



DIRECTOR OF CAMPUS MINISTRY

Duties and responsibilities

- a. Takes the lead in the supervision, coordination, and staffing of all programs in the areas of Word and Worship, Retreats, Student and Faculty Formation, and Service. These leadership responsibilities are exercised collaboratively within what is currently a five-person Campus Ministry Team (the Team).
- b. Supervises, supports, and evaluates the performance of four colleagues: Associate Campus Minister for Leadership Selection & Formation; Associate Campus Minister for Peace and Justice; Associate Campus Minister for Service; Campus Ministry Administrative Assistant (this colleague splits time between Campus Ministry and Counseling). [NOTE: The School also has a full-time chaplain who reports directly to the President]
- c. Cultivates the profile of the Team members as faith leaders in the School who, in addition to their specific areas of responsibility, share in responsibility for strengthening the four pillars of Word and Worship, Retreats, Student and Faculty Formation, and Service.
- d. Works collaboratively with the Team, Chaplain, President, Principal, and Music Director on developing the prayer and worship of the school.
- e. Actively develops and promotes students in leadership roles as ministers.
- f. In a period of great change in the US Catholic Church, is able to: advocate for a sustained focus on the School's mission and the distinctive charism of the school's founders, Xaverian Brothers; articulate what "Catholic identity" means in our high school setting;
- g. Maintains awareness of regional and national trends in high school campus ministry and encourages the participation in continuing professional development of all members of the Campus Ministry team.
- h. Coordinates, with the Chaplain and a liturgical team, all whole-school Masses and prayer services with the goal of optimizing student engagement and participation.
- i. Oversees, with the Chaplain, the activities of the Faculty Faith Formation Committee., including the planning, execution, and evaluation of the annual Faculty and Staff Retreat.
- j. Facilitates communication to students, colleagues, and parents regarding all Campus Ministry programs.

- k. Supervises, supports, and coordinates with the XBSS moderator(s), the activities of the XBSS Team and collaborates with the moderator(s) in the annual selection of the XBSS Team.
- l. Facilitates the coordination of various mission trips which include: El Salvador, Haiti, Camden's Romero Center, Habitat for Humanity, and Appalachian Service Project. Collaborates with Associate Director in the selection of the El Salvador teams.
- m. Is responsible for the structure, content, and evaluation of retreats at each grade level. In particular, coordinates an ongoing review of the efficacy of existing retreat models for freshman, sophomore, and senior year.
- n. Collaborates with the Campus Ministry team to determine the person(s) responsible for directing the overnight Junior and Senior Retreats. Directs the Sophomore Retreat Program with the Chaplain, moderator of the XBSS team, and the members of the XBSS Team.
- o. Collaborates with the relevant Assistant Principal and the Director of Auxiliary Programs in the coordination (and where appropriate, consolidation) of the efforts of those student clubs that focus on service.
- p. Collaborates with the Diversity & Inclusion Coordinator on implementation of the items of the *Strategic Plan for Diversity, Inclusion, Equity, & Justice* that pertain to Campus Ministry, especially those that call us to multi-cultural expressions of our Catholic faith, and meaningful engagement with those in our community who do not identify as Catholic.
- q. Maintains communications with colleagues within the Xaverian Brothers Sponsored Schools Network (XBSS) and the Archdiocese of Washington.
- r. Is responsible for formulation and maintenance of the Campus Ministry budget.
- s. Collaborates with the school administration in identifying personnel to help in coverage of Campus Ministry activities.
- t. Submits reports on Campus Ministry activities to the President at least ten days in advance of each meeting of the Board of Directors.
- u. Serves on the Administrative Management Team.
- v. Serves on the Academic Council.
- w. Reports directly to the President and performs other duties as assigned.

Qualifications

- Must be a practicing Catholic.
- Must have a M. Div. or M.A. in Theology or the equivalent.
- Must have experience in liturgy, facilitating youth programs, and relevant experience in the stated pillars of Campus Ministry (Retreat, Word and Worship, Service, and Formation).
- Has inspiring communication skills, written and spoken.
- Carries a two-class teaching load out of an eight-periods-over-two-days cycle.
- Commitments include some evening, overnight, and weekend programs.