SAINT GERTRUDE HIGH SCHOOL
JOB DESCRIPTION

Job Title: DIRECTOR OF CAMPUS MINISTRY

Reports To: Head of School

FLSA Status: Non-Exempt/Part-Time

Regular Hours: 20 hrs/week
(higher if teaching Theology)

Job Summary:
Under the supervision of the Head of School, the Director of Campus Ministry supports the creation of an environment that encourages and guides all members of the School community to contribute to the Catholic-Benedictine identity of Saint Gertrude High School, and provides spiritual-pastoral support for the students, faculty and staff.

In collaboration with the administration, the Benedictine Sisters’ Director of Mission Integration, School Chaplain, faculty and staff, parents, students, and local parishes, the Director of Campus Ministry brings to life a campus rich in spiritual growth, prayer, and discipleship opportunities; the Benedictine charism; sacramental experiences; social justice work; and, preparation of leaders in service for the Church and society.

With Religious Certification, may also serve as a part-time faculty member in the Theology Department.

Essential Duties and Responsibilities:

A. Forming a Faith Community
   • Facilitates an atmosphere of Benedictine hospitality where all feel welcome
   • Acknowledges and celebrates diversity within the School community
   • Communicates regularly with the Head, OSB Director of Mission Integration, Deans, School Chaplain, faculty, staff, students, and parents regarding Campus Ministry activities, programs and projects
   • Works collaboratively with the administration, Development, Alumnae Relations, and PTSO in the development of faith-centered programs that involve alumnae, benefactors, and parents
   • Provides Benedictine formation orientation for new faculty, staff and Board members

B. Fostering Spiritual Growth
   • Provides opportunities for others to deepen their relationship with Christ
   • Organizes, plans and implements an effective optional retreat program for students, faculty, parents and staff that contributes to community building, faith development, evangelization and leadership enrichment
   • Provides pastoral counseling and spiritual support for members of the Saint Gertrude High School community.

C. Discipleship
   • Models and facilitates on-going reflection on Catholic-Benedictine values and identity, and on the Mission of Saint Gertrude
• Organizes, motivates, and initiates various ministry-related programs with students, faculty, staff, and parents
• Coordinates the annual Faculty and Staff Retreat

D. Liturgy, Prayer and Sacramental Experiences
• Plans and oversees a variety of prayer experiences, both personal and communal, as well as seasonal
• Provides opportunities for students, staff and faculty to plan and celebrate the Sacraments, especially the Eucharist and Reconciliation, including penance services during Advent and Lent
• Coordinates liturgical celebrations including monthly school-wide or class Masses, weekly Chapels, and faculty prayer services with the School Chaplain and local parish priests
• Organizes training for student liturgical ministers, extraordinary ministers of the Eucharist, lectors, servers and all other students involved with liturgical celebrations
• Assists the Music director in the selection of appropriate music that will enhance student participation in school liturgies
• Coordinates the use of the chapel

E. Social Justice
• Nurtures students in social consciousness based on the Gospels and Catholic Social Teaching
• Empowers students to work for justice and service
• Organizes, plans and implements service-immersion programs both in the region and in developing countries
• Infuses the concepts of justice, peace, human dignity, and the integrity of creation into all aspects of ministry, and supports faculty in infusing these concepts in the classroom across all disciplines

F. Preparation of Leaders for the Church and Community
• Forms and moderates the student Retreat Team.
• Encourages students to discern the vocation for which God has created them
• Insures an awareness of missions and vocations through such activities as inviting guest speakers
• Provides opportunities for students to lead various activities to be prepared for leadership roles
• Coordinates individual follow-up with students interested in missions and vocations

G. Part-Time Theology Faculty
• May teach one or more sections of Theology (Religious Certification required)

Additional Responsibilities:
• Is visible and present on the School campus and at School activities
• Maintains a close relationship with the School Chaplain, Class Chaplains, the Diocese of Richmond, local pastors, youth ministers, other schools and the community at large
• Attends to own personal, professional and spiritual development
• Oversees the budget process for campus ministry activities
• Attends Benedictine conferences and meetings for campus ministers
• Stays abreast of current developments in the area of school/campus ministry
• Is available to students, faculty, staff, and parents for spiritual-pastoral support
• Trains, prepares and assigns student altar servers and lectors for all liturgies
• Assists Theology faculty on joint programs and SOS when asked
• Consults with the Dean of Student Life on issues pertaining to student life and activities
• Other duties as assigned by the Head of School

Job Requirements:
• Demonstrates personal self-discipline, and is adaptable and flexible in routine and unexpected situations
• Has excellent skills in communication, and demonstrates initiative, creativity, and problem solving capabilities
• Able to work well in a team setting and with volunteers
• Exhibits good humor and kindness
• Utilizes 21st century technology effectively and appropriately

Qualifications:
• Bachelor’s degree in Theology; Master’s degree in Theology, Pastoral Studies, Ministry or related preferred
• Practicing Catholic who is joyfully faithful and in good standing with the Church
• Experience working in youth ministry or youth activities
• Must have Religious Certification if interested in teaching Theology

To Apply
Applicants are requested to submit a cover letter addressing their unique qualifications for this position, along with resume, contact information for three references (will notify candidate before contacting), and three years’ salary history to kpeters@saintgertrude.org.

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