



Job Profile

Job Title:	Campus Minister for Retreats
Department:	Campus Ministry
Reports to:	Director of Campus Ministry
Date:	2/10/25

Job Status:

Exempt <input checked="" type="checkbox"/>	Non-Exempt <input type="checkbox"/>
Full-time <input checked="" type="checkbox"/> , 11-month position	

General Summary

What is the primary purpose of this position?

The Campus Minister for Retreats at St. Francis Catholic High School collaborates with the Campus Ministry Team to foster the spiritual growth and development of the students. This position cultivates student participation in all faith-centered happenings involving the St. Francis community through retreats, liturgical events, and spiritual activities. The Campus Minister for Retreats at St. Francis Catholic High School must be an active, practicing Catholic. This position is a regular, 11-month position.

Essential Responsibilities

List all major job functions performed on a regular basis.

All areas of responsibility must be operated consistent with the Catholic mission of the school.

Retreat Program

- Plan, develop, execute, and consistently evaluate the Freshman, Sophomore, Junior, Mother-Daughter, and Father-Daughter retreats.
- In collaboration with class moderators and student activities, oversee Freshman Overnight Retreat activities.
- Recruit, train, and supervise the Retreat Team.
- Resource person for planning additional retreat experiences for the school community.

Liturgy and Worship

- Assist the Director of Campus Ministry in all school-wide liturgies and prayer services.
- Oversee the Freshman, Sophomore, and Junior family liturgies; assist with the Senior Baccalaureate Mass.
- Create prayer experiences as requested by the community.

Campus Ministry

- Attend all Campus Ministry Team meetings.
- Attend Back-to-School Night, Open House, Parent Information Nights, and other events to represent and promote the goals of the Campus Ministry Department.
- Participate in other school-required functions, including some evenings and weekends.

Christian Service Program

- Promote the Christian Service Program within the school and community.

Community Building



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- Assist with coordinating St. Francis Day, Advent and Lenten celebrations, Pax et Bonum/Catholic Schools Week, student assemblies, and other calendared and non-calendared community celebrations.
- Encourage collaboration between Campus Ministry projects and school staff.
- Is the liaison between Campus Ministry and the Parent Guild; coordinates hospitality for Campus Ministry events.
- Foster and support an inclusive educational environment.

Student Leaders

- Build relationships with the students, evangelizing and empowering them as young disciples.
- Draw young people to responsible participation in the Catholic faith community's life, mission, and work.
- Foster the total personal and spiritual growth of each young person.
- Develop volunteer and student leadership to assist in carrying out the priorities and programs of the Campus Ministry Department.
- Teach the Ministry Leadership class.

Communication

- Maintain open and active lines of communication within the Campus Ministry Department.
- Provide information for campus publications (homeroom announcements, Principal's Newsletter, The Pax et Bonum Magazine, etc.).
- Create promotional materials for campus ministry programs.
- Communicate with the retreat centers utilized by the sophomore and junior retreat programs.

Financial

- Prepare and manage the budget for the retreat program.

Job Specifications/Requirements

List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.

Education:

Master's Degree in Divinity, Pastoral Studies, Theology, or related field preferred.

Job experience:

Three to five years of experience in youth ministry and/or leading retreats. Experience in Campus Ministry at the high school or college level is preferred. Experience in an all-girls environment preferred.

Technical/Functional skills:

- Program management skills, especially experience in planning, organizing, and facilitating youth workshops and retreats.
- Educated and trained in youth ministry, spiritual direction, liturgical ministry, and retreat direction.
- Ability to instruct pastorally.
- A deep understanding of the Catechism of the Catholic Church.
- A solid understanding of *Renewing the Vision for Catholic Youth Ministry*.
- Ability to educate and train in Catholic Social Teaching.



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- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of high school students.
- Ability to clearly communicate both verbally and in writing; conversant in themes related to contemporary spirituality.
- Ability to collaborate with others to motivate and direct students and staff.
- Self-directed.
- Highly organized and flexible in a fast-paced, demanding environment.
- Ability to empower youth leadership; charismatic and enthusiastic.
- Ability to create and enhance student programs: visionary, motivational, goal-oriented, and success-driven.
- Knowledgeable in computer applications related to the duties and responsibilities specified.

Other Requirements:

- The person in this position must be able to clear a motor vehicle screening and transport students in a 10-passenger van.
- This position includes some night and weekend work; overnights are required for retreat purposes.
- Other duties may be required as needed.

Employee Signature:

Date:

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Supervisor Signature:

Date:

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HR Signature:

Date:

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