

# St. Francis

CATHOLIC HIGH SCHOOL



## Job Profile

Job Title:	Campus Minister for Retreats
Department:	Campus Ministry
Reports to:	Director of Campus Ministry
Date:	5/4/22

### Job Status:

Exempt <input checked="" type="checkbox"/>	Non-Exempt <input type="checkbox"/>
Full-time <input checked="" type="checkbox"/> , 11-month position	

### General Summary

*What is the primary purpose of this position?*

The Campus Minister for Retreats at St. Francis Catholic High School works in collaboration with the Campus Ministry Team to foster the spiritual growth and development of the students. Through retreats, liturgical events, and spiritual activities, this position cultivates student participation in all faith-centered happenings that involve the St. Francis community. The Campus Minister for Retreats at St. Francis Catholic High School must be an active, practicing Catholic. This position is a regular, 11-month position.

### Essential Responsibilities

*List all major job functions performed on a regular basis.*

***All areas of responsibility must be operated consistent with the Catholic mission of the school.***

#### Retreat Program

- Plan, develop, execute, and consistently evaluate the Freshman, Sophomore, Junior, Mother-Daughter, and Father-Daughter retreats.
- Recruit, train, and supervise the Retreat Team.
- Resource person for planning additional retreat experiences for the school community.

#### Liturgy and Worship

- Oversee the coordination of the monthly staff liturgies.
- Assist the Director of Campus Ministry in all school-wide liturgies and prayer services.
- Assist in the Freshman, Sophomore and Junior family liturgies and the Senior Baccalaureate Mass.
- Create prayer experiences as requested by the community.

#### Campus Ministry

- Attend all Campus Ministry Team meetings.
- Attend Back-to-School Night, Open House, Parent Information Nights and other events to represent and promote the goals of the Campus Ministry Department.
- Participate in other school required functions including some evenings and weekends.

#### Christian Service Program

- Promote the Christian Service Program within the school and community.



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### Community Building

- Assist with the coordination of St. Francis Day, Advent and Lenten celebrations, Pax et Bonum/Catholic Schools Week, student assemblies and other calendared and non-calendared community celebrations.
- Encourage collaboration between Campus Ministry projects and school staff.
- Foster and support an inclusive educational environment.

### Student Leaders

- Build relationships with the students, evangelizing and empowering them as young disciples.
- Draw young people to responsible participation in the life, mission, and work of the Catholic faith community.
- Foster the total personal and spiritual growth of each young person.
- Develop volunteer and student leadership to assist in carrying out the priorities and programs of the Campus Ministry Department.
- Co-teach the Ministry Leadership class.

### Communication

- Maintain open and active lines of communication within the Campus Ministry Department.
- Provide information for various campus publications (homeroom announcements, Principal's Newsletter, The Pax et Bonum Magazine, etc.).
- Create promotional materials for campus ministry programs.
- Communicate with the retreat centers utilized by the retreat program.

### Financial

- Prepare and manage the budget for the retreat program.

## Job Specifications/Requirements

*List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.*

Education:

Master's Degree in Divinity, Pastoral Studies, Theology, or related field required.

Job experience:

Three to five years of experience in Campus Ministry at the high school or college level.

Technical/Functional skills:

- Ability to instruct pastorally.
- Have a deep understanding of the Catechism of the Catholic Church.
- Have a solid understanding of *Renewing the Vision for Catholic Youth Ministry*.
- Ability to educate and train in Catholic Social Teaching.
- Ability to view the job as a vocation.
- Enjoy working with young people in high school and retreat settings.
- Knowledge of the nuances of an all-girls high school setting.



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- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of high school students.
- Ability to communicate clearly, verbally and in writing.
- Ability to collaborate with others, to motivate and direct students and staff.
- Self-directed and an accomplished team player.
- Highly organized and flexible in a fast-paced, demanding environment.
- Ability to empower youth leadership; charismatic and enthusiastic.
- Ability to create and enhance student programs: visionary, motivational, goal-oriented and success driven.
- Educated and trained in youth ministry, spiritual direction, liturgical ministry, and retreat direction.
- Knowledgeable in computer applications related to the duties and responsibilities specified.

### Other Requirements:

- Other duties may be required as needed.