Reports To: Head of Faith and Formation

Job Status: 10 month, full-time, exempt

Salary Information: Salary will be commensurate with experience. Full benefits and a 401(K) retirement savings program included.

Description: JSerra Catholic High School is looking for an enthusiastic Campus Minister who will work to support and implement the vision of the Director of Campus Ministry. The ideal candidate for this position would be an individual who is prayerful, faithful to the teachings of the Magisterium of the Catholic Church, trained in Catholic youth ministry, and possesses a degree in ministry or theology. We are looking for an individual who will offer talents and experience at JSerra that would allow him or her to flourish in in the Orange.

Responsibilities

- Help develop, plan, schedule and lead 9 yearly high-school retreats
- Attend and supervise retreats including the ability to lead music for worship on all retreats, including:
  - Prepare talks, small group questions, activities and games for 9 HS retreats
  - Follow up with students after retreats in relational ministry, lead small groups on retreat and weekly discipleship groups after retreats
  - Assist with organization, set up and running of 10 Middle School retreats per year
  - Coordinate, organize, prepare, and attend weekly RCIA program events
- Weekly school-wide Mass
  - Recruit, schedule and train lectors and gift bearers
  - Update weekly readings and song lyrics for screen display at mass
- Tuesday Night Lights/ XLT
  - Help organize, promote, and attend weekly catechetical evenings and monthly XLTs
  - Oversee student volunteer involvement at such events
- Relational ministry/spiritual advising
  - Advise and mentor 6 or more core member students for 30 minutes every 2 weeks
  - Seek out students during breaks, lunchtime and after school to build relationships
  - Attend 2 extracurricular events per month (sports activities, plays, band concerts, etc.)
- Help organize and run quarterly confessions

Knowledge, Skills, and Abilities

- Excellent interpersonal communication skills – both in writing and as a speaker
- Knowledgeable in Microsoft Office

Education & Experience

- Bachelor’s degree required

Special Qualities & Characteristics

- Passionate for the mission of JSerra (i.e. the integral formation of students’ faith, intellect, and character)
- Deep appreciation for the Catholic faith and a commitment to the teachings of the Church
- Strong initiative and desire to work in a highly collaborative environment
- Superior rapport with parents, students, and staff