

### Department of Campus Ministry

The Campus Ministry Office is responsible to the Principal in all its actions and decisions. The Campus Ministry Team (CMT) seeks to provide students and all members of the Saint Joseph Academy community with tangible experiences of a lived Christian community which permeates all facets of school life. The growth of faith, development of Christian relationships, and outreach to the local community are primary concerns of Campus Ministry. The goals and philosophy of Campus Ministry incorporates those of the National Directory for Catechesis, the Marist Brothers, and Saint Joseph Academy.

#### **Minimum Qualifications:**

- ❖ Must be an active and practicing Catholic in good standing with the teachings of the Catholic Church.
- ❖ Possess a bachelor's degree in theology (if teaching a class) and have experience working in youth, young adult and campus ministry settings.
- ❖ Demonstrates openness to becoming acquainted with our Marist charism and engage in ongoing faith formation programs.
- ❖ Have good listening skills, crisis intervention and referral skills, group processing and facilitation skills; organizational skills, including time management, delegation, planning, and budgeting.
- ❖ Have the ability to communicate effectively (oral and written) and work in a collaborative setting and possess sound computer skills in Microsoft Office, Excel, and PowerPoint

#### **Campus Minister Specific Responsibilities:**

1. Participates actively with a spiritual director at the expense of SJA.
2. Oversees the preparation of school, class, and other liturgies; works together with the music director for liturgical preparation.
3. Prepares prayer experiences for faculty and staff such as Marist Mondays, faculty retreats, special events, and school projects and oversees the Marist Mentoring Program.
4. Organizes the Junior Ring and Graduation Masses in collaboration with the Associate Campus Minister

5. Recruits and develops students and faculty members for liturgical service as lectors, ushers, and prayer readers, with special training in regard to seniors being installed as extraordinary ministers of the Eucharist.
6. Develops, administers, evaluates, and directs retreat experiences for all grade levels.
  - a. Staffing and training
  - b. Purchasing
  - c. Contracts with venues/services
  - d. Calendar administration
  - e. Communication with parents/permission forms
7. Plans special events to foster and promote school spirit, a sense of community, and our Marist charism (family and alumni retreats, prayer services, etc.) and is responsible for the upkeep of the school chapel.
8. Responsibly maintains the upkeep of the school chapel, vestments, and liturgical supplies.
9. Serves on the New Student Orientation Team.
10. Works closely with the Religious Studies Department in evaluating programs and implementing all manner of religious activities.
11. Teaches the Call to Ministry (CTM) course for seniors.
12. Provides pastoral support when requested by any member of the school community and collaborates with school counseling and other departments regarding specific pastoral needs/concerns of students.
13. Supervises the coordinator/s of and coordinates the Marist Youth Program along with the Associate Campus Minister.
14. Collaborates with the Associate Campus Minister in organizing and joining Marist summer programs for students.
15. Supervises the Associate Campus Minister in planning the summer Missions Program and all facets of its implementation.
16. Supervises and participates in community service projects/outreach for individual and school groups (nursing home visits, tutoring, soup kitchen, etc.); trains students and faculty for this ministry.
17. Directs the school Marist Encounter Program.
18. Serves as a liaison between the Marist Evangelization Office and SJA.

19. Coordinates vocation week activities and presentations with the Religious Studies Department.
20. Collaborates with diocesan schools and the Office of Youth Ministry to provide faith formation activities on campus and in partner schools and parishes.
21. Participates in various retreats/conferences organized by the Marist Province when necessary (annual Sharing Our Mission, the Diversity, Equity and Inclusion conference, etc.)
22. Works closely with the Athletic Department to develop and lead seasonal retreats for student athletes and coaches.
23. Assists in revising Campus Ministry sections of the *SJA Student & Parent Handbook* and school website.
24. Assists and supports the Associate Campus Minister in his/her roles as needed.
25. Assists the President in Marist formation for board members.
26. Performs all other duties delegated by the Administration.