

Santa Margarita Catholic High School Director of Campus Ministry

This is a Full-Time, 12-Month, Exempt position.

Duties include but not limited to:

Provide leadership in developing a strong positive day-to-day spiritual atmosphere in the school.

Supervise, collaborate with, and evaluate all Campus Ministry personnel.

Plan, organize, and schedule all Eucharistic or liturgical celebrations.

Plan, organize, and schedule all charitable drives.

Collaborate with speaker in regards to scheduling, planning, and set-up for the Faculty/Staff Faith Formation.

Provide pastoral care to the Student Grief Group and organize Memorial services when needed.

Organize weekly meetings with students for the RCIA-Inquiry from October to Easter Vigil.

Provide ongoing pastoral care to students, faculty, staff and parents especially during crisis situations.

Plan and organize monthly Liturgy Committee meetings.

Organize two reconciliation services during Advent and Lent.

As the sacristan, to care for the needs of the chapel; to organize chapel environment to support Liturgical season; to order mass supplies; and to clean mass linens, albs and vestments.

Organize morning mass and coordinate all sports masses with the Principal and Director of Athletic Department.

Plan; organize Freshmen Orientation Retreat and Fall and Spring Youth Assemblies.
Supervise the planning, organizing and scheduling of student retreats by the Assistant Director and Assistant Coordinator of Campus Ministry--Retreat.

Supervise the planning, organizing and scheduling of service opportunities by the Assistant Director and Assistant Coordinator of Campus Ministry ---Christian Service

Teach two peer ministry classes within the Religion Department.

With peer ministry students, plan and organize liturgies, Adopt a Family at Christmas, two Blood Drives, and other SM community outreaches.

Work closely with the Religion Department to provide holistic and sacred components in the student faith formation and to maintain open collaboration and communication with other entities of Santa Margarita Catholic High School.

Prepare annual calendar, budget, and order office supplies for Campus Ministry.

Requirements: Master's Degree in Theological Studies, Religious Studies, Religious Education, Pastoral Ministry or related field from a Catholic institution.

Interested candidates must submit a resume and a SMCHS Certificated Application, the application can be found at www.smhs.org to:

Pat Mollica, Director of Human Resources
SMCHS
22062 Antonio Parkway
Rancho Santa Margarita, CA 92688
Or E-mail to: mollicap@smhs.org

Only completed files will be considered for employment.

Start Date: July 1, 2017