The Institution:

Holy Ghost Preparatory School (HGP) is an independent private Roman Catholic secondary educational institution founded by the members of the Congregation of the Holy Spirit, the Spiritans. HGP is dedicated to the quality education of college-bound young men through a commitment to excellence in liberal arts and sciences education and through a deep concern for moral, spiritual and ethical values grounded in the traditions of the Congregation of the Holy Spirit. This tradition fosters the development of community in “one heart and one mind”, the cultivation of each student’s unique gifts, academic excellence, and generous service to the poor.

Position Summary:

The Director of Campus Ministry and Service oversees and coordinates the aspects of faith formation related to ministry and service. As a member of the Administrative Team, the Director works with the Principal and other key members to develop a ministry and service program with a special focus on the school’s mission and Spiritan identity. The Director empowers students to live lives of faith through service and leadership.

In addition, the Director is responsible for planning and directing all HGP sacramental celebrations, and collaborating with appropriate faculty, administration and students.

The Director is also responsible for overseeing, developing, planning and implementing new and existing service programs and activities. A special emphasis will be given to encouraging and developing student leadership initiatives and service immersion and learning opportunities.

Essential Functions:

I. Coordination and Development of Campus and Peer Ministry Activities

- Plans and oversees all liturgies.
- Works with his/her team of student Campus and Peer Ministers to maintain existing programs and activities and develop and implement additional spiritually enriching activities and programs.
- Coordinates with Priests, Music Director and Chair of Religion in the planning of liturgies and goals of Campus Ministry.
- Recruits and trains Lectors, Altar Servers, Ministers of Hospitality, Sacristans and Prayer Ministers and Ministers of Holy Communion.
- Serves as HGP’s liaison with the Archdiocese of Philadelphia.
- Oversees and maintains care of the chapel.
- Develops and manages budgets related to the Office of Campus Ministry.

II. Retreat Initiatives
● Plans, develops and implements a comprehensive and coordinated retreat program across the four years.
● Recruits and trains student leadership for all retreat and retreat programing, including but not limited to HGPACT and Day of Reflection.
● Recruits and trains faculty leadership for all retreat and retreat programming (HGPACT retreats and Day of Reflection).

III. Service Program Initiatives

● Oversees, develops and maintains a comprehensive and coordinated full immersion service learning program for students and faculty.
● Provides opportunities for individual growth and reflection with the service programs.
● Fosters student engagement with the local and larger community through service projects and other opportunities.
● Collaborates with faculty and administrators to create and implement service initiatives.
● Maintains and creates relationships with area agencies and organizations.

IV. Administrative Office

● Supports the School and its leadership.
● Work as a classroom teacher in the Religion department.
● Works collaboratively with Principal and faculty to develop retreat and service initiatives.
● Represents the School at various events relative to the role of being Campus Minister and Director of Service.
● Performs all other duties as assigned by the Principal.

**Essential Skills, Requirements, Education and Experience:**

● Commitment to embracing Catholic education, specifically the mission of Holy Ghost Preparatory School.
● MA or M.Ed. in Theology, Religious Studies or Pastoral Ministry with a minimum of five years’ experience in the field.
● Exceptional personal integrity and commitment to results.
● A team player and team builder that has a passion for and commitment to achieving excellence in all aspects of the School’s mission.
● Proven success developing and managing relationships with students, colleagues, and service agencies.
● Demonstrated leadership and effectiveness in developing a long-term strategic vision related to Campus Ministry and Service initiatives.
• Ability to represent the School at appropriate events relative to the role of being Campus Minister.
• Ability to develop and manage budgets related to the Office of Campus Ministry.
• Strong organizational, leadership, and written and verbal communication skills.