

Lewis Hall

Our Home Behind the Dome

Fall 2023 Hall Picture



Hall Staff 2023-2024



LEWIS HALL FACTS

Year Established: 1965

Location: Behind the dome/North quad

Residents: Approximately 270 (incl. staff)

Staff: 1 Rector, 2 ARs (hiring 1), 8 RAS

Mascot: Chicks

Colors: Yellow & Blue

NOTE FROM THE RECTOR, MEGAN MOORE

Thank you for your interest in the position of assistant rector in Lewis Hall! ARs play such an important role in the hall community by fostering the growth and development of our residents, and helping them become the best version of themselves. ARs will serve with me, grow in leadership, develop new skills, and share their strengths to make Lewis the best it can be! If you have any questions, please do not hesitate to email me at mmoore29@nd.edu or call me at 319-415-0080.

LEWIS HALL ANNUAL EVENTS

- Fall Signature Event: LHOP (Lewis Hall of Pancakes)
- Fall Dance: Formal (typically Winter Formal)
- Spring Dance: "Crush Week" / SYR Dance
- Spring Signature Event: TBD

LEWIS HALL REGULAR EVENTS

- Sunday Mass
- Lucenarium (Monday Prayer Service)
- Tuesday Morning Bagels with Megan
- Daily Mass on Tuesdays & Wednesdays
- Weekly AR events (1 per AR)

DUTY IN LEWIS

- Each head staff member (Rector & ARs) will have a consistent weeknight of duty for the semester (Monday, Tuesday, or Wednesday)
- For weekends (Thursday-Sunday), there is a rotation for duty
- Break duty (Fall Break, Thanksgiving, Spring Break, and Easter) will be split evenly based on schedules
- ARs will be expected to carry the duty phone & ICE Phone (transferred to personal cell) once per week during rector's day off



we're a bunch of groovy chicks

2023-2024 LEWIS HALL ASSISTANT RECTOR JOB DESCRIPTION

- Assist the Rector in facilitating the growth and development of the RAs and residents
- Communicate regularly and professionally with the Rector, including regular touchpoints as as head staff
- Model and live by University policies
- Participate in staff meetings, staff development, and team bonding opportunities
- Be present in the hall and help build community
- Offer a weekly community activity (e.g. tea time, spa and rosary night, etc.)
- Serve as head staff on duty approximately 3 nights per week (see "Duty in Lewis")
- Hold duty phone and ICE phone (forwarded to personal cell) at night when on duty and approximately 1x per week when the Rector has day off (Fridays)
- Submit work orders for maintenance in the hall
- Attend and participate in signature events, hall programs, and Sunday Mass
- Coordinate planning for hall dances, including being on duty with Hall Staff during dances
- Participate in disciplinary procedures and pastoral conversations
- Assume duty responsibilities during University breaks (see "Duty in Lewis")
- Respond to emergencies as needed
- Assist with the opening and closing of the hall, such as resident check-ins, check-outs, and additional tasks
- Engage in selection of new Hall Staff (2024-2025) and residents' room picks
- Manage a Notre Dame procard, budget, and reconcile credit card statements
- Complete other tasks assigned by the Rector

ASSISTANT RECTORS OVERSEE ONE OF TWO KEY COMPONENTS IN LEWIS HALL:

*our preference is that the new AR oversees Spiritual Life and the returning AR oversees Hall Council, however, this can be changed, if necessary

Spiritual Life

- Coordinate and attend weekly meetings with the hall spirituality commissioners (faith execs, liturgical, music, retreat, Luce, etc.)
- Coordinate hall liturgies (i.e. Mass, prayer services, and other programs designed to enhance the spiritual life of the hall)
- Be a ministerial presence in the hall (including attending Sunday Mass in Lewis)
- Coordinate and plan hall retreats with hall spirituality commissioners

Hall Council

- Run the weekly Hall Council Executive meeting (set agenda, check in on various events, etc.)
- Facilitate leadership development among hall council members
- Supervise and oversee assigned commissioners in planning, executing, and evaluating hall events
- Attend weekly Tuesday night Hall Council (executive meeting and hall-wide meeting)

Contact Rector Megan Moore

mmoore29@nd.edu • 319-415-0080

Hall Staff 2023-2024 but make it silly

