



## **NOTRE DAME PREPARATORY SCHOOL AND MARIST ACADEMY JOB DESCRIPTION**

### **Job Description: Campus Minister**

**Employment:** Full time, 10 month position, exempt

**Reports directly to:** Director of Campus Ministry

### **About the school:**

Notre Dame Preparatory School and Marist Academy is a Catholic Marist Sponsored school. It provides its diverse student body, JK through 12, a Catholic and internationally recognized college-preparatory experience of lasting value. We affirm our Marist mission to Work with God to form Christian People, Upright Citizens and Academic Scholars that think, feel, judge and act like Mary, the mother of God and first disciple, in all things.

### **The Vision of Campus Ministry**

Campus Ministry takes on the role of the hands, feet, ears and voice of the Marist Way by implementing ministerial elements to grow the mission of our Marist sponsored school. Campus Ministry creates an environment which encourages and guides all members of Notre Dame to contribute to our Catholic Marist identity through the formation of a vibrant faith community which responds to spiritual and stewardship needs.

### **Role**

The Campus Minister is part of a team of 5-7 Campus Ministry professionals who support the Office of Marist Way bringing alive Marist identity and spiritual formation. The team is committed to drawing the Notre Dame Community members into a relationship with God, inspiring them to know and love God in the way of Mary and living out their personal faith by demonstrating Marist values of humility, listening, caring and awareness. The team works together providing a framework that listens to and responds to the spiritual and stewardship growth needs of the ND community guiding its members toward transformational discipleship.

### **Essential functions:**

- Maintains a special concentration for middle school ministerial needs.
- Provides a spiritual presence and response to the community they serve as minister, pastoral counselor and facilitator.
- Creates and executes retreats, liturgical, prayer and sacramental experiences for and tailored to the unique needs of the Notre Dame community.

- Develops and integrates Advocacy and Stewardship into the curricula, extracurriculars and family life of the community rooted in Marist identity and discipleship.
- Establishes and fosters a vibrant Peer Ministry within the school providing the spiritual and Christian leadership training and tools for the youth and adults involved.
- Recruits, trains and manages youth and adult volunteers and school leadership and staff as needed to support goals.
- A resource for implementing ministerial elements enlivened by Marist spirituality within our community through collaboration with principals, administration, faculty and staff, Diversity, Equity and Inclusion Director, IB coordinators, counselors, coaches, parents, alumni and students.
- Takes part in networking with other Marist sponsored schools and institutions, local Catholic schools, and nonprofit service organizations to resource opportunities for collaboration, leadership, outreach, or immersion experiences.
- Adapts to changing Campus Ministry responsibilities as needs arise through collaboration with the Campus Ministry Director and the Office of Marist Way.

### **Qualifications**

- Active and practicing member of the Roman Catholic faith with a strong commitment and understanding of lifelong faith development and formation of youth and adults.
- Fosters their own personal relationship with God and that of those around them.
- B.A. or M.A. in religious studies/theology, youth ministry, or related field preferred.
- Youth ministry or Catechist certification, knowledge of the Vision for Youth Ministry and Catholic Social Teaching preferred.
- Eager to work in a Marist Sponsored School, learn about and become fluent in the Marist charism and put it into practice in everyday campus life.
- 3 - 5 years' experience in working with youth in a school, parish, or related environment coordinating and/or creating liturgical and prayer services, retreats, pastoral care and faith sharing, justice and service, Christian leadership and community building opportunities or related areas.
- Collaborative and team oriented.
- The ability to author and develop original content or customize materials for prayers, retreat, sacramental experiences and ministerial programs.
- Relates well to middle school and high school students. Supportive of all ethnic, gender, faith and socioeconomic backgrounds.
- Demonstrates effective written and verbal communication, organizational and time management skills.
- Ability to maintain confidentiality and an appropriate pastoral counseling response.
- Knowledge of Microsoft Office and Google Suites, social media tools, and ability to learn Blackbaud and other data management software preferred.

- Experience in public speaking, leading and training teams of youth and/or adults.

**Working Environment**

Mostly school and office, with some outdoor activities and off-site involvement at local non-profit organizations.

School day with some evening, weekends.

Possible travel and off-site workdays involved.

Some light lifting.

**Requirements:**

Fully compliant with Archdiocesan policies and with safe environment/child protection requirements.

**How to Apply:**

Qualified candidates should email their resume and letter of interest to Maureen Radulski, Human Resources Manager [mradulski@ndpma.org](mailto:mradulski@ndpma.org)