



Campus Ministry Coordinator

Reports to: Chaplin

Direct Reports: N/A

Mission

Cardinal Newman High School
A Catholic college, preparatory community
Educating students in the wholeness of body, mind, and soul
Consistent with the teachings of the Catholic Church
Manifested by faith, leadership and service

Job Summary

Under the direction of the Chaplain, the Campus Ministry Coordinator helps create an environment which encourages and guides all members of the school community to contribute to the Catholic identity of the campus. In collaboration with the administration, faculty, staff, parents and students, the Campus Ministry Coordinator contributes to the fulfillment of the school's mission statement with a special focus on the words *soul, faith* and *leadership*.

Essential Duties and Responsibilities

A. Nurturing a Faith Community

- Works collaboratively with the Chaplain and school administration in the development of faith-centered programs that involve students, faculty, staff, parents, alumni and benefactors
- Communicates information regarding ministry events/activities through
 - Print publicity, social media, weekly email announcements, website updates and *Trinity* magazine articles
- Prepares and posts sympathy/Mass cards to families and community members upon the death of loved ones
 - Notifies the community if appropriate and coordinates with the Chaplain regarding the possibility of a Mass being offered for the intention of the deceased
- Coordinates and executes on-campus Ministry events and displays around themes of the liturgical year and campus life

B. Spiritual Growth

- Organizes, plans and implements spiritual retreats for students, faculty and staff that contribute to spiritual enrichment, community building, evangelization and leadership development
- Distributes devotional materials to students, faculty and staff throughout the liturgical year

C. Prayer and Sacramental experiences

- Coordinates Masses and other ministry events with Chaplain, teachers and Student Life
- Organizes training times for students involved with liturgical celebrations
- Assigns student altar servers and lectors for all Masses
- Coordinates with musicians for liturgical music as needed
- Coordinates the use of the chapel for class/group liturgies

D. Social Justice

- Works closely with the Christian Service Coordinator to support service-related ministry that is grounded in the social teachings of the Catholic Church
- Supports a pro-life presence on campus by providing teachers with posters, announcements, special programs, etc.
- Coordinates campus support of the missions through such activities as fundraisings and welcoming missionaries as guest speakers at the invitation of the Chaplain
- Coordinates participation in the CRS Global High School program

E. Preparation of Leaders for the Church

- Moderates the campus ministry club
- Works closely with Dean of Student Life and ASB Lead to coordinate and provide mutual support for student activities
- Maintains information on vocations that is readily available for students on campus.
- Coordinates and organizes the annual vocation fair

Additional Job Functions

- Is visible and present on the school campus and at school activities
- Is available to students, faculty, staff and parents
- Purchases ministry-related supplies with purchase orders approved by Chaplain
- Performs any other job-related tasks as assigned by the Chaplain

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be considered as an exhaustive list of responsibilities, duties, and skills required of

personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Experience and Educational Qualifications

Qualifications include:

- Model for students in the mission and values of Cardinal Newman High School
- Ability to provide a Catholic education and religious environment that upholds values, ethics and standards of behavior
- Bachelor's degree
- Has or is working toward Catechist Certification
 - Catechist Certification must be renewed every four years
- Adheres to all policies contained in Diocesan Lay Employee Manual and CNHS Supplemental Employee Manual
- Has received Safe Environment Training and signed the Code of Professional Conduct
 - Safe Environment Training subject to renewal as directed by the Diocese
- Completed FBI fingerprint clearance
- Valid Driver's License
- Demonstrates personal self-discipline and is adaptable and flexible in routine and unexpected situations
- Has skills in communication, initiative, creativity and problem solving
- Able to work in a team setting
- Utilizes 21st century technology effectively and appropriately

Working Conditions and Physical Requirements

- Position type: Exempt, Contract
- Schedule: Monday - Friday, occasional evening hours and weekends
- Travel, as required
- Must be able to operate a keyboard and mouse.
- Must be able to work physically on tasks for long periods of time.
- Must be able to sit, walk, stand, bend, crouch and stoop for extended periods of time.