



## ST. ANNE SCHOOL

### **JOB DESCRIPTION**

#### **Director of Campus Ministry**

Purpose and Scope: Under the supervision and direction of the Head of School, the Director of Campus Ministry helps create an environment which encourages and guides all members to contribute to the Catholic identity of the campus and the formation of a faith community which responds to the spiritual and developmental needs of the students, teachers, staff and parents. In collaboration with the school's leadership team, school chaplain, faculty and staff, parents, students, and parishes, the Director of Campus Ministry brings to life a campus rich in the opportunity to explore faith within the parameters of the school's spirituality, spiritual growth of the school community, prayer, discipleship, sacramental experiences, social justice and preparation of leaders in Christian service for society.

#### **RESPONSIBILITIES:**

- Acts as a role model of professionalism in a Catholic environment.
- Supports the philosophy, policies, and goals of the school, as well as the decisions made by the Head of School.
- Insures the health, safety, and welfare of all students.
- Holds in strict confidence all matters pertaining to the school.
- Adheres to all policies and procedures as outlined in the Parent/Student Handbook and Employee Handbook.
- Attends faculty and administrative meetings as needed.

#### **DUTIES:**

##### Essential Job Functions

##### A. Forming a Faith Community

- Facilitates an atmosphere of Christian hospitality where all feel welcome, based on Catholic faith traditions and rituals;
- Acknowledges and celebrates diversity within the school community;
- Communicates regularly with the Head of School, chaplain, faculty, staff, students and parents regarding campus ministry activities, programs and projects;
- Works collaboratively with the administration and chaplain in the development of faith centered programs that involve alumni, donors, and parents.

##### B. Spiritual Growth

- Provides opportunities for others to deepen their relationship with Christ;
- Organizes, plans and implements an effective retreat program for students, faculty, parents and staff that contributes to community building, faith development, evangelization and leadership enrichment;

##### C. Discipleship

- Organizes, motivates, and initiates various ministry-related programs with students, faculty, staff and parents;

- D. Prayer and Sacramental experiences
- Offers a variety of prayer experiences, both personal, communal, and seasonal;
  - Provides opportunities for students, staff and faculty to celebrate the Sacraments, especially the Eucharist and Reconciliation including penance services during Advent and Lent
  - Coordinates liturgical celebrations including school-wide or class Masses, daily Masses, and faculty Masses with the school chaplain, or local parish priests;
  - Organizes training for liturgical ministers; extraordinary ministers of the Eucharist, lectors, servers and all other students involved with liturgical celebrations;
  - Assists the choir and choir director in the selection of appropriate sacred music that will enhance student participation at school liturgies;
  - Coordinates the use of the chapel.
- E. Campus Ministry Offices and Social Justice
- Organizes the Campus Ministry program into “offices” that offer students the opportunity to lead, develop and participate in “faith in action” experiences (e.g. Office of Social Justice; Office of Campus Spiritual Life; etc.)
  - Nurtures students in social consciousness based on the Gospels and Catholic Social Teachings;
  - Empowers work for justice and service;
  - Infuses the concepts of justice, peace, human dignity, and the integrity of creation into all aspects of ministry;
- F. Additional Job Functions
- Is visible and present on the school campus and at school activities;
  - Maintains a close relationship with the school chaplain, pastors and youth leaders in neighboring parishes;
  - Attends to own personal, professional and spiritual development;
  - Oversees and manages the budgetary process for campus ministry;
  - Attends Diocesan meetings for campus ministers;
  - Stays abreast of current developments in the area of school/campus ministry;
  - Is available to students, faculty, staff, and parents;
  - Trains, prepares and assigns student altar servers and lectors for all liturgies
  - Performs any other job-related tasks deemed necessary and/or assigned by the Head of School.
- G. Christian Service Program
- Coordinates and supervises year-long Christian Service programs which involve students working directly with those of the wider community in need of help, as well as such activities as the collection of food, clothing and other items needed by others and in alignment with the school’s spirituality.
  - Helps locate and supervise agencies at which students can perform their service;
  - Assists in the articulation of school wide service projects as they become available;
  - Facilitates Christian service activities through Campus Ministry by which any student can participate;
  - Keeps records of students involved in the above projects for the purpose of verifying appropriate levels of the Middle School Christian Service hours
  - Makes arrangements for the Christian Service recognition at the honors assemblies.

**QUALIFICATIONS:**

**Knowledge, Skills and Abilities Required**

- Demonstrates personal self-discipline, is adaptable and flexible in routine and unexpected situations
- Has skills in communication, initiative, creativity, and problem solving
- Able to work in a team setting

Must also be able to perform any other duties as assigned by the Head of School.

**Minimum Qualifications**

- Practicing Catholic with an active sacramental and faith-life and in good standing with the Church
- Bachelor's degree (Masters degree preferred)
- Has or working toward Religion Certification
- Religion Certification renewed every three years
- Received Safe Environment Training and signed the Code of Professional Conduct

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard classroom setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a classroom setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

**Hours:** Twelve-month, exempt salaried employee, Schedule A

**Reports to:** Head of the School

This is a full-time, Salary, exempt position. Full medical benefits and pension plan included. Salary is commensurate with experience and education. Please send a cover letter, resume, and references to our Director of Human Resources, Melissa Vergara at [hr@st-anne.org](mailto:hr@st-anne.org).