



HIGH SCHOOL CAMPUS MINISTER

Job Description Guidelines

Purpose and Scope

Under the supervision of the principal, the campus minister 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 needs of the students, teachers, staff and parents. In collaboration with the administration, school chaplain, faculty and staff, parents, students, and parishes, the campus minister brings to life a campus rich in the school's charism, spiritual growth, prayer, discipleship, sacramental experiences, social justice and preparation of leaders in service for the Church and society.

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 principal, 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, benefactors, 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 monthly school-wide or class Masses, daily Masses, and faculty Masses with the school chaplain, other priests on faculty, 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. Social Justice

- 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

- Insures a pro-life presence on campus by maintaining student/faculty awareness through across the curriculum assistance, and the use of posters, announcements, special programs, committees, etc.
- Insures an awareness of the missions through such activities as fundraisings and inviting missionaries as guest speakers

F. Preparation of Leaders for the Church

- Encourages students to discern the vocation for which God has created them
- Provides opportunities for students to lead various activities to be prepared for vocation and leadership roles
- Maintains information on vocations to the priesthood and religious life that is readily available for students on campus. Coordinates individual follow-up with interested students including referral to vocation directors and vocation retreats. Coordinates and organizes the annual vocation fair.

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 the budgetary process for campus ministry
- Attends archdiocesan 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 principal
- Seeks resources that are supportive of student needs

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
- Utilizes effectively and appropriately 21st century technology

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
- Completed FBI fingerprint clearance