ASSISTANT DIRECTOR OF CAMPUS MINISTRY
April 21, 2016

BREBEUF MISSION STATEMENT
Brebeuf Jesuit, a Catholic and Jesuit school, provides an excellent college preparatory education for a lifetime of service by forming leaders who are intellectually competent, open to growth, loving, religious and committed to promoting justice. Fostering a culture of understanding and dialogue, Brebeuf Jesuit seeks and welcomes students from diverse religious, ethnic and socio-economic backgrounds. Students at Brebeuf Jesuit are called to discover and cultivate the fullness of their God-given talents as a responsibility and as an act of worship.

CAMPUS MINISTRY VISION STATEMENT
The vision of Campus Ministry is to be a driving force in the school where the Catholic and Jesuit identity of Brebeuf Jesuit becomes a lived reality. We seek to nurture within every student “a personal friendship with a loving God,” which will enable them to live their lives in service to others. We do this by providing a pastoral presence as well as coordinating liturgical celebrations, Catholic Mass, traditional Catholic devotions, prayer services, faith-based retreats, and contemplative prayer. As a school which functions in an inter-religious context, we foster unity by offering prayer experiences from different religious traditions.

PURPOSE
In collaboration with the Director of Campus Ministry, to carry out and develop the ministry’s programs - retreats, Masses, prayer services, leadership recruitment and training, archdiocesan programs faith-sharing groups, and in the day to day care of the student and adult population.

ACCOUNTABILITY
The Assistant Director of Campus Ministry reports to the Director of Campus Ministry who in turn reports to the Vice President for Mission and Identity.

JOB RESPONSIBILITIES
• Plan, coordinate, organize and implement all-school Masses, Family Masses, class Masses, holy day Masses, retreat Masses, and senior Baccalaureate Mass
• Collaborate with Choir Director in selecting, planning for, and executing music for liturgies, including all-school Masses, Family Masses, Holy Day Masses, and Baccalaureate Mass
• In conjunction with director of campus ministry plan and organize special Advent and Lenten Reconciliation services
• In conjunction with director of campus ministry plan and organize monthly inter-religious prayer services
• Promote all liturgies and prayer services
  o Provide consistent, effective and timely advertising for liturgies and prayer services to students, faculty/staff, parents, and alumni, as appropriate
  o Provide energy and enthusiasm for school liturgies; get students excited
  o Collaborate with: principal’s office, leadership team, department chairs, Religious Studies Department, and the office of Institutional Advancement
• In conjunction with director, plan, recruit leaders, direct, evaluate and revise as needed 12-16 student retreats (1-3 days each) (involves availability outside regular hours)
• Coordinate and execute 2 Athletic Team Retreats per semester
• Train student leaders for retreats, Mass ministries, prayer services, etc.
• In conjunction with director of campus ministry plan, organize and lead monthly Kairos Fourth Day dinners and meetings; communicate and coordinate dinner details with Mother’s Association committee members
• Organize and develop a small-group faith-sharing program
• Develop or supervise work with retreat photos and music, and training presentations
• Organize or assist with special services as needed
• Advertise, recruit and organize BJPS student involvement in archdiocesan programs: Fatima Sophomore Leadership Program, Archbishop’s Mass with Seniors
• Participate in school committees and task forces as invited or requested
• Work toward completion of BJPS Strategic Plan tactics, ISACS goals and Ignatian Identity Review (IIR) recommendations as they occur
• Maintain a team focus by working closely with Community Service, Religious Studies and Institutional Advancement
• Interact with all students and be present around the school, in the cafeteria, at sporting and fine arts events, etc.

CREDENTIALS

➢ REQUIRED
  ✓ BA in Theology/Ministry
  ✓ Practicing Roman Catholic
  ✓ Thorough knowledge of Catholic liturgy and ability to plan and execute liturgical services, including the Mass
  ✓ Evidence of effective organizational and interpersonal skills in context of teamwork
  ✓ Sensitivity to inter-religious dynamics of community
  ✓ Commitment to a faith which does justice, and have the desire and ability to promote and instill this commitment in students
  ✓ Ability to nurture prayer, liturgy, and ritual into the daily life of the school

➢ PREFERRED
  ✓ MA in Theology/Ministry (or equivalent)
  ✓ Youth Ministry Certification
  ✓ Experience with retreat organization and/or leadership training
  ✓ Computer knowledge, especially digital photo software
  ✓ Openness to meet with a spiritual director once a month
  ✓ Openness to making a 19th Annotation Retreat