



JSERRA CATHOLIC HIGH SCHOOL

FAITH. INTELLECT. CHARACTER.

CAMPUS MUSIC MINISTER/ CHRISTIAN SERVICE COORDINATOR

Reports To: Head of Faith and Formation

Job Status: 10 month, full-time, exempt

Salary Information: Salary will be commensurate with experience. Full benefits and a 401(K) retirement savings program included.

Description: JSerra Catholic High School is looking for an enthusiastic Campus Minister who will work to support and implement the vision of the Director of Campus Ministry. The ideal candidate for this position would be an individual who is prayerful, faithful to the teachings of the Magisterium of the Catholic Church, trained in Catholic youth ministry, and possesses a degree in ministry or theology. We are looking for an individual who will offer talents and experience at JSerra that would allow him or her to flourish in in the Orange.

RESPONSIBILITIES

- Music for weekly school-wide Mass
 - Interview for and select student band
 - Select music and rehearsal times
 - Update weekly readings and song lyrics for screen display at mass
 - Lead music at weekly Mass
- Christian Service:
 - Oversee Christian Service program promoting program
 - Work with counselors assisting students with their Christian Service Plan
 - Coordinate service fair and identify and advertise local service projects
 - Educate students on x2vol service website
 - Approve, with other campus ministers, all Christian service hours
- Attend and supervise 10 high school retreats
 - Prepare talks, small group questions, activities and games
 - Lead small groups on retreat and weekly discipleship groups after retreats
 - Assist with organization, set up and running of 12 Middle School retreats per year
 - Lead music on retreat
- Tuesday Night Lights/ XLT
 - Help organize, promote, and attend weekly catechetical evenings and monthly XLTs, with priority on leading music
 - Oversee student volunteer involvement at such events
- Relational ministry/spiritual advising
 - Be available on 2-3 school days a week for student interaction
 - Seek out students during breaks, lunchtime and after school to build relationships
 - Attend 2 extracurricular events per month (sports activities, plays, band concerts, etc.)
 - Chaperone quarterly confessions
 - Assist Director of Campus Ministry with daily responsibilities as delegated

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent interpersonal communication skills – both in writing and as a speaker
- Knowledgeable in Microsoft Office

EDUCATION & EXPERIENCE

- Bachelor's degree required

SPECIAL QUALITIES & CHARACTERISTICS

- Passionate for the mission of JSerra (i.e. the integral formation of students' faith, intellect, and character)
- Deep appreciation for the Catholic faith and a commitment to the teachings of the Church
- Strong initiative and desire to work in a highly collaborative environment
- Superior rapport with parents, students, and staff