



Central Catholic

HIGH SCHOOL

Central Catholic High School is a college preparatory school committed to educating students from diverse backgrounds in a Catholic community, challenging each individual to live as a Christian witness in service to others.

JOB TITLE: Director of Campus Ministry

POSITION PURPOSE: The Director of Campus Ministry is the administrative member of the Campus Ministry team and works under the supervision of the Principal. The Campus Minister directs retreat programs and works with the Campus Ministry team to prepare all liturgies and prayer services, as well as providing pastoral care to students and encourages spiritual and moral growth. The Campus Minister is a fully initiated member of the Catholic Church, nourishes his/her faith through ongoing spiritual formation and prayer, and publicly adheres to Church teachings.

EDUCATION AND/OR EXPERIENCE:

- Practicing Catholic with an active sacramental and faith-life and in good standing with the Church
- Bachelor's degree
- Has or working toward Religion Certification
- Religion Certification renewed every three years
- Considerable knowledge of retreat, service, and liturgy

SPECIAL REQUIREMENTS:

- Demonstrates personal self-discipline, is adaptable and flexible in routine and unexpected situations
- Has skills in communication, initiative, creativity, and problem solving
- Able to work in a team setting
- Utilizes effectively and appropriately 21st century technology
- Excellent organizational and communications skill
- Excellent verbal and written communication skills
- Ability to work flexible hours as necessary

ESSENTIAL JOB FUNCTIONS

- Facilitates an atmosphere of Christian hospitality where all feel welcome, based on Catholic faith traditions and rituals and provides opportunities for students to deepen their relationship with Christ
- Acknowledges and celebrates diversity within the school community
- Communicates regularly with the principal, chaplain, faculty, staff, students, and parents regarding campus ministry activities, programs and projects
- Organizes, plans and implements an effective retreat program for students that contributes to community building, faith development, evangelization and leadership enrichment
- Offers a variety of prayer experiences, both personal, communal, and seasonal
- Provides opportunities for students, staff and faculty to celebrate the Sacraments, especially the Eucharist and Reconciliation including penance services during Advent and Lent
- Nurtures students in social consciousness based on the Gospels and Catholic Social Teachings
- Infuses the concepts of justice, peace, human dignity, and the integrity of creation into all aspects of ministry
- Encourages students to discern the vocation for which God has created them

- Provides opportunities for students to lead various activities to be prepared for vocation and leadership roles
- Works in cooperation with the Religion Department
- Works in conjunction with the Director of Christian Service
- Serves as the liaison to the wider Archdiocese

PHYSICAL DEMANDS: While performing the duties of this job, the employee is required to stand, walk, stoop, talk, reach, sit, hear, handle and perform repetitive motions of the hands/wrists and feet. Lifts and moves items up to 50 pounds.

JOB CONDITION: Work is performed both indoors and outdoors, under continual, tight deadlines.

The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISES: Supervision of Campus Ministry Team and the Campus Ministry Administrative Assistant

Compensation: Commensurate with experience

Start Date: July 1, 2019

Length of Contract: 210

Application Deadline: April 30, 2019

Questions concerning this position should be directed to Sherril Acton, Administrative Assistant, Central Catholic High School, 503-235-3138.

Application Process: Please email or fax application, cover letter, resume and three letters of reference to Sherril Acton at sacton@centralcatholichigh.org or fax #503-233-0073.

NOTE: This job description does not imply that the above functions are the only tasks that may be performed. Employees will be expected, if possible, to follow any other job-related instructions and perform any other job-related tasks as directed by the principal.

Additional Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

Central Catholic High School seeks a student body and faculty who reflect diversity in gender, ethnic background, and socio-economic status. Such (diversity encompasses more than multicultural representation; it also means the broadening of the educational experience to develop an understanding of the various geographic, cultural, gender, ethnic, racial, and religious heritages and traditions). As a Central Catholic employee, you are called upon to be a role model and a witness to the Gospel of Christ. Your main charge is to be engaged in creating an atmosphere in which the religious faith of each individual student as well as their intellectual, moral, and physical capacities can be developed.