



## CAMPUS MINISTER FULL-TIME POSITION

### **Mission:**

Father Gabriel Richard High School, a Catholic School Community, exists to build up the body of Christ through the intellectual and spiritual formation of its students. Rooted in the Catholic intellectual tradition, FGR cultivates in each student a sense of awe in response to the beauty of truth. Strengthened by the Sacraments, students are equipped to live at the service of others through academic excellence, intentional discipleship, creativity and sportsmanship.

### **Reports to:**

Principal in consultation with the chaplain

### **Qualifications:**

1. Educational: Bachelor's Degree
2. Personal:
  - a. Qualified Catholic in good standing
  - b. Ability to work cooperatively with administration, teaching staff, students and parents in the ongoing task of providing the best possible education for all students
  - c. Willingness to accept constructive criticism
  - d. Ability to function under stress
  - e. Evidenced planning ability

### **Responsibilities:**

#### Faith Community Affairs

- Promotes Bishop Boyea's pastoral letter, "Go and Announce the Gospel of the Lord"
- Regularly convokes and invites members of the community to pray
- Maintains as the highest priority the work of evangelization, the Catholic and Christian formation of the students, staff, and families, working together with the chaplain and the ministry team
- Works collaboratively with the instructional leader and members of the theology Department to integrate the spiritual and intellectual formation of students
- Upholds and models a moral code which is consistent with the teachings of the Roman Catholic Church and the mission of the school
- Ensures that all campus ministry programs reflect the Catholic mission of the school
- Plans, organizes, and develops retreats for all classes
- Plans, organizes, and develops faculty retreat(s)
- Trains and evaluates all retreat personnel (speakers, group leaders, music ministers)
- Plans follow-up activities and surveys students after all retreats
- Plans three Penance Services during the school year
- Plans an all-school recitation of the Rosary twice during the year (October or May)
- Helps prepare the chapel for the celebration of all-school Mass
- Sets up for and promotes weekly Eucharistic adoration on Fridays
- Refers students to the chaplain for spiritual counseling, as needed



#### Student Affairs

- Forms working relationships with local social service agencies to coordinate service opportunities for students
- Promotes greater student involvement in and appreciation for the liturgical and prayer life of the school
- Promotes daily Mass attendance and frequent Confession
- Promotes occasional prayer and praise
- Displays vocation materials throughout the school
- Identifies and trains student leaders so they can serve in a variety of campus ministry roles
- Fosters student involvement in men's and women's formation groups
- Gives guidance, as needed to formation groups

#### Business Affairs

- Ensures that all campus ministry funds are properly accounted for in conjunction with the business manager
- Works with the chaplain in providing budget recommendations for campus ministry programs to the president and business manager

#### Advancement/Development Affairs

- Supports the advancement/development activities of the school
- Helps facilitate the work of the development office by providing information about student activities worthy of publicity to the wider community

#### Board Relations

- Supports Board policy on student affairs

#### Liaisons and Other Responsibilities

- Represents the interests of the school to Diocesan, local, regional, state and national associations in consultation with the chaplain
- Participates in an annual performance evaluation by the chaplain
- Maintains an active understanding of the youth culture scene
- Serves as a liaison to area parishes and youth ministers
- Attends area youth minister meetings and connects middle school students to our school
- Helps coordinate mission trips, conferences and service projects for faculty and students
- Other duties as assigned

#### **Evaluation:**

Performance for this position will be evaluated on an annual basis by the principal in consultation with the chaplain.

#### **Apply through:**

E-mail your: 1) cover letter, 2) resume, 3) application found on FGR website, and 4) list of three references to [fgroffice@fgrhs.org](mailto:fgroffice@fgrhs.org) by Friday, February 1 at 5:00 pm.