



Title: Director of Campus Ministry

Job Summary:

The Director of Campus Ministry supports the implementation of the school's mission, goals and philosophy through quality ministry programming for students and all other constituents. The Campus Minister is responsible for the development, oversight and evaluation of ministries and programs aimed at nurturing the faith development of the school faith community. The Campus Minister is responsible for all student/campus formation within the context of the charism of the Dominican Sisters of Houston.

The Dir. of Campus Ministry serves as a member of the leadership team and reports directly to the Principal and works very closely with the Principal's leadership team.

Position Responsibilities

The Director of Campus Ministry:

- Implements the community's mission and values into the daily life of the institution.
- Develops and leads all student retreats in a fun, engaging manner.
 - Conduct and evaluate goals/objectives, format/schedule of annual class retreats, faculty/staff retreats, and special formation and ministry retreats.
 - Coordinate retreat sites, transportation, meals, supplies, dates, schedule and speakers.
 - Invite faculty/staff and student participation in retreat staffing and leadership providing formation, instruction, and support.
 - Maintain records of expenses, finances, and retreat programming.
- Develops and leads faculty and staff retreats with the support of the Director of Mission Effectiveness.
- Develops and leads all campus prayer services, liturgies, faith formation opportunities, and prayers (i.e. before/after games, special events, etc.)
 - Coordinate daily morning prayers, appropriate prayer experiences for faculty/staff meetings, in-service, etc. and provides opportunities for prayer life throughout the school.
- Plans and leads educational programs related to ministry for faculty, staff, and students.
- Oversight/responsible for planning liturgical and sacramental programming.
 - Works collaboratively with the DoME
- Supports the DoME in formative staff training on topics and programs related to Catholic Social Teaching, ethics, and interfaith dialogue.
- Supports the DoME in planning and facilitating Diversity, Equity, and Inclusion (DEI) initiatives.
- Collaborates with the Director of Mission Effectiveness to develop a retreat program and mission opportunities.
- Serves as a liaison to local parishes, pastors, and priests.
- Collaborates with the DoME and Theology Department chair to ensure theology curriculum meets the charism of the school.
- Supports a community-wide understanding of the SPX core values/four pillars
- Supports the development of a strategic plan for mission effectiveness and campus ministry

- Works collaboratively with the Director of Mission Effectiveness for oversight and development of the Dominican Preaching Team (DPT).
 - DoME has oversight but the Dir. of Campus Min supports their formation/development
- Supports the efforts of the DoME with collaboration with the Dominican Sisters of Houston/Dominican Family.
- Operations: the campus minister is responsible for the maintenance and operation of all programs and day-to-day ministry.
- Other
 - The Dir. of Campus Ministry will be asked to teach one Theology and/or ministry related class annually.
 - Other duties as assigned by the Head of School and/or Principal.

Minimum Qualifications:

- Bachelor's Degree/Master's Degree Preferred
- Academic/Teaching Background
- Creativity/Sense of Humor
- Youth Ministry Experience
- Budget Management
- Understanding/willingness to grow as a member of the Dominican Family (lay program for Dominican Sisters of Houston)
- Ability to work evenings and weekends when needed

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. Other duties may be assigned by the immediate supervisor, principal or head of school.