St. Mary Catholic Schools
Grades P3-12

**POSITION DESCRIPTION**

**Title:** High School Campus Minister
**Reports to:** High School Principal

**Mission:**
The mission of the Campus Minister is to build and nurture the Catholic faith within the SMCHS faith community. The Campus Minister will make the components of youth ministry—worship, service, justice and leadership—part of the high school experience; will promote and grow students' personal relationship with Jesus Christ through clubs, service opportunities, retreats, counseling, and liturgy; will provide a unique bond to the parishes and Diocese of Green Bay.

**Responsibilities:**

- Plan and coordinate school prayer experiences
  - Reconciliation and liturgical services
  - Advent and Lenten celebrations
  - Lead prayer at assemblies and events
- Plan and coordinate experiences that develop faith, community, and Christian leadership
  - Retreats
    - Set dates based on high school schedule
    - Plan and coordinate schedule of activities and presentations
    - Coordinate arrangements of retreat: transportation, food, fees, permission
    - Direct and participate in retreat
  - Parish outreach- encouragement in student involvement in parish programs
  - Look for missionary opportunities
- Lead and develop campus ministry clubs (Teens for Life, donation drives)
- Plan and coordinate service opportunities and graduation requirement
  - Plan school wide service day (Locations, community contacts, and student groups)
  - Devise a service program and appropriate record keeping methods
- Collaboration and Communication
  - Communicate with families about student updates and campus ministry programming
  - Partner with religion studies teachers to enhance and promote instructional learning opportunities
  - Collaborate with Chaplain, parish priests, and middle school campus minister regarding liturgy, sacrament, and prayer service schedules
  - Work with SMCS BOT Catholic Identity committee to carry out key initiatives

**Requirements:**
Bachelor degree in related field, preferably Theology or Religious Studies and certification in Youth Ministry from an accredited college or from a Catholic Diocese. This person should be an active, committed Catholic with strong organizational and relational skills, maturity and morals.

*I accept the above responsibilities and by signature indicate my willingness to enthusiastically participate in the implementation of the faith community.*

*I can perform the above duties with or without reasonable accommodations.*

Signature _____ Date _____