

THE CULVER EDUCATIONAL FOUNDATION
JOB DESCRIPTION

Job Title: Roman Catholic Campus Minister

Department: Spiritual Life

Reports To: Director of Spiritual Life

Classification: exempt

JOB SUMMARY

Under the supervision of the Director of Spiritual Life, the Catholic Campus Minister helps create an environment which encourages all Catholic students and seekers to investigate and nurture their own Catholic identity and the formation of a faith community which responds to the spiritual needs of other students, teachers/staff, and members of our local community. In collaboration with the Spiritual Life Department and the local parish, the campus minister provides pastoral support for the students, faculty and staff, and brings to life a campus rich in spirit, prayer, discipleship, sacramental experiences, social justice and preparation for Christian leadership in the Church and in society.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Attend regular Spiritual Life Staff meetings
- Participate in staff planning
- Communicate to staff and students about Catholic youth ministry activities
- Coordinate on-campus liturgies in cooperation with the local priest (weekly mass, make-up services, holy days of obligation, penance services, and creating any materials needed for these services)
- Recruit, train, and schedule students for liturgical ministry according to Diocesan guidelines
- Recruit and work with musicians (lead students in choosing music for liturgies, and attend weekly practices)
- Oversee, plan and host Roman Catholic Youth Programming (service opportunities, *Teens In Christ* youth group, monthly adoration, update Catholic *Facebook* page)
- Oversee and lead Confirmation program (plan and facilitate weekly class and make-up classes according to Diocesan guidelines, plan and coordinate Confirmation Mass with local Parish and Diocesan Staff)
- Pastoral care when needed

In addition to regular duties, is expected to perform student supervisory and chaperone duties and engage in other such duties as may be assigned by the proper authorities.

QUALIFICATIONS

Experience, Education and Licensure

Bachelor's Degree in Catholic theology, ministry, or related field, or commensurate experience, with knowledge of Catholic teachings, catechetical practices, and documents. The employee must be a Catholic in good standing, and able to articulate the Church's teachings. The employee must have knowledge of current youth culture and current trends and issues within those cultures. Requires the ability to maintain confidentiality. This person must be well-organized, flexible and enjoy the administrative challenges of supporting a program of diverse people and faith traditions – open to supporting interfaith initiatives.

GENERAL EXPECTATIONS

- Adheres to CEF Policy and Procedures.
- Acts as a role model within and outside CEF.
- Performs duties as workload necessitates.
- Maintains a positive and respectful attitude.
- Communicates regularly with Director of Spiritual Life about department issues.
- Demonstrates flexible and efficient time management and ability to prioritize work load.
- Consistently reports to work on time prepared to perform duties of position.
- Meets department productivity standards.

AMERICANS WITH DISABILITY SPECIFICATIONS

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Modern office environment including access to computer facilities is provided. Travel to attend outside meetings and conferences may be required. Additionally, the physical capability to access various locations on campus, which involves walking and climbing stairs, is also necessary.

ABOUT CULVER

Culver Academies is a coeducational college preparatory boarding school located in Culver, Indiana on a 1,700-acre lakeside campus. Culver educates its students for leadership and responsible citizenship in society by developing and nurturing the whole individual – mind, spirit, and body – through integrated programs that emphasize the cultivation of character. Our diverse student body includes representatives from 22 countries and 36 states. The Culver Spiritual Life Department coordinates weekly services and faith-based extracurricular activities for the campus with a commitment to interfaith dialogue rooted in faithful adherence to religious traditions and openness to those with no religious affiliation.

TO APPLY

Applications can be completed at:

https://www4.recruitingcenter.net/Clients/cef/PublicJobs/controller.cfm?jbaction=JobProfile&Job_Id=10545&esid=az