



Job Title:	Campus Minister for Christian Service
Department:	Campus Ministry
Reports to:	Director of Campus Ministry
Date:	7/10/24

Job Status:

Exempt <input checked="" type="checkbox"/>	Non-Exempt <input type="checkbox"/>
Full-time <input checked="" type="checkbox"/>	Part-time <input type="checkbox"/>

General Summary

What is the primary purpose of this position?

The Campus Minister for Christian Service is responsible for managing the overall Christian Service Program at St. Francis Catholic High School. The Campus Minister for Christian Service empowers and motivates students to participate in Christian Service by promoting upcoming and ongoing service opportunities, independently creates successful Christian Service experiences that better teach the students about themselves, the world and their faith, and creates, cultivates, and maintains relationships with non-profit organizations in the Sacramento area, using discretion and judgment to determine which organizations best support the school mission. The person in this role ensures that Christian Service is Gospel-based and aligns with Catholic teachings. The Campus Minister for Christian Service also independently researches, plans, and leads summer service opportunities, both locally and as direct service immersion trips. Campus Ministers must be active, practicing Catholics. This is a full-time, exempt 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.

- Faith Community Affairs*
- Ensures that all campus ministry actions are vitally connected to the life, philosophy, and ministry of the Diocese of Sacramento.
 - Servant to the spiritual needs of the school.
 - Engages, equips, and empowers youth to be lifetime servant leaders.
 - Educates the SFHS community about Catholic Social Teaching through Campus Ministry activities and collaborative engagements with other departments.
 - Fosters, develops, and supports student leadership in campus ministry and prepares students for participation and leadership in the life of the Church.



- Attends the Freshman Orientation and Overnight Retreat, Back-to-School Night, Open House, Family Masses (one per grade), and Graduation.
- Participates in other school-required functions, which will include some evenings and weekends.
- Supports the four-year retreat program through promotion and participation, including help with departure and return procedures.
- Contributes to Adult Faith Sharing sessions through planning and participation.

Christian Service Program

- Ensures that Christian Service is Gospel-based and aligns with Catholic teachings.
- Empowers and motivates students to participate in Christian Service by promoting upcoming and ongoing service opportunities.
- Independently creates successful Christian Service experiences that better teach the students about themselves, the world and their faith.
- Creates, cultivates, and maintains relationships with non-profit organizations in the Sacramento area, using discretion and judgment to determine which organizations are on the approved list, prioritizing safety, suitability, and connection to the school mission.
- Maintains the pre-approved organization list, updates the grade-level Christian Service courses as needed, and ensures the Christian Service page on the school website remains current.
- Manages student service records and progress toward the requirements in the database.
- Oversees the functioning of the Christian Service Program. Holds students accountable to the annual requirement by tracking quarterly check-ins, reporting semester Christian Service status to the registrar, and providing stakeholders with access to continuously updated lists of students who have not met the minimum requirements.
- Helps select, develop, train, and work with senior Christian Service Leaders (CSLs) throughout a year-long Christian Service Leadership course to promote service, charity, and social justice.
- Independently operates summer service and local immersion opportunities for students. Management of these service experiences includes budget administration, travel and transportation considerations, recruitment and training of chaperones, communication with participating organizations and SFHS stakeholders, and tracking participant service hours.



- Conducts individual and group informational sessions and service organization orientations as needed.
- Facilitates school-wide outreach during Advent and Lent and oversees all “Dress for Funds” events. Uses discretion and independent judgment to approve and guide student organizations as they run collection drives or special event service projects.
- Maintains charitable contribution records, submits check requests for recipient organizations, and arranges to deliver collection drive goods.
- Independently develops and promotes family service opportunities.
- Collaborates with the Theology Department, Student Activities, The Arts, Athletics, homeroom teachers and others as needed.
- Researches, initiates, and maintains collaborative relationships with diocesan entities and local nonprofit organizations that align with SFHS's mission.
- Networks with other schools and Campus Ministers for Service.

Liturgy and Worship

- Actively contributes when the Liturgy Committee prepares for school-wide and family Masses. Supports outside departments as they prepare for First Friday Masses as needed.
- Assists in setting up, practicing, and cleaning up after school-wide liturgies and prayer services.
- Helps maintain the cleanliness and seasonal environment of the Chapel and sacristy.

Community Building

- Fosters and supports an inclusive educational environment.
- Assists with the Freshman Orientation and Overnight Retreat, Campus Ministry Orientation, St. Francis Day, Advent and Lenten celebrations, Pax et Bonum/Catholic Schools Week, student assemblies and other calendared and non-calendared community celebrations.
- Supports the Big Sister program, including attending training, preparation meetings, and Big Sister/Little Sister gatherings, providing event day support such as set-up, active involvement, and clean-up.
- Works with CSLs and administration to recognize students who make positive contributions through service and good citizenship (Monthly Peacemaker Award).



Job Specifications/Requirements

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

Education:

- Bachelor's Degree in Theology or related field.
- Master's Degree in Divinity, Theology, or related field preferred.

Job experience:

- Three to five years experience in campus ministry at the high school or college level.

Technical/Functional skills:

- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of high school students.
- Ability to instruct pastorally.
- Education and training in Catholic Social Teaching.
- Understanding of the Catechism of the Catholic Church.
- Demonstrating an understanding of the components of Catholic Youth Ministry.
- Highly organized and flexible in a fast-paced, demanding environment.
- Understand the nuances of an all girls high school setting.
- Ability to communicate clearly, both verbally and in writing.
- Ability to collaborate with others, to motivate and direct students and staff.
- Be a self-directed team player.
- Ability to empower youth leadership; is charismatic and enthusiastic.
- Ability to create, enhance and evaluate student programs: visionary, motivational, goal-oriented, and success driven.
- Possess the ability to stimulate the love of service in high school students.
- Ability to partner with non-profit agencies and represent St. Francis High School with the directors of these agencies.
- Knowledge in computer applications related to the duties and responsibilities specified.

Other Requirements:

- Must be an active, practicing Catholic.
- Commitments include some evening, overnight, and weekend programs.
- Other duties may be required as needed.



Employee Signature:

Date:

Supervisor Signature:

Date:

HR Signature:

Date: