



MATER DEI HIGH SCHOOL  
1300 Harmony Way • Evansville, IN 47720

*Enter to Learn. Go Forth to Serve*

## Campus Minister Job Description

<b>Job Title:</b>	Campus Minister
<b>Location:</b>	Mater Dei High School
<b>Reports To:</b>	President of Mater Dei
<b>FLSA Status:</b>	Salary, Exempt
<b>Last Revised:</b>	August 2022

*Mater Dei High School is committed to being a school of choice for all families. A Catholic co-educational community in the Diocese of Evansville, Mater Dei strives to create an educational environment based on Gospel values, which recognizes the needs and differences in individuals and empowers students to meet the challenges of a rapidly changing and morally complex world.*

*Mater Dei is built on the cornerstones of spiritual growth, academic excellence, service to others, and social development.*

**Summary:**

Under the supervision of the President and in coordination with the Priest-Delegate and the Theology Department, the campus minister helps to create an environment which encourages and guides all members to contribute to the Catholic identity of Mater Dei High School. The campus minister serves as a role model and mentor to support the faith formation of Mater Dei students, faculty, staff, and parents. The campus minister works collaboratively to enliven the rich spiritual life of Mater Dei through its rituals, customs, charisms, spiritual growth, prayer, discipleship, social justice, and preparation of leaders in service for the Church and society.

**Job Description:**

- Direct, review, develop, and document a strong service program which shows accountability based on overall service hours and a reflective component for each individual that connects to service for the overall large community, to the school community, and to the individual faith and parish community
- Direct, review, and develop retreat programs for the student body, faculty, staff, and President’s Advisory Council of Mater Dei High School. Pursue development of an overnight retreat opportunity for students
- Coordinate liturgies, sacraments, Eucharistic Adoration, prayer services, and other spiritual formation opportunities
- Develop a culture that recognizes the dignity of all human life, from conception to natural death
- Serve as Mater Dei's liaison for area pastors, parish catechetical leaders, and youth ministers
- Provide pertinent articles and resources for parents and students in the monthly newsletter related to Catholic identity and spiritual development
- Develop content for the Spiritual Life section of the website
- Manage the Campus Ministry budget
- Attend administrative staff meetings as necessary
- Prepare morning prayers for the principal if needed
- Direct, review, and develop a continuous inspirational speaker program for the students throughout the school year
- Develop and encourage faith-sharing small groups



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- Collaborate with Theology Department on art and environment, social justice, open house and orientation talks, spiritual life suggestions and growth, preparation on leadership for the Church of the twenty-first century, and Christian formation activities
- Collaborate with the Diocesan Office of Youth and Young Adults, parish youth ministers, and catechetical leaders
- This position reports to the President of Mater Dei High School

### **Required Skills:**

- Practicing Catholic with an active sacramental and faith-life and in good standing with the Catholic Church that is verified by a letter from their Pastor
- Degree in Theology preferred (Bachelor's degree, Master's degree preferred working toward Religion Certification)
- Safe Environment Training and Background Check required
- Willing to continue education in areas of Theology and ministry to young adults, through courses, workshops, and in-services as needed
- Desire and ability to work and relate to young people in a Catholic high school setting
- Experience directing and developing community outreach/service programs
- Able to bring outreach programs online to student body and faculty
- Able to work weekends and evenings as needed
- Able to be a good role model and example of Christian living to the young people of Mater Dei High School and its affiliated communities of youth on a daily basis

Applicants shall exhibit in behavior and lifestyle values compatible with Catholic beliefs in particular as well as being a practicing Roman Catholic. All employees shall abide by the laws of the Church and the state. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville.

**To apply**, please send a cover letter, resume, professional references to: [jmcgrew@evdio.org](mailto:jmcgrew@evdio.org)