POSITION TITLE: ASSOCIATE CAMPUS MINISTER

DEPARTMENT: MISSION AND MINISTRY

FLSA STATUS: EXEMPT

REPORTS TO: DIRECTOR OF MISSION AND MINISTRY

ORGANIZATIONAL SUMMARY:

St. Joseph’s Preparatory is a Catholic, Jesuit, independent four-year college preparatory school located on the northern edge of center city Philadelphia. Founded in 1851, this highly selective, all male school serves nearly 1,000 young men “to become men for and with others.” Students come from diverse economic, geographic, racial and ethnic backgrounds from throughout the Philadelphia metropolitan area. The Prep develops leaders of intellectual distinction, men of faith and integrity, men who are committed to social justice and community service, men open to growth, and men who are loving. At the Prep, classroom and chapel intersect with the religious formation of mind and heart. St. Joseph’s Preparatory School is committed to building a culturally diverse educational environment, with a focus on diversifying our staff. We are seeking colleagues who can work and teach in these and other areas while contributing to the diversity and excellence in our programs and courses through their research, teaching and service. As a Jesuit institution, these values are pillars of our education. We strive to establish a community more representative of the student body and city we serve.

POSITION SUMMARY:

As a team, Mission and Ministry is responsible to address the multifaceted faith formation needs of the student body in the areas of service, retreats and liturgical ministry. As a member of the Mission and Ministry team at St. Joseph’s Preparatory School, the Associate Campus Minister, is responsible to offer programs that foster the personal and spiritual growth of the individual, to plan and administer all student retreats, to organize school-wide liturgies and to oversee prayer services on campus. The Associate Campus Minister works closely with the other Campus Ministry team members and reports to the Director of Mission and Ministry.

KEY RESPONSIBILITIES:

● Oversees the planning of, preparation for and implementation of all retreats (currently 6 KAIROS retreats, 3 Montserrat Sophomore retreats, the Ignite Freshman retreats and other supplemental retreats). In coordination with student and faculty leaders, themes for the retreats are chosen that are age-appropriate as well as faithful to our Ignatian and Catholic identity.

● Plans and organizes all liturgies and prayer services for the student body. In coordination with Music Ministry, Campus Ministry is responsible for organizing the set up and execution of these services. This includes coordinating with the Celebrant as well as training and preparing lectors, acolytes, hospitality ministers and Extraordinary Ministers of Holy Communion.

● Works collaboratively to promote vocations for the Society of Jesus, as well as for the Archdiocese of Philadelphia. Campus Ministry works as a team with the Chair of the Religion department, the Jesuit Vocation Office, as well as the Archdiocese to develop relevant programming and opportunities to promote vocations to the priesthood and religious life.

● Is responsible for the organizing a yearly calendar of all campus ministry events. These events are scheduled in coordination with members of the administration and in consideration of other co-curricular activities scheduled.

● The Campus Ministry team oversees the Mission & Ministry Board, including the application and coordination of the team as well as directs their annual retreat. The Board is responsible for planning and executing many of the retreats as well as other events organized by the Mission & Ministry Office. The Associate Campus Minister is responsible for organizing a retreat during the summer to prepare them for the upcoming school year.

● Serves as liaison between St. Joe’s Prep and the Archdiocese of Philadelphia, this includes attending relevant conferences and meetings organized by the Archdiocese.

● In collaboration with Director of Alumni Relations, the Associate Campus Minister and Campus Ministry team maintains
communication with alumni for the purposes of keeping them informed on upcoming events as well as Alumni Retreats and Kairos Retreat reunions.

- Coordinates and assists in fund-raising and charitable events. The Associate Campus Minister and the Campus Ministry team works closely with the Student Council or grade level moderators as appropriate to plan, promote and coordinate charitable events. These events may include Cancer Awareness Month, Operation Santa Claus, Thanksgiving Food Drive, Ignatian Heritage Days.

- Promotes the Ignatian Mission & Identity of the school to all St. Joe’s Prep constituencies. The Associate Campus Minister and the entire Campus Ministry team assists, as needed, the Office of Mission & Ministry with parent/student retreats and the planning of Faculty Retreats.

- Works with Guidance and Counseling departments to assist transitions of transfer students as well as Pastoral care for the student body.

- Serves as sacristan. As sacristan responsibilities include maintaining the sacristy in the White Chapel and in the Church of the Gesu, as well as managing inventory for materials like altar wine, hosts, and candles.

- Organizes training for new Extraordinary Ministers of Holy Communion. Once a year (or more often, if needed) students of the appropriate age as well as new members of the faculty and staff will be invited to attend a training session to be trained to serve as Ministers of Communion at our school liturgies.

- Coordinates the Worship Space for Liturgies. In conjunction with members of the maintenance staff, technology, and the Music Ministry, the Associate Campus Minister and the Campus Ministry team will facilitate all communication to organize a prayerful space, seasonally appropriate and one that meets the needs of the St. Joe’s Prep community.

- Create and establish an annual budget for all retreat and liturgy programming.

- Assist and serve as support staff on various school committees, which include: Freshman Orientation, Alumni Service Corps Selection Committee, Cura Personalis team, etc.

- Offer a regular, relatable, responsible presence on social media (Facebook, Twitter, Instagram, etc.).

**EDUCATION, EXPERIENCE AND SKILLS REQUIRED:**

- Bachelor’s Degree required in related field; Master’s degree preferred.
- Minimum of 3-5 years of experience working within Campus Ministry, specifically with leading retreats and preparing liturgy.
- Practicing Roman Catholic required.
- Passionate about working in an organization that values and promotes Diversity, Equity and Inclusion.
- Works to understand the experiences of, and advocate for, historically marginalized groups across race, gender and sexual orientation.
- Ability to multi-task
In order to be considered for an interview, please submit the following information to the Office of Human Resources at hr@sjprep.org or mail to:

Joseph Dougherty, Sr. Director, Human Resources
St. Joseph’s Preparatory School
1733 West Girard Avenue
Philadelphia, PA 19130

Deadline: April 22, 2022

- Cover letter
- Resume
- List of three references (contact info only)

For information on our mission and characteristics of the school, please visit our website at www.sjprep.org

EQUAL OPPORTUNITY EMPLOYER