

CAMPUS MINISTER: LITURGY AND WORSHIP

Saint Francis Preparatory School seeks a qualified person to serve as a member of the Campus Ministry team primarily focused on the area of liturgy and worship.

Primary Focus

Attend to the pastoral needs of students, faculty, and staff:

- Providing individual pastoral counseling
- Collaborating and communicating with Guidance Department, Deans, parents, teachers, and administrators to assist students in need
- Making pastoral visits to homes, hospitals, and funerals as necessary

Plan, organize, and celebrate liturgies and reconciliation services:

- Overseeing the selection of music at liturgies and reconciliation services
- Working collaboratively with the Liturgical Ensemble Coordinator to assure regular practices for Liturgical Ensemble
- Assisting with coordinating adult volunteer musicians and singers
- Coordinating, training, and organizing Extraordinary Ministers, Lectors, Liturgical Assistants, and Liturgical Dancers and assuring high degree of student participation
- Coordinating all facility and logistic responsibilities by:
 - scheduling support personnel (i.e. sound engineer, accompanists, etc.);
 - physically setting-up and taking down of liturgies and reconciliation services;
 - creating appropriate environment in worship space;
 - preparing worship aides for congregation (i.e., PowerPoints)
- Increasing collaboration between CM and other student groups
- Supporting the liturgical needs of the Alumni and Development Offices (i.e. Alumni Memorial Mass, Spring Reunion/Hall of Fame Mass, special events, etc.).

Organize, lead, and encourage worship for the school community by:

- Recruiting and training and student prayer leaders
- Planning, scheduling, and leading of morning prayer
- Providing appropriate prayer resources to students, teachers, moderators and coaches
- Organizing and supporting prayer at parent nights, special assemblies, etc.

Promote and support student leadership development by educating and mentoring student leaders involved with Campus Ministry programs, especially:

- Overseeing and coordinating student coordinators of Liturgy, Liturgy Ensemble, Extraordinary Ministers of Holy Communion, Liturgy Committee, and Morning Prayer Leaders
- Assisting with Retreat Leader training retreat and helping prepare leaders for weekly responsibilities

Develop, plan, and coordinate new faith experiences to augment the retreat program.

Secondary Focus

Assist with appropriate pastoral response for disasters (i.e., sudden loss, house fire, natural disaster, etc.).

Support school-wide charity drives (i.e., Thanksgiving, Lenten T-shirts, Lenten collection, school supply collection) and assist with CM fundraisers like Used Uniform Sales.

Support sacramental preparation program.

Support and encourage the spiritual development of the adult community.

Foster good relationship with the ministry profession and community.

Motivate and support individuals and groups to animate the mission, philosophy and Franciscan charism of the school.

Foster personal, spiritual, and professional growth by attending annual trainings, skill development and spiritual retreats.

Minimum Qualifications:

Roman Catholic excited about sharing his/her faith

B.A./B.S. in related field

M.A. Theology/Masters in Divinity preferred

Experience in Youth/Campus Ministry

Experience organizing Catholic liturgy, sacramental celebrations

Good communication, organizational and computer skills

Must be a team player and have the ability to work effectively in diverse environment.

Commitment/Compensation:

10-month position with some summertime faith experiences and team planning

Salary based on education and years of experience

Good health and retirement benefits

For more information, please contact:

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