Campus Minister/Theology teacher Regina Dominican High School

Position Overview

Campus Ministry at Regina Dominican High School is rooted in the mission of Jesus, the Dominican charism and Catholic Social Teaching. The Campus Minister provides pastoral care for students, initiates opportunities for faith development, and promotes interfaith collaboration. The Campus Minister is a teaching member of the Theology Department and depending on qualifications, may act as a member of the Academic Leadership Team.

Reports to Principal

Responsibilities:

Study

- May serve as a member of the Academic Leadership team*
- May serve as Curriculum Leader for the Theology department and chair of the Theology department PLC (Professional Learning Communities) team*
- May serve as a member of the PLC Guiding Coalition*
- Coordinates and oversees the efforts of the Assistant Campus Minister and student and adult volunteers
- Conducts the Mission and Ministry/ Dominican Charism onboarding for new faculty and staff
- Plans school-wide events and activities based on the liturgical calendar and special events weeks such as Catholic Schools Week and Dominican Week.

Prayer

- Schedules and plans liturgies and prayer services for the school community
- Invites local clergy to celebrate liturgies
- Purchases and maintains all supplies for liturgies and maintains the chapel and sacristy.
- Provides liturgical minister training (readers, cantors, servers, Eucharistic ministers, etc.)
- Collaborates with the Music director for selection of liturgical music
- Schedules, plans, and leads all student and adult retreats
- Prepares students and adults to serve as retreat leaders
- Directs and/or assists at all student retreats.

Service

- Coordinates student service requirements and recording
- Create partnerships with service agencies
- Co-coordinates service opportunities with other local high schools and parish groups
- Plans and executes service trips for students and accompanies students on trips (an additional stipend can be paid for one service trip per year)
- Recruits and schedules adults to chaperone service experiences when needed
- Prepares students and adults for participation in service activities
- Publicizes and facilitates participation in service activities
- Schedules, organizes, and manages weekly service opportunities for students during Advisory periods, in collaboration with Theology department and volunteer coordinator

Preaching

- Recruits, selects, and trains students to serve as members of the Dominican Preachers
- Recruits students and accompanies students to the mandatory annual Dominican Preaching Conference (An additional stipend will be paid for attending the Preaching Conference)
- Supports the Dominican Preachers as they enact their yearly goals
- Creates and manages daily morning prayer schedule

- Promotes the work of the Dominican Preachers through printed material, school website, public commissioning, liturgies, prayer services, and other projects

Theology Department Teaching

- Teaches courses as a member of the Theology Department, as needed and participates in all faculty and staff professional development as a member of the faculty

Related Responsibilities

- Offers experiences that help students grow in their knowledge and appreciation of the Catholic faith and traditions, and that encourage all students to grow in their faith, whether they identify as Catholic or not
- Coordinates and communicates weekly ministry events and announcements to take place during the school day through the weekly bulletin and Panther Parent publications, including sponsored field trips such as the Archdiocese African American Heritage Prayer Service field trip.
- Establishes and maintains contacts with church and local agencies who serve youth.
- Maintains electronic records and files of programs and activities
- Maintains financial records and manages a yearly budget
- Maintains active membership in professional societies and associations
- Engages in professional development through seminars, workshops, conferences, etc.
- Participates as a member of the Student Life committee
- Serves as liaison to and collaborates with the Chaplain on programming and events.
- Maintains communications with the Archdiocese of Chicago as the theology/ministry representative
- Maintains the school's relationship and interaction with the Adrian Dominican Sisters, our founding order, and ensures their legacy is honored and upheld
- Maintains a liaison relationship with Dominican Veritas Ministries, attending all DVM meetings, webinars, and the biannual DELC conference

Qualifications

- Practicing Roman Catholic
- B.A. Required, M.A. Preferred in campus ministry, theology or religious studies, or equivalent coursework
- Knowledge of and/or willingness to learn about the mission and heritage of the Adrian Dominican Sisters
- High school teaching experience
- Must be available to work flexible hours, including nights and weekends. The retreat program requires being away from home overnight, sometimes several nights in a row.

Skills

- Liturgy planning
- Strong communication skills
- Organize and work with groups of all ages
- Develop and implement programs

*dependent on qualifications