

Open Enrollment courses: Offered multiple times during the year with a Facilitator assigned to each course.

Job Description:

This placement offers a unique opportunity for Master of Divinity students to develop their skills in articulating faith as well as fostering the faith development of others. Both theological and pastoral skills are required as they not only assist course participants in the intellectual understanding of a course topic but also join them in exploring how this knowledge relates to their own particular lives of worship, community, and service. Especially significant is the opportunity to work with course participants who come from a wide variety of backgrounds (age, gender, vocation, education, race) and from dioceses throughout the country.

The Master of Divinity student may serve as a GA (Limited Enrollment course) and/or Facilitator (Open Enrollment course). Before a course begins, the student would spend time familiarizing himself or herself with the course content. While a course is in session, responsibilities would require approximately 5 hours per week and would include:

- Logging into the course daily to monitor participant discussions, emails, and questions.
- Attending 2 one-hour chat sessions (typically weeknight evenings).
- Monitoring course participants' completion of syllabus requirements.
- (Limited Enrollment courses only) Assisting the instructor with reviewing and responding to participants' written assignments.
- (Open Enrollment courses only) Reviewing and responding to participants' written assignments.

STEP provides the Master of Divinity student with training on the technical aspects of eCourses, principles of effective adult learning in the online environment, and a vision of how these courses fit into the Church's broad vision of catechesis and adult faith formation.

South Bend Center for the Homeless

813 South Michigan Street
South Bend, IN 46601-3102

Supervisor:
Beth Morlock, Senior Director of Programs
(574) 282-8700, ext. 345

Description of Setting:

The Center for the Homeless has been serving homeless men, women and children in South Bend, Indiana since 1988. Heralded as one of the finest homeless facilities in the nation, the Center for the Homeless is a testament to what communities can do when people work together. The three-fold mission of the Center is to help people break the cycle of homelessness; to bring together disparate groups so that each can discover the worth, dignity and God-given potential of the other; and to pioneer a service model worthy of replication. The vision of the Center for the Homeless is to take the best resources the community has to offer and make them inclusive of our neediest citizens. The community has provided countless volunteer hours to help provide a full range of services to the 2,500 people per year seeking refuge and assistance at the Center for the Homeless.

Job Description:

The Center for the Homeless serves men, women and children in a variety of programs. The Center is open seven days a week, twenty-four hours a day and there is always a need for assistance. Opportunities for service to others are available in the following areas:

Adult Services:

Adult Activities: Run a program of recreational activities for adult guests;

Adult Education: Help adults work toward their GED's, prepare for college or improve basic skills;

Chapel Services: Hold reflections or services in our chapel;

Dorms: Spend time with guests in the evening, distribute toiletries, listen to others;

Project Team: Assist with leadership development and community building among Center guests;

Family Services:

Children's Activity Room: Supervise the children's evening playtime;

Children's Tutoring: Tutor a child one-to-one twice per weekday evening;

Family Library: Staff the family library and encourage reading for mothers and children;

Montessori Pre-School: Assist the teacher in teaching young children in this on-site classroom;

Resilience Youth Group: Lead youth group for homeless teens;

Front Desk

Front Desk Coordinator: Staff the Front Desk, the hub of all Center activity, intake new guests;

Lobby Volunteer: Spend time with guests in the lobby. Initiate conversation, welcome newcomers.

Women's Care Center

907 East LaSalle Street
South Bend, IN 46617
(574) 234-0363

2004 Ironwood Circle
South Bend, IN 46635
(574) 273-8986

234 South Chapin Street
South Bend, IN 46614
(574) 234-0395

3423 S. Michigan
South Bend, IN 46601
(574) 234-2502

112 East Washington Street
Plymouth, IN 46563-1744
(574) 936-5141

1144 Plymouth
Bremen, IN 46506
(574) 546-5363

229 Marion Street
Elkhart, IN 46516
(574) 296-6603

823 Webster Street
Fort Wayne, IN 46802
(260) 424-9377

201 Lincolnway West
Mishawaka, IN 46544
(574) 254-2784

512 Maple Avenue
LaPorte, IN 46350
(219) 324-4646

Supervisor:

Ellen Sommer, M.S., Head Counselor
Supervisor's office at LaSalle Street Site

Description of Setting:

The Women's Care Center is an ecumenical; non-profit agency dedicated to helping women with problem pregnancies. Since opening our door in 1984, we have helped over 20,000 women and girls from the Michiana area. During 1993, we personally assisted 3,600 women and received over 9,000 phone inquiries and hotline calls. In 1998, we saw over 5,000 young woman. Services provided include pregnancy testing, confidential counseling (individual, couple and family), 24 hour crisis hotline, referrals to over 30 community support agencies, maternity and baby clothing, baby furniture, housing through or Shepherding Home Program, post-abortion counseling, medical referrals and other individualized assistance. We also provide prenatal care; and STD testing; and have parenting classes and a woman's support group. We also provide free ultrasounds for women considering abortion.

Job Description:

The student will receive training in counseling skills. He/she will meet with clients and provide compassionate, non-judgmental counseling and referrals. The counselor will adhere to the Care Center's policy on contraceptives and sexual responsibility. He/she

may also be asked to help with the administration of donations when received. The student may

also be able to help with the school outreach program, providing the messages of chastity and purity to our young people.