



## The Mary Louis Academy: SY 25-26 Campus Minister (Gr. 6-12)

### Mission and Background

The Mary Louis Academy in Jamaica Estates, NY is a Catholic college preparatory school for young women sponsored by the Sisters of St. Joseph of Brentwood, NY, and rooted in their charism of unity, reconciliation and inclusive love that embraces all of creation. In an atmosphere that fosters academic excellence and respect, we seek to empower young women to realize and value their own unique gifts – spiritual, intellectual, social – and to use their gifts as leaders in creating a just society. We are a community that celebrates cultural diversity and continues the Catholic tradition of service.

As a single gender school, we are aware of our unique opportunity to help our students appreciate their womanhood and to develop their gifts in an atmosphere which fosters academic excellence and respect. As educators, we provide an environment shaped by Christian ideals that nurtures the whole person by integrating faith and life. We foster an awareness of an active engagement in ecological stewardship. We recognize that shared partnership with parents and guardians in developing young women who will take responsibility for their life choices and value service to their community. In a world increasingly impersonal, we endeavor to empower each student to realize and value her own unique spiritual, intellectual, physical, emotional and social potential as a leader in today's society.

### Overview

The Campus Minister provides spiritual leadership, pastoral care, and programmatic support to the campus community. This role fosters the faith development of students, faculty, and staff, encouraging spiritual growth and reflection within an inclusive, welcoming environment. The Campus Minister plays a vital role in helping individuals explore, deepen, and live out their faith during their time on campus and beyond.

### Key Responsibilities

#### *Spiritual and Pastoral Care*

- Plan and lead school-wide liturgies, prayer services, and sacramental celebrations in collaboration with clergy, faculty, and student leaders.
- Provide pastoral care, spiritual guidance, and individual support to students navigating questions of faith, identity, and purpose.
- Facilitate faith-sharing groups, retreats, and opportunities for personal reflection rooted in Catholic teaching and tradition.  
Help students engage with Scripture, Church teaching, and contemporary issues through a Catholic lens.

#### *Program Development and Student Engagement*

- Develop and lead annual retreats for each grade level, with attention to age-appropriate themes of leadership, identity, vocation, and sisterhood.



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- Coordinate service and justice initiatives that reflect Catholic Social Teaching, including local outreach and potential mission experiences.
- Collaborate with student leaders to support liturgical ministries, peer mentoring, and faith-based student clubs.
- Integrate faith development with the school's academic, co-curricular, and leadership programs.

### *Community Development and Relationship Development*

- Cultivate an inclusive spiritual environment that honors the Catholic faith while respecting students of other traditions.
- Serve as a spiritual presence in the daily life of the school—attending events, visiting classrooms, and being available to students and faculty.
- Partner with families and alumnae to deepen the shared spiritual mission of the school community.
- Support the expression of Catholic identity through school traditions, celebrations, and social justice efforts.

### *Administrative Leadership*

- Steward the campus ministry budget and resources with responsibility and vision.
- Collaborate with the Religion Department, Mission Integration, and school leadership to align ministry with the broader educational mission.
- Supervise student volunteers and interns engaged in ministry programming.
- Support development efforts by promoting the spiritual vitality and mission of the school to the broader community.

### Qualifications

- Practicing Catholic with a strong personal faith and a commitment to the Church's mission in education.
- Experience in youth ministry, pastoral care, or faith formation—preferably in a Catholic high school or all-girls setting.
- Excellent interpersonal, communication, and organizational skills.
- Passion for working with adolescent girls and helping them grow as women of faith, service, and leadership.
- Bachelor's degree in theology, religious studies, or a related field required; master's degree or lay ministry certification preferred.

Please submit a cover letter and resume to [hiring@tmla.org](mailto:hiring@tmla.org).