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| Position/Title | Director of Campus Ministry |
| Reports To | Principal |
| Overall Responsibility | <p>Guided by the mission and values of the school inspired by the Dominican Sisters of Sinsinawa, the Director of Campus Ministry is responsible for the development and implementation of all religious and service activities sponsored by the school. The Director of Campus Ministry promotes the spiritual and personal formation of students, faculty, and staff through rich, Catholic, Sinsinawa Dominican programming. The Director of Campus Ministry works in collaboration with the Religious Studies Department, the Sacristan, Student Services, and the Principal in developing and promoting liturgical, pastoral, and religious activities. The Director of Campus Ministry reports to the Principal.</p> <p>The Director of Campus Ministry is responsible for oversight of the entire Campus Ministry program including:</p> <ul style="list-style-type: none"> ● Liturgical Ministries ● Retreats ● Service and the Service Coordinator ● Peer Ministry and the Dominican Preaching Team ● Pastoral Ministries ● Department Chair and Instructional Leadership Team <p>Essential Duties and Responsibilities</p> <p><i>Liturgical Ministries</i></p> <ul style="list-style-type: none"> ● Oversee, in collaboration with the Campus Ministry team and the Peer Ministry classes, all prayer, worship, sacramental, and liturgical activities of the school. ● Coordinate student and faculty liturgical ministries including set-up, reading, serving, music, clean-up, and break-down. ● With the school Sacristan, coordinate priests for all Masses, including all-school, first Friday, Tuesday morning, and Memorial Masses. <p><i>Retreats</i></p> <ul style="list-style-type: none"> ● Plan, coordinate, and oversee, in collaboration with the Campus Ministry team and the Assistant Principal, all grade-level retreats. ● Plan, coordinate, and oversee, in collaboration with other faculty, the Senior CROSS Retreat. ● Plan, coordinate, and oversee retreats for faculty and staff. ● Promote diocesan sponsored events and retreats for youth to all students. <p><i>Service:</i></p> <ul style="list-style-type: none"> ● Support the Service Coordinator in implementing and managing the service program. <p><i>Peer Ministry and Dominican Preaching Team</i></p> <ul style="list-style-type: none"> ● Teach the Peer Ministry course as part of the Religious |

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| | <p>Studies Department.</p> <ul style="list-style-type: none">● Oversee and coordinate the student representatives of the Dominican Preaching Team.● Attend the week-long Dominican High School Preaching Conference at the end of June 2023 with the student representatives of the Dominican Preaching Team <p><i>Pastoral Ministries</i></p> <ul style="list-style-type: none">● Provide spiritual development and pastoral support for students, faculty, and staff as needed in keeping with the mission of the school to support all students in all aspects of their lives. <p><i>Department Chair and Instructional Leadership Team</i></p> <ul style="list-style-type: none">● Serve as the Campus Ministry department chair, which includes supervising the Service Coordinator, facilitating regular department meetings, managing the Campus Ministry budget, and participating in the Instructional Leadership Team with other department chairs and the Principal. |
| <p>Requirements</p> <p>Skills, Knowledge & Abilities</p> | <p>The applicant must have a dedication and commitment to carry out the mission of the school and should be a practicing Catholic in good standing.</p> <p>Education: Bachelor’s degree in a relevant field</p> <p>Experience: At least 3 years of Campus Ministry or Youth Ministry experience is preferred, but not required</p> <p><i>Mission</i></p> <ul style="list-style-type: none">● Support and uphold the philosophy of Catholic education and the Sinsinawa Dominican mission and values of the school● Act as a witness to Gospel values by modeling the teachings of the Roman Catholic Church● Support and adhere to the Standards of Conduct and policies and procedures of the school● Understand and support the role in admissions, development, and advancement <p><i>Knowledge</i></p> <ul style="list-style-type: none">● Must have experience or a desire to work in a Catholic school.● Demonstrated ability to develop, maintain, and manage appropriate relationships with teenagers. <p><i>Skills</i></p> <ul style="list-style-type: none">● The applicant must possess strong computer skills.● The applicant must possess the ability to communicate in spoken and written word to all stakeholders.● The applicant must possess excellent organizational, communication and interpersonal skills.● The applicant must have the ability to establish a strong rapport with all stakeholders through positive |

representation and communication.

- The applicant must be able to manage many tasks and responsibilities simultaneously.

Attributes

- The applicant should be professionally calm and motivationally intense.
- The applicant must embrace a high level of accountability.
- The applicant should maintain emotional control under stress.
- The applicant should be a flexible thinker but a believer in planning and preparation.
- The applicant should reflect a balanced quality lifestyle evidenced by personal habits: spiritually, physically, emotionally, and mentally.
- The applicant should be able to function at a high capacity in a fast-paced environment.
- The applicant should demonstrate the ability to be consistent in decision-making.
- Ability to establish and maintain cooperative and effective working relationships with others.
- Ability to communicate effectively orally and in writing.
- Perform all other related work delegated or required to accomplish the objectives of the total school program.
- Knowledge of and experience with relevant technology.
- Meet professional teacher education requirements of school, state, and Dominican Order.
- Competencies include: student-centered commitment to teaching, communication proficiency, decision making, personal effectiveness/credibility, stress management/composure, learning orientation, time management, and reliable attendance.