



Catholic Diocese of Evansville  
Catholic Schools Office  
4200 N. Kentucky Ave • P.O. Box 4169  
Evansville, Indiana 47724-0169  
Phone: (812) 424-5536 • Fax: (812) 424-0973  
Web Address: [www.evdio.org](http://www.evdio.org)

**School Name:** [Reitz Memorial](#)

**Contact Name:** [Aaron Schmitt](#)

**Contact Phone Number:** [\(812\) 476-4973](#)

**Contact Email:** [aaronschmitt@evdio.org](mailto:aaronschmitt@evdio.org)

**Date Posted:** [5/5/2026](#)

**Date Closed:** [Once filled](#)

---

**Job Type:** [Non-Certified](#)

**Employment Type:** [Full-Time](#)

**Title/Position:** [Campus Minister](#)

**Grade Level/Subject Area:** [9/12/2026](#)

**Start Date:** [6/1/2026](#)

**Job Description/Responsibilities:**

**Position Overview**

The Campus Minister fosters the Catholic and Holy Cross Identity of Reitz Memorial High School in all facets of the school's life. This person will also provide direct support to the Director of Mission Integration. Particular attention is to be given to promoting the personal and spiritual development of all members of the Memorial community through the creation, implementation, and supervision of Campus Ministry programs that foster student, faculty, staff, and parent involvement.

**Essential job functions:**

Demonstrate a commitment to Catholic and Holy Cross values and the promotion of the associated culture within a Catholic school.

Animate the school community with a Catholic and Holy Cross spirit and the joy of the gospel.

Facilitate the development of discipleship in appropriate ways through the entire school community.

Collaborate with the Chaplain, Pastors, Theology Department, and Administration.

Coordinate the Campus Ministry calendar by working directly with school administration to schedule retreats, Chapel use, and other events.

Provide effective, regular, helpful communication about Campus Ministry vision and opportunities to students, families, staff, Pastors, youth ministers, and the diocese.

Articulate an annual plan of program development for campus ministry, in consultation with the Director of Mission Integration and Pastors.

Promote and create service opportunities for students, faculty, and staff with a focus on the Church's social teaching, including the facilitation of "Day of Service" events.

Oversee the service program, including maintaining accurate records utilizing the provided app and providing regular reports to stakeholders.

Plan, coordinate, and implement retreat opportunities for students, families, and staff.

**Explore opportunities for school-led mission trips within the local, national, and global communities.**  
**Plan and coordinate all liturgical events (Chapel Mass, All School Mass, Reconciliation, and Advent/Lenten events) for the school community, including requesting Pastors.**  
**Assist in the oversight of special events pertaining to Ministry, such as Baccalaureate Mass and Catholic Schools Week Mass, including the selection of ministers and speakers.**  
**Actively solicit feedback from students, faculty, administration, and parents on the effectiveness of the campus ministry program.**  
**Serve on the Catholic Identity Committee for the Strategic Plan.**  
**Train and schedule all ministers for liturgy.**  
**Provide pastoral counseling to students and faculty, escalating to appropriate licensed school counselors when appropriate.**  
**Engage in continual personal and professional development.**  
**Oversee liturgical/office space for the spiritual life of the school.**  
**Perform other related duties as assigned.**

**Qualifications:**

**Key Competencies:**

**Works cooperatively with the Administration and supports administrative policies.**  
**Works as a team member with the counselors, faculty, and staff.**  
**Demonstrates positive interpersonal relations with students and parents.**  
**Demonstrates professionalism in conduct, demeanor, confidentiality, and work habits.**

**Qualifications: Education/Certification:**

**Bachelor's degree required.**  
**Previous experience in a secondary environment and/or youth ministry.**  
**Strong moral character, as indicated by pastoral recommendation.**

**Additional Instructions:**

**Physical Demands:**

**Lifting up to 50 lbs unassisted.**  
**Frequent prolonged standing, sitting, walking, and climbing stairs.**  
**Manual dexterity for repetitive physical tasks (typing, filing).**  
**Monitoring students in a variety of locations and times of day.**

**Working conditions:**

**Required to work some nights and weekends.**  
**Required to work a minimum of a full school day.**  
**Required to work in standard office and school conditions.**

**Application Instructions:**

Thank you for your interest in working for the Catholic Schools of the Diocese of Evansville. Please email a letter of interest and completed application packet to the Catholic Schools Office at [cs@evdio.org](mailto:cs@evdio.org).

**Application Packets** can be downloaded from the Diocese of Evansville website.

Certified Teacher Application <http://www.evdio.org/certified-employee-application-instructions.html>

Non Certified Application <http://www.evdio.org/non-certified-employee-application-instructions.html>

Bus Driver Application <http://www.evdio.org/bus-driver-employee-application-instructions.html>