



## **Position Description**

### **Campus Minister**

#### **Mission Statement**

Oakland Catholic High School is a Christ-centered, college preparatory school for young women of diverse backgrounds. The Oakland Catholic community is committed to an environment that promotes spiritual formation, excellence in education, a wide range of activities and athletics, and service to others. Formed under the patronage of St. Joan of Arc, Oakland Catholic is dedicated to teaching young women to lead lives of faith, courage and commitment as they lay the foundation for their future as responsible and respected global leaders.

#### **Campus Minister Position Overview**

The Campus Minister must be a practicing Catholic with an active sacramental and faith life and in good standing with the Church. S/he coordinates all aspects of the Campus Ministry program from retreats, to service opportunities, to service trips, and Mass planning. S/he advances the mission of the school by engaging with students directly and supporting the efforts of the Administration, Chaplain, and Director of Mission Integration to create a vibrant and action-oriented faith community that is reflective of our Christian values and Catholic identity. Via the retreat program, ongoing service opportunities for students, coordination of Masses, and open conversations with students of diverse cultural and faith backgrounds, the Campus Minister endeavors to integrate spirituality into various aspects of curricular and extracurricular programs at the school. With a clear understanding of Catholic Social Teaching, adolescent development, and inclusive communities, the Campus Minister actively engages both students and faculty with ongoing and newly conceived programs that permit the Oakland Catholic school community to demonstrate visible ways that they serve as instruments of God's love in this world.

**Reports to:** Directly to the Principal; works with the Assistant Principal as needed; consults with President as requested.

**Status:** Full-time, exempt. Year-round; salaried.

#### **Position Requirements**

- Commitment to Catholic education and in particular, to an all-girls, college preparatory educational experience.
- Bachelor degree related to the responsibilities of the job; background in adolescent development and faith formation/youth ministry preferred.
- Evidence that individual is a self-starter/self-motivated, well organized, detail-oriented.
- Effective interpersonal and communication skills are required. Professionalism in communications with all members of the community expected.
- Ability to work independently, and with minimal supervision, to fulfill responsibilities in a competent and timely manner.

- Ability to manage a variety of activities and calendars in order to effectively engage with students, administration, faculty, parents, and staff in the coordination and execution of numerous service, retreat, volunteer, educational, and spiritual activities and events.
- Facility with technology, both equipment and software.
- A genuine willingness to grow within the role and actively pursue professional growth opportunities and ways to enhance the position and role.

## **Responsibilities**

- Plan, promote, and execute class Masses, daily Masses, reconciliation services, adoration, retreats, and training for Eucharistic Ministers and Lectors.
- Oversee the planning of liturgical services on a daily, monthly basis in the Rhodora J. Donahue Chapel, Donahue Pavilion, and St. Paul Cathedral. This includes organization of readers, Eucharistic ministers, altar servers, and working with the music teacher for cantors and choir.
- Plan prayer services as needed throughout the year, engaging students in the planning process.
- Plan and execute Stations of the Cross during Lent and class adoration.
- Communicate with clergy regarding services in the Oakland Catholic High School community. This includes Masses, confession, and planning of Eucharistic training.
- Acknowledge and celebrate cultural and spiritual diversity within the school community and at spiritual and liturgical services.
- Assist with planning of activities for Catholic Schools Week in cooperation with Administration.
- Organize and oversee the Fiat Mentorship program (Seniors mentor Freshmen) in collaboration with the Assistant Principal.
- Organize, plan, attend, and facilitate coordination and promotion of spiritual retreats for each class, as well as the optional weekend Kairos retreats that occur twice a year. (N.B. Kairos coordination includes staffing, training, managing venue/budget/service/contracts.)
- Organize and collaborate with the school's Director of Mission Integration and Central Catholic's Campus Minister, as well as other Campus Ministers, for experiences such as the March for Life; research potential service trips that would be coordinated in conjunction with our brother school Central Catholic High School.
- Work with Administration on creation of annual school calendar as it pertains to Campus Ministry. (This includes but is not limited to mission trips, Masses, retreats, etc.)
- Communicate regularly with students, faculty, and parents about service, retreat, and spiritual growth opportunities provided to the students. Contribute regularly to the weekly electronic newsletter. Update the Campus Ministry segment of the website regularly.
- Organize, promote, and coordinate weekly service and volunteer opportunities across a variety of institutions and organizations. (e.g. soup kitchens, tutoring younger children, visiting nursing home facilities, etc.)
- Maintain clear budget and spreadsheets on all activities.
- Adhere to school and diocesan policies regarding field trips and ordering supplies.
- Stay abreast of current developments in the area of campus ministry.
- Utilize summer months to prepare for coming year by organizing for retreats, mission work, etc. This includes travel on service trips, exploration/travel to potential retreat sites, mission work locations, etc.

## **Working Conditions**

- Position is a full time, year-round position at Oakland Catholic High School that will require some evening and weekend duties, as well as some travel for retreats, parent/admissions programs, summer service projects, and mission trips.
- Space provided for meeting/engaging with students, as well as equipment needed to perform job.
- Laptop and workspace are provided.
- Rewarding work/life balance with flexible hours in the summer months and vacation in addition to school holidays.
- Salary commensurate with qualifications and experience.