

ARCHDIOCESE OF INDIANAPOLIS

DIRECTOR OF CAMPUS MINISTRY POSITION DESCRIPTION

I. IDENTIFYING INFORMATION

Position Title: Director of Campus Ministry
Location: Bishop Chatard High School, Indianapolis, IN
Status: Full Time
FLSA: Exempt
Reports to: Executive Director of Mission Integration
Supervises: N/A

II. PRIMARY FUNCTIONS

The Office of Campus Ministry is essential to the mission of Bishop Chatard High School in preparing students for lives of faith, learning, leadership, and service. In collaboration with the Executive Director for Mission Integration, the Director of Campus Ministry is responsible for creating and sustaining ongoing opportunities for the faith formation of students. Living out the gospel call to go and make disciples of Christ, she/he promotes the Catholic mission and identity of the school while building an inclusive environment for students who might not be actively engaged in their faith.

III. POSITION CONTENT

- Accompany students, faculty, and staff and provide pastoral care
- Schedule, plan, and execute retreats for each grade level (approximately 12-14 retreats per year depending on class sizes)
- Coordinate Christian Service Program, including implementation of MobileServe, and communication with students and families, and serving as a liaison to agencies
- Plan and execute all school liturgies and prayer services (in collaboration with Executive Director of Mission Integration)
- Provide training, leadership development, and faith formation to student leaders in the areas of liturgy, retreats, and senior Peer Ministers (in collaboration with the Peer Ministry Moderator)
- Recruit for and facilitate student prayer groups
- Produce content for and manage BCHS Campus Ministry social media
- Serve as Advisor for Pro-Life Club and Service Ministries
- In collaboration with Executive Director of Mission Integration, plan and execute staff retreats, faculty faith formation, and hospitality for Campus Ministry events

IV. POSITION SPECIFICATIONS/REQUIREMENTS

a. SKILLS, KNOWLEDGE, AND/OR ABILITIES

- A deep love of one's faith and desire to share the love of Christ with all people.
- Knowledge of Catholic theology, including Catholic Social Teaching, Scripture, and morality.
- Strong organizational and communication skills (including familiarity with Google Drive).
- Demonstrated ability to connect with young people and ignite the fire of faith in them.
- Ability to manage multiple projects at once while maintaining availability for accompaniment of students.
- Strong public speaking skills.
- Willingness to spend some nights away from home while directing retreats is required.

b. EDUCATION, TRAINING, AND/OR EXPERIENCE

- A bachelor's degree in Theology/Ministry (or a related field) is required.
- A master's degree in Theology/Ministry (or a related field) is preferred.
- The ideal candidate will have at least two years of experience ministering to young people, particularly high school students. Experience in Catholic education is preferred and enthusiastic commitment to the mission of Catholic education is required.
- Applicants must be active members of the Catholic Church.

V. WORKING ENVIRONMENT

- Work is performed mostly in an office, school, and retreat center setting.
- Regular contact with North Deanery Youth Ministers and Indianapolis Catholic High School Campus Ministers.
- Some evening and overnight commitments are required.

Date of last revision: March, 2023

Employee Name: _____

Employee Signature: _____

Date: _____