

## **CAMPUS MINISTER**

### **Job Summary**

Campus Minister reports to the principal and collaborates closely with the Community Ministries Department and the Religious Studies Department. In the spirit of St. Angela Merici, the Campus Minister of Ursuline Academy works collaboratively to create an environment that is permeated with Gospel values. The Campus Minister ensures this spirit is fostered through every activity of the school community and that all community members, regardless of faith tradition, are invited and encouraged to discover and live an active relationship with God. Additionally, the Campus Minister serves as a member of the faculty, providing high-quality classroom instruction as assigned by the Principal. The Campus Minister must be a fully initiated member of the Catholic Church and actively nourishes their faith through ongoing spiritual formation and prayer.

### **Primary Responsibilities and Activities**

#### ***Leadership***

- Ensures that the Catholic identity of Ursuline Academy is developed, nurtured, and integrated in all facets of the school community.
- Models and promotes the mission, philosophy, and vision of Ursuline Academy.
- Serves on the Ohio Catholic School Accrediting Association (OCSAA) school based Steering Committee.
- Serves as a member of the Community Ministries team, collaborating with team members in support of departmental work.
- Collaborates with and supports members of the Community Ministries Department as well as the Dean of Students with student programming.
- Maintains the Campus Ministry budget.

#### ***Faith Development of the Community***

- Develops retreat programs for all grade levels and directs their implementation. This includes the staffing and training of student and adult leaders, securing contracts with retreat facilities, arranging transportation, communication with parents, and implementing retreat follow-up opportunities for students.

- Works with the Administrative Team in planning, administering, and evaluating an annual Catholic Identity professional learning day or retreat for faculty and staff.
- Actively works to ensure consistent student participation in daily PA prayer.
- Plans and directs all-school liturgies, reconciliation services and prayer services. This includes securing priests, inviting and teaching students and staff how to plan and participate in liturgies and prayer services, recruiting and training extraordinary ministers of the Eucharist, and lectors.
- Secures permission for use of copyrighted music and maintains record of usage.
- Collaborates with the Vocal and Instrumental Instructors to prepare liturgically appropriate music for liturgies and prayer services, allowing ample time for preparation.
- Assesses and addresses communal needs to foster and enhance continued faith formation and spiritual practices.
- Collaborates effectively with the school Administrative Team in providing spiritual guidance, pastoral care, crisis intervention, and a supportive presence for students and families.
- Ensures the worship space and appropriate areas of the school are kept current regarding liturgical seasons as well as supplied with necessary items.

### ***Instructional Responsibilities***

- May maintain a partial teaching load as determined annually by the principal based on institutional needs.
- Participates in departmental meetings, professional development, and faculty duties as required for all teaching staff.

### ***Qualifications/Competencies***

The Campus Minister shall be a person who has a dynamic personality, and able to commit to furthering the Catholic mission and values of Ursuline Academy.

- Bachelor's degree required; Master's degree preferred
- 3-5 years of ministry or teaching religious studies experience at a secondary school
- Fully initiated member of the Catholic Church who actively nourishes their faith through ongoing spiritual formation and prayer

- Demonstrates knowledge of current research, trends, and practices in providing continued faith formation for female adolescents
- Pursues professional development opportunities; attends conferences and professional meetings to remain current with issues that may affect the spiritual life of the school community
- Ability to develop collaborative relationships with students, parents, faculty, staff, and the wider community
- Strong skills in oral and written communication, deep listening, long-range planning and program implementation and evaluation
- Excellent organizational skills with the ability to prioritize a multitude of tasks by volume, urgency, etc.
- Strong work ethic and high level of professionalism, discretion, and integrity
- Ability and willingness to work a full-time schedule, including evenings, overnight retreats, and occasional weekends
- Technologically competent
- Willingness to assume responsibilities as assigned by the Principal

### ***How to Apply***

Interested, qualified applicants should email a letter of interest, resume, and a list of 3-5 references with all contact information to Leslie Bradley (lbradley@ursulineacademy.org), Assistant to the Principal. Please indicate **Campus Minister** in the subject field of the email.