

# ST. IGNATIUS CATHOLIC SCHOOL

## JOB DESCRIPTION

### Campus Minister

**Job Title:** Campus Minister of St. Ignatius Catholic School

**Purpose:** The Campus Minister at St. Ignatius Catholic School helps create an environment which encourages and guides all members to contribute to the Catholic identity of the campus and the formation of a faith community which responds to the spiritual needs of the students, teachers, staff, and parents. In collaboration with the Pastor, the Parish's Director of Religious Education, the Senior Leadership Team, and faculty, the campus minister brings to life a campus rich in the School's charism, spiritual growth, prayer, and discipleship as articulated in the Archdiocese of Detroit's vision of "*Unleashing our Catholic Schools*".

**Reports To:** The Principal

#### **Qualifications:**

The qualified candidate must:

- Be an active, practising member of the Roman Catholic faith with an active sacramental and faith life.
- Possess a B.A. (a Master's preferred) degree in Theology, Pastoral Ministry, Religious Studies or related field.
- Possess the Archdiocese of Detroit Catechist Certification or committed to take this necessary step to achieve this certification as well as ongoing formation.
- Be a Catholic in good standing who embraces and transmits the Catholic Church's teachings on matters of faith and morals.
- Three years' experience with youth, young adults and parish ministry or related field as well as 3 years' experience teaching religious education at the primary level.
- Proven ability to empower a Christian to be an effective channel of God's love and build Christian community by nurturing relationships and long-term spiritual growth of a group.

#### **Knowledge, Skills and Abilities Required:**

- Knowledge and understanding of the New Evangelization, methodology and best practices with the goal of international discipleship.
- Proven ability to share the faith with others that draws them to become disciples of Jesus and responsible members of His Church.
- Demonstrates personal self-discipline, is adaptable and flexible in routine and unexpected situations.
- Has skills in communication, initiative, creativity, and problem solving.
- Be an excellent team player committed to the Catholic ethos, values, and aims of the School and be committed to the holistic development of children.
- Have excellent knowledge of Safeguarding and Child Protection good practice with recent, relevant training.
- Uses effective instructional tools to perform both formative and summative assessments.
- Utilizes effectively and appropriately 21<sup>st</sup> century technology.
- Understanding the Archdiocese of Detroit's religion standards.

## **Key Responsibilities:**

### **1. Support the Catholic Life of the School**

- a. The model of leadership in any Catholic apostolate is Jesus Christ. The campus minister therefore models the Catholic ethos of the School through actions and relationships.
- b. Provide pastoral, academic and behaviour support for children in accordance with School policies and procedures.

### **2. Forming a Faith Community**

- a. Facilitates an atmosphere of Christian hospitality where all feel welcome, based on Catholic faith, traditions, and rituals.
- b. Acknowledges and celebrates diversity within the School community.
- c. Communicates regularly with the Principal, Pastor, Director of Religious Education, faculty, staff, students, and parents regarding campus ministry, activities, programmes and projects.
- d. Work collaboratively with the administration in the development of faith centered programmes that involve alumni, benefactors, and parents.
- e. Implements outreach to school students, families, and faculty.

### **3. Spiritual Growth**

- a. Provides opportunities for others to deepen their relationship with Christ.
- b. Organizes, plans, and implements an effective retreat programme for students, faculty, parents, and staff that contributes to community building, faith development, evangelization, and leadership enrichment.
- c. Develop missionary discipleship strategies where the goal is to encourage faculty, students, and families to become actively involved in the community of faith, transforming the culture.

### **4. Organizing and Co-ordinating Prayer, Liturgical Services & Events**

- a. Ensure the overall planning and smooth operation of the School Liturgy, Adoration, retreats/camps, etc.
- b. Offers a variety of prayer experiences, both personal, communal, and seasonal.
- c. Provides opportunities for students, staff, and faculty to celebrate the Sacraments, especially the Eucharist and Reconciliation, including penance services during Advent and Lent.
- d. Co-ordinates liturgical celebrations including the weekly Mass with the Pastor and/or Associate Pastor.
- e. Assist with the selection of appropriate sacred music that will enhance student participation at school liturgies.

### **5. Discipleship**

- a. Organizes, motivates, and initiates various ministry-related programmes with students, faculty, staff, and parents.
- b. Nurtures students in social consciousness based on the Gospels and Catholic Social Teachings.
- c. Infuses the concepts of justice, peace, human dignity, and the integrity of creation into all aspects of ministry.

### **6. Preparation of Leaders for the Church**

- a. Encourages students to discern the vocation for which God has created them.
- b. Provides opportunities for students to lead various activities to be prepared for vocation and leadership roles.
- c. Maintains information on vocations to the priesthood and religious life that is readily available for students on campus. Co-ordinates individual follow-up with interested students including referral to vocation directors and vocation retreats.
- d. Co-ordinates and organizes the annual vocation fair.

**7. Teaching Religious Education to Students at the Primary Level**

- a. Provide religious education to Nursery – Year 6 students.
- b. Evaluate Nursery - Year 6 religion curriculum and support teachers in the implementation of the Encounter, Grow, Witness Model to teach religion standards as well as integrate Gospel values into the core curriculum,
- c. Provide communication to parents including writing of formal reports, and meeting with parents regarding their child's progress.
- d. Keep good records of the progress of children in the class/group and to be able to use the formal assessment of the school, both for formative and summative purposes.

**8. Additional Job Functions:**

- a. Is visible and present on the school campus and at school activities.
- b. Is available to students, faculty, staff, and parents.
- c. Maintains a close relationship with the Pastor, Associate Pastor, and the Director of Religious Education.
- d. Attends to own personal, professional, and spiritual development.
- e. Stays abreast of current developments in the area of school/campus ministry.
- f. Willing to and able to work after school and on weekends as needed.
- g. Organize, appropriate material and resources for students engaged in learning.
- h. Performs any other job-related tasks deemed necessary and/or assigned by the Principal.

**Review:**

This Job Description will be reviewed at the beginning of each academic year or earlier, if necessary. In addition, it may be amended at any time after consultation.