



## **Director of Campus Ministry**

### **About St. Thomas Aquinas High School | Mission**

St. Thomas Aquinas High School is a caring community, transforming the lives of students through a rigorous Catholic education, guided by the light of the Gospel – developing their unique gifts, strengthening their personal faith and integrity, and fostering within them a commitment to justice, service, and moral leadership.

### **Job Overview**

St. Thomas Aquinas High School in Dover, NH seeks a ***Director of Campus Ministry*** for the 2024-2025 school year. Reporting to the Principal, the Director of Campus Ministry, a dynamic leader, works directly with the students, faculty, staff, and administration on a daily basis to promote our Catholic Identity through a caring community while assisting all members develop and deepen in their faith, spirituality, service, and Gospel call to justice. The Director is responsible for creating and sustaining all opportunities for faith and spiritual formation and an understanding of the importance of servant leadership in our world today. As the primary leader assisting all members of the community to live our call through our mission and identity, the Director also promotes this ideal by establishing an inclusive environment for those contemplating their faith as well as those of different faith backgrounds. The Director would also teach 1 Theology class each semester. This is a 10 month (August - June), staff position, with occasional commitments outside of normal working hours.

### **Primary Responsibilities**

The Director of Campus Ministry oversees the ongoing development and implementation of a comprehensive program, which includes liturgical, prayer, S/sacramental, service, retreat, formation, community building, and faith sharing opportunities for all members of the community. The Director will:

- *Liturgy and Prayer Services*
  - Coordinate all class and school-wide liturgies during the school year.
  - Coordinate a weekly community liturgy before school.
  - Coordinate all prayer services offered during the school year.
  - Coordinate special liturgical events for co-curricular programs.

- Coordinate and train liturgical musicians, singers, servers, readers, Eucharistic Ministers, greeters, and develop worship aides.
- Coordinate Baccalaureate Liturgy and New Student Welcome Liturgy.
- Cultivate an understanding of the liturgical seasons and calendar within the community.
- *S/sacramental Life*
  - Create opportunities, in conjunction with the School Chaplain, for the Sacrament of Reconciliation to be offered on campus periodically.
  - Organize and implement programs for Rosary recitation and Eucharistic Adoration on campus.
  - Create and organize meaningful opportunities for students and faculty/staff to get to know one another through sacramental opportunities.
- *Pastoral Life*
  - Coordinate and offer daily school-wide prayer over the PA while acknowledging special feast days, celebrations, and events within and around our community and world.
  - Provide spiritual counseling and direction for community members.
  - Recognize the diversity of spiritual needs of the members of our community and accompany them appropriately on their journey.
  - Collaborate with the School Chaplain and School Counseling Department to make sure all students and community members are supported in appropriate ways.
- *Retreats*
  - Coordinate and help facilitate the student retreat program for each grade level during the school year in conjunction with the Associate Director of Campus Ministry and the Principal.
  - Coordinate and help facilitate the Faculty/Staff Retreat during the school year in conjunction with the Principal.
  - Develop a Raising Senior Retreat Experience to be held at the start of the school year in conjunction with the Associate Director of Campus Ministry.
  - Develop a Family Retreat Program to be held during the school year in conjunction with the Principal.
  - Develop an Alumni/Benefactor Retreat experience to be held during the school year in conjunction with the Office of Institutional Advancement.
- *Community Service*
  - Coordinate weekly, monthly, and periodic service opportunities on and off campus for all students and community members.
  - Organize and coordinate the Community Service Program and mobile application to track student hours.
  - Seeks new service sites and partnerships on a regular basis.

- *Service Immersion / Mission Trip*
  - Coordinate the *Saints in the City* urban service immersion program during the school year.
  - Plan and coordinate Domestic and International Service Programs during school vacations and/or summer months in conjunction with the Principal.
- *Community Formation*
  - Plan and Coordinate faculty and staff Community Formation programming in conjunction with the Community Formation Committee.
  - Plan and Coordinate community formation events for parents/guardians and alumni in conjunction with the Office of Institutional Advancement.
- *WinterTerm Program*
  - Develop and teach a ministry-based educational offering for students during the WinterTerm period.
- *Charitable Giving and Dress Down Days*
  - Determine and coordinate which Charities to partner with for giving and determine dress down day causes in conjunction with the Associate Director of Campus Ministry, Director of Student Life, and the Principal,
- *Campus Ministry Student Advisory Committee (CMSAC)*
  - Advise the *Campus Ministry Student Advisory Committee (CMSAC)* by helping the group develop a sense of peer leadership to foster discipleship among classmates and community members. This group will assist in the planning and implementation of liturgy, prayer service, student retreats, peer ministry, drives, and community service.
- Other duties as assigned by the Principal.

### **Essential Community Partnerships**

The Director of Campus Ministry will develop collegial and strategic partnerships with school community groups in order to carry out the mission of the program. The Director will:

- Partner with the Theology Department, Director of Student Life, Community, and Culture, the Chaplain, and the Administrative Team to develop and promote programming that helps all community members explore, reflect, and share their relationship with God, self, and others.
- Cultivate relationships with faculty and staff and encourage their participation in Campus Ministry programs while providing training and support to ensure positive experiences for students and faculty/staff leaders.
- Build strong relationships with students and families to promote programs and encourage participation in optional Campus Ministry programs.
- Create and foster a culture of innovation and opportunity as it relates to ministry and the engagement of students in campus ministry programming.

- Partner with off campus offices to create opportunities for community members to foster faith while supporting our mission.
- Serves as a liaison with the parishes and priests in our surrounding communities.

## **Abilities**

The ideal candidate will be able to:

- Integrate aspects of the school's mission and Catholic Identity into the life of the school and its activities in collaboration with other offices.
- Utilizing Catholic Social Teaching, develop programming and activities that seek to respect the dignity of all people and support the needs of those around us.
- Communicate the goals and purposes of Campus Ministry to all constituents.
- Recognize and incorporate the rich diversity of the students on campus and their unique God-given talents.
- Enhance school culture and climate through a variety of activities to highlight the cultures, backgrounds, and experiences of the students and our community.
- Collaborate with a variety of areas of school life to foster a sense of community and belonging on campus and within the activities of the community. Promote initiatives that also foster a sense of multiculturalism of those individuals who make up our school community and society beyond.
- Promote a culture of accompaniment for all students fostering high expectations and mutual support.
- Articulate the values and philosophy of a Catholic education as outlined in the school's mission.
- Demonstrates capacity to work independently and collaboratively in a fast-paced environment while oftentimes managing multiple projects and tasks.
- Develop and plan the Campus Ministry calendar in collaboration with the Principal and other offices on campus.
- Displays a welcoming personality and good sense of humor through the joys and challenges of the work.
- Demonstrates a solution-oriented mindset to solve problems and take initiative.
- Attend events, programs, and games, etc, outside of normal working hours as possible.
- Participate in occasional night, weekend, and vacation programming.

## **Skills**

- Displays a strategic mindset for innovation, planning, and coordinating of all programs using a team-based approach.
- Demonstrated degree of comfort with advanced technology and social media platforms, including database programs and the Google Suite.
- Demonstrate excellent oral and written communication skills required.

- Display excellent time management and organizational skills while adhering to details and deadlines.
- Displays a high level of motivation to complete projects/tasks.

**Experience and Education**

- Demonstrated leadership and commitment to Catholic education.
- Demonstrated experience as a campus minister in a secondary school setting.
- Demonstrated leadership experience in campus ministry and/or campus ministry programming preferred.
- Master's Degree Pastoral Ministry, Theology, or Youth Ministry required.

Each teacher/staff who accepts a position at St. Thomas Aquinas High School commits to recognizing the unique character of Catholic education, to support its mission, and to educate the whole student where they are at as a learner and individual.

Please submit a cover letter, resume, academic transcripts, NH Certification, and contact information for professional references (including a current supervisor) to Stephanie Bolduc, Manager of Administrative Services, [sbolduc@stalux.org](mailto:sbolduc@stalux.org). Candidates selected for an interview will also be required to fill out a Diocesan Teacher Application.

*Posted February 2024*