



High School Full-Time Director of Campus Ministry

Cristo Rey Atlanta Jesuit High School is a Catholic learning community that educates young people of limited economic means, of any faith or creed, to become men and women for and with others. Through a rigorous college preparatory curriculum, integrated with a relevant work study experience, students graduate prepared for college and life.

JOB DESCRIPTION

Job Title: High School Director of Campus Ministry	Location: Cristo Rey Atlanta Jesuit High School, Atlanta, GA
Position Type: Full-Time for School year 2024-2025	Reports to: Vice President of Mission and Identity

Responsibilities/Main Duties

Responsibility

The Director of Campus Ministry, in collaboration with the Vice President of Mission and Identity and the Director of Service, has a key role in ensuring that Cristo Rey Atlanta Jesuit High School is faithful to its mission as a Jesuit school that is rooted in its Catholic faith. The Director of Campus Ministry is responsible for the overall liturgical and pastoral activities that support the school's Catholic and Jesuit identity.

Specific Responsibilities:

1. Liturgical and Sacramental Responsibilities:
 - Plan, organize and execute school-wide Masses and other liturgical services
 - Oversee the formation of lectors, servers, and ministers of hospitality
 - Coordinate the daily morning prayer and announcements
 - Coordinate the weekly school-wide examen
2. Retreats:
 - Oversee running the retreat programs
 - Grade-level retreat days
 - Kairos retreats
 - Fall and Spring retreats
 - Oversee selection and training of the student and faculty and staff retreat leaders
 - Coordinate arrangements for the retreat sites, supplies and materials, buses, permission slips, etc.
3. House System Responsibilities:
 - Oversee the school House System
 - Provide information and updates to the school community about the House System
 - Coordinate communication between the administration, faculty, and students as to their roles in the House System
 - Coordinate formation and work of the House Council
4. Overnight Student Programming:
 - Coordinate Ignatian Family Teach-In for Justice in Washington, DC
 - Organize Sleep Out for the Homeless
5. Additional Responsibilities:
 - Coordinate activities of Students for Life and Justice
 - Coordinate Catholic School Week activities
 - Engage with students in routine pastoral outreach
 - Manage Campus Ministry student volunteers
 - Attend Grade-level meetings
 - Attend calendar meetings
 - Serve as campus ministry liaison between the school and the Jesuit US East Jesuit Province, the Cristo Rey Network, and the Archdiocese of Atlanta
 - Oversee chapel maintenance

Qualifications

- Practicing Roman Catholic in good standing
- BA in Theology, Pastoral Ministry, Social Justice or a related field from a Catholic college or university, Masters preferred
- Experience in campus ministry, retreat work, youth ministry, knowledge of Ignatian spirituality preferred
- Strong organizational and communication skills
- Ability to manage multiple projects at one time
- Proficient in office technology, including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications
- Understanding of needs of a multi-cultural and multi-religious school community
- Willingness to minister beyond the normal school day and week when necessary

To Apply

To be considered for a faculty position at Cristo Rey Atlanta Jesuit High School, please submit the following items to HR@cristoreyatlanta.org.

1. Resume
2. Cover letter
3. Official Transcripts

Non-Discrimination and Equal Employment Opportunity Policy

Cristo Rey Atlanta Jesuit High School is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, color, national or ethnic origin, age, religion, disability, or any other category protected by federal, state or local law in the administration of any of its educational programs and activities or with respect to employment.

Approved by: Tony Harris
Principal

Date 1/22/24

Reviewed: Dr. Robert Rivers
Assistant Principal