



CATHOLIC MEMORIAL SCHOOL

Position Title:	Assistant Director of Campus Ministry
Reports To:	Director of Campus Ministry
Status:	Exempt Salaried Permanent Full-time; 10 months
Hours:	7:30AM – 3:30PM; mornings, nights and weekends as required by job requirements
Benefits Eligibility:	Full

All interested candidates should email a cover letter and resume to Mrs. Liz Check, Assistant to the School President, at ElizabethCheck@catholicmemorial.org

Catholic Memorial School Mission Statement:

Catholic Memorial is a college preparatory school for boys founded in the spirit of Blessed Edmund Rice and guided by the Essential Elements of an Edmund Rice Education. Our faith and learning community is dedicated to transforming boys' lives through academics, arts, athletics, and campus ministry. We challenge students to pursue excellence, embrace Gospel values and lead through service.

Summary Description:

The Assistant Director of Campus Ministry furthers the mission and values of Catholic Memorial School by invigorating the faith formation of boys through a comprehensive campus ministry program, which includes liturgies, retreats, both local and travel based service and immersion experiences, the Peer Ministry servant leadership development program, and other service, advocacy, and faith formation programs.

This position will also be responsible for teaching and fulfilling the academic responsibilities of 3 sections within the Theology Department, as assigned by the Theology Department Chair.

Essential Functions:

Under the direction of the Director of Campus Ministry, this position works collaboratively with the Director of Campus Ministry to carry out the mission and programming of the Campus Ministry department as follows:

- **Responsible for the pastoral care, spiritual guidance, and faith formation of the Catholic Memorial School community.**
- **Tasked with the development, planning, budgeting, recruitment, execution and evaluation of the Retreat program.**
 - Gathers student interest in retreat experiences through creative and continuous publicity and communication.
 - Recruits and trains students to be effective servant leaders and small group facilitators on retreats and other campus ministry programs.
 - Recruits and trains faculty and staff to participate in and lead retreats and other campus ministry faith formation programs.
- **Co-Tasked with the development, planning, budgeting, recruitment, execution and evaluation of the Peer Ministry program.**
 - Co-facilitates and attends all Peer Ministry morning sessions with the Director of Campus Ministry.
 - Develops a curriculum and programming that integrate faith formation with servant leadership development.
 - Recruits and trains students to be effective servant leaders and small group facilitators throughout Campus Ministry programs.
- **Supports the development, planning, budgeting, recruitment, execution and evaluation of the BERSI immersion program and a program of local service experiences for all students.**
 - Manages student and parent information events to effectively publicize and promote service and immersion programming.
 - Recruits faculty and staff to participate in service and immersion programs and other campus ministry programs.
 - Develops a formational curriculum that integrates faith with service.
 - Manages the X2VOL system and tracks students' required service hours.
 - Recruits and trains students to be effective servant leaders and small group facilitators in service and immersion and other campus ministry programs.
 - Gathers student interest in service and immersion programs through creative and continuous publicity and communication.
 - Participates in both local and travel based service and immersion experiences.
- **Supports coordination and organization of all components of Catholic liturgical life, including all school masses, sacramental celebrations, and other prayer services throughout the academic year.**
 - Manages the training and scheduling of student liturgical ministers, the preparation of music to be played and sung at various liturgical celebrations, and promotes the ministries of choirs, cantors, and all who contribute musically to the liturgy.

Additional Responsibilities:

- Required to wear proper attire, consistent with school's dress code at all times and to maintain positive attitude and appearance in accordance with department/school standards
- Must maintain high level of personal hygiene and cleanliness at all times
- All school employees have some responsibility for reporting inappropriate behavior to School Administration in order to maintain a safe learning environment
- Other duties as requested or assigned per the Director of Campus Ministry, Vice Principal, or Principal.

Qualifications:

- Bachelors Degree *required*. Masters Degree in Theology/Pastoral Ministry/Religious Education or equivalent is *preferred*.
- Must be a practicing Catholic and possess an understanding of Roman Catholic theology, spirituality, and practices and the ability to relate them to the personal and relational experiences of boys.
- A ministerial vision that includes an appreciation of the Essential Elements of an Edmund Rice Christian Brothers' Education, and an ability to develop campus ministry programs that further that vision.
- Ability to foster an atmosphere of trust and openness amongst boys and a strong capacity for facilitating small group discussion.
- Genuine interest in the lives of boys and concern for their personal, social, and spiritual formation.
- Experience in development and evaluation of programs.
- Excellent oral and written communication skills, strong active listening and interpersonal skills, developed organizational and leadership skills, and an ability to relate and work with diverse groups of people within the community.
- Work schedule flexibility, including evening and weekend hours.
- Effective planning and organizational skills
- Knowledge and skill in the use of integrated software systems and Microsoft applications
- Skill in establishing and maintaining effective working relationships with students, faculty, staff and the public
- Ability to work effectively with an ethnic, cultural, and diverse student population
- Strong organizational skills for multi-tasking and prioritizing responsibilities as situations arise in fast paced environment
- Must have the ability to work in a school environment by successfully passing the state mandated Criminal Offender Record Information (CORI) check
- Possess a valid driver's license
- Positive appearance, attitude and presentation with a strict sense of confidentiality
- Regular and consistent attendance and punctuality is required and a condition of employment

Physical Qualifications:

- Standing/sitting for long periods of time
- Carrying materials and equipment

Working Environment:

- While performing the duties of this job, the employee regularly is exposed to work near moving mechanical parts
- The employee may be exposed to wet or humid conditions
- The employee may be exposed to outdoor weather conditions
- The employee may be regularly exposed to high noise environments
- The employee may operate in a variety of conditions, in a climate controlled office and gymnasium, training rooms, and outdoor ball field environments

Limitations and Disclaimer:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.