Job Title: Director of Campus Ministry Job Code: 10\_\_ FLSA Status: Exempt

Supervisor: Maggie Sullivan

**Organizational Unit: Program Administration EOC Classification: Officials/Managers**

**Overview:**

St. Joseph's Academy, sponsored by St. Joseph Educational Ministries, is a Catholic, private college preparatory high school founded and inspired by the charism of the Sisters of St. Joseph of Carondelet. Our mission is to provide quality Catholic education for young women in an environment that challenges them to grow in faith, knowledge, and respect for self and others. Our community expects these young women to make a profound impact in the world. Joseph’s Academy is committed to developing young women to be “Values-Driven Leaders” and upholds the school’s motto, “Not I, But We.”

**Position Summary**:

The Director of Campus Ministry is responsible for fostering a spiritual environment, rooted in SJA’s mission and the charism of the Sisters of St. Joseph, which encourages and guides all members to contribute to SJA’s Catholic identity. The Director of Campus Ministry promotes a faith community which responds to the spiritual needs of students, faculty, and staff through faith formation, prayer, discipleship, sacramental experiences, retreats and service. The Director of Campus Ministry will report to the Assistant Principal of Mission.

**Specific Responsibilities:**

* Plan and coordinate liturgies for SJA students, faculty, staff, parents & alumnae
* Plan and provide opportunities to participate in prayer and the sacraments of the Catholic Church
* Provide spiritual nourishment and growth opportunities for the school community
* Plan and direct the SJA retreat program including freshman day orientation, yearly class retreat days and Kairos overnight retreats
* Ensure that service opportunities are available and accounted for, including Senior Service Projects
* Ensure the consistent coordination and organization of alternative spring break mission trips with the Director of Global Education
* Partner with the Director of Diversity, Culture, and Climate
* Be open to walking with students of various faith backgrounds and experiences throughout their time at SJA
* Create an open and hospitable environment in Campus Ministry and within the community
* Mentor and provide opportunities for student leadership through faith experiences
* Minister to the students through individual and small group discussions.
* Moderate the student Campus Ministry Team
* Help plan and coordinate events that support the mission and charism of the Sisters of St. Joseph in collaboration with the Assistant Principal of Mission
* Exhibit a ministry of presence by supporting students both in school and in extracurricular activities like athletic games, performances, school dances, etc.
* Support and minister to students, faculty, and staff when tragedy occurs that impacts the community including illness, death, local/global events etc.
* Assign responsibilities for, collaborate with and oversee the Assistant Campus Minister
* Inform Administration of Campus Ministry programming on a regular basis
* Manage annual budget and expenses for Campus Ministry and Kairos

**Qualifications:**

* A bachelor’s degree and a background in Catholic ministry, i.e. theology, catechesis and/or youth ministry
* Practicing Catholic who has demonstrated leadership and commitment to Catholic education
* Willingness to represent the Catholic Church as a minister
* Exhibits strong professionalism with a Christ-centered approach towards all people
* Demonstrates the ability to create and implement effective and engaging programing
* Understands and has experience planning a Catholic Mass
* Thoroughly understands SJA's mission, as well as the history and charism of the Sisters of St. Joseph of Carondelet
* Ability to work with all backgrounds, cultures, and levels of faith/religion
* Strong interpersonal skills; must be comfortable speaking in front of large and small groups
* Demonstrates personal self-discipline, is adaptable and flexible in routine and unexpected situations
* Keen organizational, leadership, and administrative skills
* Ability to work independently on projects
* Ability to collaborate with the Assistant Campus Minister and student leaders
* Knowledge of contemporary education issues, topics, and trends

**Posted Job Description:**

St. Joseph’s Academy, a Catholic college preparatory high school for young women in St. Louis, Missouri, is seeking a Director of Campus Ministry. The Director of Campus Ministry is responsible for fostering a spiritual environment, rooted in SJA’s mission and the charism of the Sisters of St. Joseph, which encourages and guides all members to contribute to SJA’s Catholic identity. The Director of Campus Ministry promotes a faith community which responds to the spiritual needs of students, faculty, and staff through faith formation, prayer, discipleship, sacramental experiences, retreats and service. The Director of Campus Ministry will report to the Assistant Principal of Mission.

Qualified candidates will have a bachelor’s degree and a background in Catholic ministry, i.e. theology, catechesis and/or youth ministry and should email in PDF formatting, a cover letter, resume, and list of references to [employment@sja1840.org](mailto:employment@sja1849.org) with “Director of Campus Ministry” in the subject line. No phone calls please. Preferred start date: January 2023 (flexibility to extend to Summer 2023 for an outstanding candidate). Specific job qualifications and responsibilities can be found at sja1840.org/about-us-2/employment