

JOLIET CATHOLIC ACADEMY
JOB DESCRIPTION

CAMPUS MINISTER

Accountable to: President/Principal

REQUIREMENTS

- Minimum of a B.A. in Theology or Religious studies (Graduate degree preferred).
- Must be an active, practicing Catholic.
- Background in education is preferred.
- Background in liturgical music preferred.
- Must be willing to work flexible hours (nights and weekends, the Kairos retreat program will require you to be away from home for several days, several times per year).

GENERAL RESPONSIBILITIES

The Campus Ministers are approved and directly responsible to the Principal. The Campus Ministers' primary responsibility is to enhance the Catholic-Christian identity of Joliet Catholic Academy and to help the members of the school community grow in their relationship with Jesus.

SPECIFIC AREAS OF RESPONSIBILITY

In relation to the BOARD OF DIRECTORS:

- Serve on committees of the Board of Directors at the request of the Principal.

In relation to the ADMINISTRATION:

- Along with the Principal, coordinate all spiritual activities for Joliet Catholic Academy.
- Keep the Principal apprised of matters pertaining to faculty/student involvement relative to Campus Ministry responsibilities, including the proposed scheduling of all retreats and major liturgical occasions of the school year and consulting the Principal regarding faculty and student leaders for the Kairos Retreat.
- Consult with the Business Manager regarding an annual budget for Campus Ministry.
- Consult with the Athletic Department regarding use of the gym for liturgies.
- Undergo an evaluative review with the Principal annually.

In relation to the FACULTY and STAFF:

- Facilitate experiences of prayerful and spiritual nature for and with the faculty and staff.
- Coordinate with the Principal for prayer services in conjunction with Faculty Institutes, Faculty meetings and any special occasion.
- Work with faculty to foster prayer in the classrooms.
- Invite faculty and staff personnel to participate in liturgies.
- Include members of the faculty and staff as leaders and candidates for retreats, especially on Kairos Retreats.
- Communicate with faculty and staff of students involved with retreats or other Campus Ministry activities.
- Communicate with the Joliet Chancery and Office of Divine Worship of faculty and staff who will serve at school-sponsored liturgies as Eucharistic Ministers.
- Maintain an open and welcome environment where faculty and staff may share, confide and discuss personal or professional issues.
- Offer experiences that help the faculty and staff grow in their knowledge and appreciation of the Carmelite and Franciscan traditions.
- Encourage the education of students in the knowledge of the Carmelite and Franciscan traditions.

In relation to the STUDENTS:

- Provide a comprehensive retreat program for all students.
- Prepare and conduct a wide-range of liturgical celebrations for the school community.
- Prepare students for peer ministry as Lectors and Eucharistic Ministers.
- Moderate various committees to provide for social concerns and preparation for school liturgies.
- Communicate with the Joliet Chancery and Office of Divine Worship of students who will serve at school-sponsored liturgies as Eucharistic Ministers.
- Work with students who have been chosen to be retreat leaders to be prepared for the tasks asked of them.
- Facilitate sacramental experiences for students.
- Maintain an open and welcome environment where students may share, confide and discuss personal issues.

In relation to the PARENTS:

- Coordinate with the Parent Board regarding Family Masses.
- Communicate with parents regarding retreat information and other Campus Ministry activities.

In relation to the PLANT and PROGRAM:

- Oversee the Chapel and Campus Ministry areas.
- Communicate with the Maintenance Department regarding special preparations necessary for liturgical celebrations in the gym or other areas of the school.

In relation to the COMMUNITY-AT-LARGE:

- Maintain communication with the diocesan bishops, chancellor, youth ministry, area campus ministers and local pastors.
- Represent Joliet Catholic Academy at local functions at the request of the Principal.

Please send a cover letter and resume to vice-principals Laura Pahl: lpahl@jca-online.org and Bill Pender: bpender@jca-online.org.

Updated 4/27/16