Campus Minister Job Description
Boston College High School

Campus Ministers are charged with making available to the school community opportunities for worship, retreat, service, and pastoral counseling. The Principal, upon the recommendation of the Director of Campus Ministry and the Vice-Principal of Mission and Ignatian Identity, appoints Campus Ministers. Campus Ministers report directly to the Director of Campus Ministry.

Each Campus Minister:

- Is a member of the Campus Ministry Team;
- participates in weekly staff meetings;
- attends general faculty meetings and school events mandated by the Principal;
- assists in the design, preparation and implementation of school liturgies, retreats, and service programs, and other spiritual development and counseling programs under the direction of the coordinator of a given activity;
- offers pastoral care and counseling to students, faculty, parents, and alumni as needed;
- works with guidance counselors, teachers, and administrators to support the emotional, psychological, and spiritual well being of students.
- works in a supporting capacity with the Directors of Diversity and Service, and the adult formation efforts of the Rector and the VPIMI.

In addition, each campus minister takes responsibility for some of the following Campus Ministry activities:

- **Liturgy Club**: Directs this student group in managing the all-school morning prayer and the weekly examen. Also invites and teaches the students how to both participate in liturgies and prayer services as well as to plan them.
- **Arrupe Division Retreats and Spiritual Opportunities**: Lends support or leads if need be, Arrupe Division retreats and spiritual activities that are organized and/or approved by the Arrupe Division Religious Education Teachers.
- **Freshman/Sophomore Retreats**: Responsible for the overall implementation of the series of days of reflection for the sophomore class and the Freshman Day of Reflection; oversees the design of the retreats; trains and prepares all participants; leads the retreat; arranges for the facility, transportation, and
supplies; communicates with parents and faculty about the program.

• **Junior/Senior Retreat Options:** Selects and trains student and faculty team members for retreats; may be the on-site leader of the retreats

• **Senior Mentor Program:** Responsible for the overall implementation of the Senior Mentor Program; oversees the selection of mentors; provides them with training and on-going support; obtains feedback and evaluation of the program; works with the administration and MMP teachers.

• **St. Louis Project:** Responsible for training and directing both student and adult leaders who take out students each week to downtown Boston to give meals and companionship to homeless men and women. Campus Ministers are also responsible for the ongoing community awareness of the St. Louis Project and advocacy with respect to issues surrounding homelessness.

To apply, send resume and letter of interest to John Mark, Director of Campus Ministry, John Mark – jmark@bchigh.edu