



## Director of School Ministry



*Advertising Art and Web Design senior, Hannah, addresses 350 people at the recent BLOCS dinner. To quote Hannah, "I am appreciative of the doors that have been opened, the introductions that have been made, and the confidence I have gained on this non-traditional path to higher education".*

*Be a part of this unique school that offers a different approach to education!*

### What you offer Mercy Career & Technical High School . . .

- Social, emotional, and career planning counseling skills learned while earning your degree in counseling
- Ability to help and motivate the Mercy student plan for the future
- Creative ways to address the social and emotional challenges of the "at-promise" Mercy students
- Competence to advocate on behalf of the student and/or his/her family and take all necessary and reasonable precautions to protect students.

The Director of School Ministry is responsible for the spiritual life and welfare of the school community.

#### General Responsibilities:

Cooperates with the Principal in integrating the Catholic faith and culture and in promoting the Mercy charism into the school's entire program

Cooperates with Administration in implementing all school policies. As part of the solution, faculty and staff should present insights to administration, refrain from negative remarks, and offer constructive criticism

Works in a cooperative capacity with members of the administration, faculty and staff

Informs the Vice Principal of absences due to illness, personal reasons, school-related activities, and when leaving the building during the course of the workday

Assumes responsibilities delegated by the Principal

Participates in meetings identified by the Principal.

#### School Ministry Responsibilities:

Initiates and coordinates, in consultation with the President, Principal and/or Vice Principal, the Christian formation of the students

Forms a ministry team (Mercy Ministers) to monitor the religious atmosphere of the school and to plan and evaluate effectiveness and the schedule of religious activities and service projects

Coordinates chaplain services and extraordinary ministers and submits names to the Principal for approval

Coordinates with faculty and students in conducting and planning religious activities to celebrate Mercy Day, the liturgical seasons of the Church year and significant religious events of Mercy Career & Technical High School (Ring Day Mass, Graduation, etc.)

Organizes, plans, and arranges for student and faculty yearly retreats

Forms on-going prayer groups which offer a variety of prayer styles

Provides liturgies, liturgical services, Communion services, and opportunities for the Sacrament of Reconciliation

Conducts programs to orient the students to the school ministry program

Is present at school events and activities

Informs the school community of pro-life, and major peace and justice issues

Serves as a member of the Theology department

Manages service events and programs and explores additional sites

Works with theology teachers to coordinate Christian Service requirements for students

Establishes a system for tracking service performed by the faculty and staff to include a person's name, service site, and number of volunteer hours.

#### Applicant Requirements:

##### Practicing Catholic

A minimum of a bachelor's degree in theology/religious studies or a related field is required.

Good interpersonal skills and able to work with adolescents

Current technology skills (Gmail, Google apps)

Willingness to learn computer applications used at Mercy Career & Technical High School

Able to obtain required clearances (listed on Work At Mercy web page)

Demonstrates an appreciation of the Catholic faith

##### Schedule and Calendar Considerations:

Work full school day (8:00 A.M. – 4:00 P.M.)

Work full school year (until mid-June)

Availability to accompany students to Christian service sites during the academic year

Participate in Open Houses (two per academic year)

Follow normal school year calendar with holidays and breaks

Check the Mercy CTE website for calendar and other information ([www.mercyccte.org](http://www.mercyccte.org)).

All interested candidates, please email your resume and cover letter to Christian Aument.