

Santa Margarita Catholic High School
Director of Campus Ministry
Position Description
2021-2022

Position Title: Director of Campus Ministry

Reporting

Responsibility: Campus Minister Director reports to the Principal

Duties:

1. Provide leadership in developing a strong positive day-to-day spiritual atmosphere in the school.
2. Supervise, collaborate with, and evaluate all Campus Ministry personnel.
3. Plan, organize, and schedule all Eucharistic or liturgical celebrations.
4. Plan, organize, and schedule all charitable drives.
5. Collaborate with speaker in regards to scheduling, planning, and set-up for the Faculty/Staff Faith Formation.
6. Provide pastoral care to the Student Grief Group and organize Memorial services when needed.
7. Organize weekly meetings with students for the RCIA-Inquiry from October to Easter Vigil.
8. Provide ongoing pastoral care to students, faculty, staff and parents especially during crisis situations.
9. Plan and organize monthly Liturgy Committee meetings.
10. Organize two reconciliation services during Advent and Lent.
11. 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.
12. Organize daily Mass and coordinate all sports masses with the Principal/Chaplain and Director of Athletic Department.
13. Plan; organize Campus Ministry Assemblies.
14. Supervise the planning, organizing and scheduling of student retreats by the Assistant Director and Assistant Coordinator of Campus Ministry--Retreat.
15. Supervise the planning, organizing and scheduling of service opportunities by the Assistant Director and Assistant Coordinator of Campus Ministry ---Christian Service
16. Teach two peer ministry classes within the Religion Department.
17. Oversee Campus Ministry outreach to Freshman Seminar classes (1x per month visits to seminar classes).
18. With peer ministry students, plan and organize liturgies, Adopt a Family at Christmas, two Blood Drives, visits to Freshman Seminar, and other SM community outreaches.
19. Work closely with the Deans and Counselors in the overall guidance of the students.
20. 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.
21. Prepare annual calendar, budget, and order office supplies for Campus Ministry.
22. Organize monthly Campus Ministry Department Meetings.
23. Perform any other duties as assigned by the Principal or President.
24. Support mission and Catholic identity of the school through presence on Charism and Climate Committee, and in support of other SM events (Speak Up!).

Qualifications or Requirements: BA Degree in Theology or Religious Studies from a Catholic university and/or Master's in Pastoral Studies. Be a living embodiment of the school's Charism, Caritas Christi, and its Core Principles of Compassion, Humility, Goodness, and Justice.

Work Schedule: Full time, twelve-month position (exempt) with benefits as outlined in Employee Handbook
Daytime working hours: Forty- hour workweek, evening meetings, and events often required.

Updated: 7/14/21

Employee Certification of Job Description

I hereby acknowledge that I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the job duties and performance expectations. I understand that the job description may be revised from time to time in the future by Santa Margarita Catholic High School in its discretion. I understand and agree that nothing in this job description should be construed as a contract of employment, and that employment with Santa Margarita Catholic High School is at-will, meaning that the terms of employment may be changed with or without notice, with or without cause, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties and location of work.

Employee Signature

Date

Print Name