



ST. JOHN'S PREP

Assistant Director of Campus Ministry for Community Formation

About St. John's Prep

St. John's Prep is an inclusive, Catholic, Xaverian Brothers Sponsored School for young men in grades 6 through 12. Founded on the Xaverian values of compassion, humility, simplicity, trust, and zeal, we educate students to be, do and stand for good in the world. We enroll approximately 1,500 students from more than 90 communities in Massachusetts, New Hampshire, and Maine.

St. John's is a faith-based community grounded in and fortified by three main cultural priorities: recognizing all people as created in the image and likeness of God, embracing a habit of excellence grounded in a growth mindset, and empowering individuals to be unique expressions of God's love in the world. Strong candidates will embody the Catholic principles and Xaverian values that guide our institution to help foster a supportive and inclusive campus environment. For further information on how faith animates St. John's, please visit our [Statement on Xaverian and Catholic Identity](#).

Position Overview and Responsibilities

The Assistant Director of Campus Ministry for Community Formation is a full-time, eleven-month staff position and reports to the Director of Campus Ministry. The Assistant Director collaborates with the Director of Campus Ministry and members of the Campus Ministry team to create spaces and programs for members of the St. John's Prep community that:

- Foster an understanding of St. John's identity as an inclusive, Catholic, Xaverian Brothers Sponsored School.
- Promote servant leadership.
- Invite members of the St. John's Prep community to embrace all people as created in the image and likeness of God as well as empower members of the Prep community to be unique expressions of God's love to all those whom they encounter.

The primary work of the assistant director will be to minister to adult members (parents, faculty, and staff) of the St. John's Prep community. The ideal candidate will possess a deep understanding and healthy perspective on how to effectively minister to pre-adolescent and adolescent boys, their

families, and the educators who mentor, teach, and coach them. The assistant director must also embody an inclusive understanding of Church and an ability to engage with community members of different and no faith traditions. The assistant director must be a practicing Catholic. The work of the assistant director requires evening and weekend hours. Learn more about [Campus Ministry](#) at St. John's on the school's website.

Some responsibilities of the Assistant Director of Campus Ministry for Community Formation include:

- Develop and facilitate programs that build community, enhance faith formation, and provide opportunities for parents to support each other in their vocation as parents.
- Possesses or develops an understanding of Xaverian spirituality and uses Xaverian spirituality as a lens for all Campus Ministry programs and initiatives.
- Build strong relationships with students, parents, faculty, and staff to promote programs and encourage participation in optional Campus Ministry and Community Formation programs.
- Coordinate daily scripture reflections.
- Plan and facilitate Class Family Masses, the Mass of Remembrance, and Easter Sunday Mass
- Plan and facilitate the Father/Son Retreat, Mother/Son Retreat, and other Parent Retreats
- Chair the Faculty/Staff and Parent Community Formation Committees
- Collaborate with the Community Formation Committees to plan and implement the Faculty/Staff Retreat, prayer services to start professional days, prayer services associated with the Opening and Closing Faculty/Staff Convocations and a variety of community building opportunities and experiences for faculty, staff and parents on and off campus.
- Support the Campus Ministry team in a variety of roles and responsibilities and specifically assisting in planning and facilitating The Prep Leadership Institute (PLI), Sophomore Retreat, and Freshman Retreat.
- Network with members of the XBSS sponsorship office, campus ministers and faith formation professionals within the XBSS network, as well as other Catholic schools on the North Shore and beyond.
- Serve on committees as appointed by the Director of Campus Ministry and the Principal/Associate Head of School.
- Teach one religious studies class each semester.

Skills and Competencies

- **Servant Leadership:** Models effective leadership that demonstrates empathy, aligns with the mission and cultural priorities of St. John's Prep, and responds to our call to positively influence any situation we find ourselves in for the good of others.
- **Communication Skills:** Communicates consistently and effectively with parents, students, and colleagues.
- **Inclusive Mindset:** Commitment to multiculturalism and diversity that is manifested in one's practice, communication, and decision making.

- **Student-Centeredness:** Must display a deep appreciation for student-centered, engaging, and innovative approaches to student formation/development.
- **Collegiality:** Ability to work in a team setting, receive and provide feedback, and be present to members of the St. John's Prep community.
- **Value-Add Orientation:** Must be a self-directed individual who is solution oriented, embraces challenges, and displays a thorough work ethic. Shows a commitment to school-wide initiatives, campus involvement, committee work, and professional learning.
- **Enthusiastic:** Finds joy in their work, a balanced perspective and enthusiasm for the daily experiences of school life.

Education and Experience

- Demonstrated leadership and commitment to Catholic education; experience as a campus minister in secondary school setting; leadership experience in campus ministry and/or campus ministry programming preferred.
- A strategic mindset coupled with strong interpersonal skills; proven ability to build and facilitate a team approach based on collegial leadership.
- Skilled in conflict resolution.
- Commitment to building strong relationships with students, parents, faculty, and staff.
- Keen organizational, leadership, and administrative skills.
- Master's degree in pastoral ministry, religious studies, theology, or youth ministry required.
- Facility and high comfort level with advanced technology and social media platforms, including database programs, Microsoft Office, Google Suite, Twitter, Instagram, and others.

Physical Requirements (with or without accommodations):

- Standing/sitting for long periods of time.
- Must be capable of adapting to frequent changes in position throughout the workday. Hearing and speaking to exchange information in person, on the telephone, or on video calls.
- Use of hands and fingers for manipulation, and using computer keyboard, educational tools, play equipment, and perform first aid and CPR.
- Specific vision abilities required include close vision and distance vision.

St. John's Prep is committed to building a diverse and inclusive campus community. We welcome applications from underrepresented groups. We seek applicants who demonstrate a commitment to multiculturalism and diversity that is manifested in classroom practice, student engagement, interpersonal communication, and curricular decisions. For more information about our academic, spiritual and student life programs, please visit the [St. John's Prep website](http://stjohnsprep.org).

Interested candidates are asked to apply via the online [Application for Employment](#) found on the [Employment page](#) of the St. John's Prep website. Candidates will need to upload a cover letter, resumé, and academic transcripts. Please, no phone calls.

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