

Director of Campus Ministry

Job Description

The Campus Ministry Program directly flows from the mission statement of Bishop Feehan High School. The primary focus of Campus Ministry is to prepare young men and women to lead lives of commitment to the Gospel message of Jesus Christ, and to infuse love of Christ through discipleship.

Under the direction of the Head of School, the Director of Campus Ministry, in cooperation with the Chaplain, the Theology Department and the Campus Ministry Team, seeks to help all members of the school community develop and deepen their personal relationship with Christ and His Church.

- The Campus Ministry position is responsible to the administration of the school concerning day-to-day activities and the regular functioning of the school.
- Works directly with the Chaplain in providing spiritual formation activities for the faculty, staff, administration, and students (e.g., retreat days, faith sharing groups, scripture studies, etc.).
- Coordinates the training of student leaders/peer ministers and faculty members to assist with liturgies, retreats, and prayer experiences.
- Coordinates opportunities for prayer and worship (e.g. liturgies, daily prayer, classroom prayer, reconciliation).
- Provides a pastoral presence to the community.

Current BFHS Organization

- The Director of Campus Ministry is responsible for the mission of Bishop Feehan High School through the implementation of programs and planning for students, faculty and staff. The Director develops, oversees and plans the calendar of events for each academic school year as well as balances the roles/contributions of each team member.
- The Campus Ministry Team consists of three members that also teach Theology classes. The team teaches 5 classes in total making up the equivalent of one F-T Theology Teacher and two F-T Campus Ministers.
- The Director reports to the principal and prepares a bi-monthly report for ongoing tasks/issues and future plans.
- The Director serves as a witness to the importance of Mission to the school and cultivates relationships with other school's ministry programs in order to continually better serve the school community.
- The Team has both shared and individual responsibilities.
- Maintains a relationship with Diocesan Catholic Schools Office and Respect Life Ministry and the Sisters of Mercy / Mercy Education.
- Provide support and guidance for the Pastoral Care of students.
- Responsible for Campus Ministry Budget and allocation of resources

Leadership Programs and Development

- The Campus Ministry Team will be responsible for developing Student Leaders through the Campus Ministry Student Leadership program (CMSA and Collaborative).
- Students are trained by the Campus Ministry Team and meet with the team in a designated homeroom. One of the Team members is the homeroom teacher.

- Formation of the Student Leaders included the identification of underclass students as burgeoning leaders. Developing relationships with students to serve the school community.

Student and Faculty Retreats

- Develops a comprehensive retreat program which is to include frameworks/standards for student learning for grade 9 - 12 integrated with the Theology curriculum.
- Develops guidelines and training for student leadership of school retreats.
- Works with the Administration on the logistics (site, date, time, etc.) of retreats.
- Conducts an evaluation after each student retreat.
- Creates and runs a faculty/staff retreat each calendar year
- Provides opportunities for Adult Formation

Service Programs

- Campus Ministry is the school's clearinghouse for all service, charities and awareness building activities. Any fundraising activities must be approved by the Administration.
- Work with the Campus Ministry Team to coordinate the Annual Christmas Giving program (Santa Shop), and other service opportunities.
- Coordinate the activities of the student chapter of the St. Vincent de Paul Society, including but not limited to Santa Shop, food drives, etc.
- Coordinates the activities of the Respect Life Team including organization of and chaperoning the March for Life.
- Coordinates the school's community service graduation requirement. This will include the initial presentation of requirements and training of all students, follow up through Theology classes, tracking service completed service hours, approving student service requests, student accountability and all necessary and timely communication with parents and students about service.
- Establishes the criteria for and the selection process of recipients of Leadership Awards for graduates and underclassmen.
- Works with local service agencies for student service opportunities as well as plans Feehan service day events at agencies.

Liturgical Life of the School

- Work with the Campus Ministry Team to provide the faculty and students with appropriate signs and symbols of the liturgical season and facilitate prayer services for special occasions.
- Working with the Campus Ministry Team, select and train leaders for Morning Prayer and other liturgical celebrations.
- Liturgy planning and participation.
- Accompanying students in their faith journeys including prayer and discussions.
- Coordination with Administration on bereavement announcements and pastoral care of grieving students.