

Executive Director of Mission Integration

Bishop Chatard High School

The Executive Director of Mission Integration of Bishop Chatard High School is directly responsible to the Principal, and by extension the President, for the integration of the mission and identity of Bishop Chatard High School into the life of the entire school community.

The Executive Director for Mission Integration advances the mission through those programs and activities which foster spiritual development, adult understanding and expression of faith, the integration of religion and life experience, the common prayer of the school faith community, and a life-long dedication to service. As a school leader, the Executive Director is expected to demonstrate a clear and visible commitment to Catholic education, personal spiritual development, and the institutional advancement of the school by his/her presence at school, parent and advancement office activities or events.

The Executive Director for Mission Integration oversees the Campus Ministry Department and the efforts and initiatives required for the fulfillment of the school's mission in the areas of:

Mission Integration

A. Mission, Vision, Values

- Develop, promote and advance each for all parts of the school community
- Create and continually update marketing and communication tools that make the mission accessible to all stakeholders
- Develop and implement a "Four-Year Faith Formation Plan"
- In conjunction with the principal, plan and schedule an annual calendar of school liturgies, retreats and para-liturgical services

B. Adult Formation

- Form staff by creating a culture where mission is incorporated in all aspects of their work
- Develop a two-year “mission formation program” for new staff members
- Develop and implement activities that enhance the faith formation of administration, faculty and staff
- Develop and implement ongoing faith and parent support programs for school parents
- Offer and encourage participation in mission-driven professional development opportunities

C. Faith Formation

- Create a team including the Theology Department and Campus Ministry Staff to plan for and implement programs that ensure faith formation is happening for all members of the school community
- Work, in conjunction with the principal, to ensure the mission is incorporated into the curriculum
- Work closely with the school administration to develop faith formation programs to be conducted during professional development days throughout the year
- Meet regularly with North Deanery Parish Priests and/or Youth Ministers

Campus Ministry

- A. Directly supervise staff, including the Associate Director of Campus Ministry

B. Shared Responsibilities with the Associate Director of Campus Ministry include:

- Oversee the planning and implementation of class retreats, spiritual formation within extracurricular programs
- Coordinate Catholic Social Action Week
- Oversee Christian Service Program (including Community Service Day)
- Creation of comprehensive faith formation curriculums for Emmaus Groups (small-faith groups), Christian Service Immersions, and El Salvador Immersions
- Coordinate Senior Mentors program
- Coordination of all liturgies: weekly all-school Mass, and reconciliation services, Catholic Schools Week activities

C. Promote and assess mission effectiveness throughout all Campus Ministry activities