



JOB DESCRIPTION

TITLE:	Campus Minister
REPORTS TO:	Assistant Principal of Student Services
DATE:	May 2022

Check applicable interactive boxes below:

☒ Exempt ☐ Non Exempt ☒ Full-Time ☐ Part-Time (# hours:)

PART I. Position Summary & Essential Functions

Position Summary:

O'Dea High School is seeking a full-time campus minister for the 2022-23 school year. An ideal candidate is passionate about teaching Catholic Theology to high school youth, has a strong desire to be a member of a diverse Catholic educational community, is an excellent communicator, and builds positive relationships with students, colleagues, and parents. Candidate will be a practicing Catholic open to cultivating the spiritual lives of students regardless of faith tradition. Content knowledge and ability to teach content through contemporary culture in an interdisciplinary manner is desired. We are seeking an individual who can connect with students pastorally and intellectually to promote spiritual growth among students from a wide range of cultural and socioeconomic backgrounds. The Campus Minister is charged with growing the program from its current status to further support the O'Dea mission.

Essential Functions/Responsibilities:

Responsibilities will include but are not limited to:

- Coordination with other adult ministers on ministry outreach
- Foster a 21st century approach to the "New Evangelization" and cultivate intentional youth discipleship with Christ
- Build relationships with youth that lead them to faith in Christ
- Coordination with St. James Cathedral staff with planning monthly school Masses
- Train and organize student Liturgical ministers; lectors, EMHC's, servers
- Manage the service learning program at O'Dea
- Cultivate community partnerships to support service learning opportunities
- Engage families in partnership
- Collaboration and leading of our Retreat Ministry Program
 - Encounter Retreat Program
 - Freshmen Overnight Retreat
 - Senior Retreat
 - Sophomore Service Retreat
 - Freshmen Welcome Retreat

- Social Justice outreach and collaboration with our Diversity and Equity committee
- Cultivate ministry leadership with designated school Chaplains
- Plan school communal prayer services (weekly)
- Coordinating daily morning intercom prayer
- Supporting and leading Catholic Identity grounding exercises with faculty and staff
- Lead Christ in the classroom training in the fall and spring for faculty and staff

PART II. Minimum Qualifications

Minimum Education Required - Check one box:

☐ HS Diploma ☐ Associate Degree ☒ BA/BS ☐ Masters ☐ PhD/MD

BA in Theology, Religious Studies, or related field preferred

If experience will be considered in lieu of a degree, list the level of experience/education that will be considered.

Experience working with youth in ministry.

List any Professional License/Certification Required (i.e., LMSW, LCSW; CPA; CFRE):

Practicing Catholic is required

Minimum Experience/Skills/Competencies Required (e.g., Time Management, Communication):

Interpersonal communication skills, managing multiple tasks, technology skills, working as part of a team

Technical/Other (e.g. Data Management – knowledge of specific database software, the ability to extract and analyze data; knowledge of Microsoft Office Suite; knowledge of financial law, tax codes):

Knowledge of Microsoft Office Suite, ability to use Microsoft Teams and OneNote effectively both in-building and as part of a remote learning program

PART III. Physical Demands/Work Environment - The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demand	Never	Occasionally (up to 25%)	Frequently (26-75%)	Constantly (76% or more)
Walking				X
Bending				X
Standing				X
Stooping				X
Sitting				X
Climbing		X		
Driving		X		
Traveling		X		
Extended hours and/or nights and weekends as needed		X		
Lifting up to 50 lbs. with or without assistance		X		
Lifting over 50 lbs. with assistance	X			

Physical Demand	Never	Occasionally (up to 25%)	Frequently (26-75%)	Constantly (76% or more)
Stretching/reaching				X
Distinguish smell/temperature		X		
Hearing				X
Seeing				X
Speaking and communicating effectively with all people including some with diverse backgrounds				X
Operating computer and standard office equipment			X	
Hand/finger dexterity				X
Motor skills and hand-eye coordination				X
Exposure to hazardous materials		X		
Exposure to outside activities that could include extreme temperatures or inclement weather		X		
Other:				

The above statements describe the position as it exists now. They are not intended to be an exhaustive list of all responsibilities, duties and skills required in this position. It may be redesigned or reorganized at management discretion at any time.

Statement of Vaccination Requirement – Condition of Employment: The Governor’s Proclamation 21-14.2 requires all employees of educational institutions (schools) to be fully vaccinated against COVID-19 unless a medical or religious (moral/ethical) exemption is approved. Being fully vaccinated means that an individual is at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. As a condition of employment, newly hired employees will be required to provide proof of their COVID-19 vaccination.

Please contact Lucas Dobbs, Assistant Principal of Academics, at ldobbs@odea.org