

## **Director of Ministry Job Description**

*The Director of Ministry is a full-time position that includes teaching three five-credit courses (one per term) and follows a 200-day work calendar. The Director of Ministry must be a practicing Catholic. Preference will be given to an applicant who understands the Lasallian Culture and its values.*

*The Director of Ministry shall provide leadership in the spiritual life of the Saint Mary's Catholic community in the following ways:*

- Coordinate morning prayer on campus in a manner that maximizes student and faculty participation.
- Provide prayer and reflection resources and opportunities for faculty, staff, and groups within the Saint Mary's community.
- Direct the retreat program, providing retreat opportunities for 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> graders.
- Work in conjunction with the President and staff in leading faculty, staff, parent, and alumni prayer and spiritual opportunities.
- Train faculty, staff, students and parents/guardians to be retreat leaders and support.
- Involve students, faculty and staff in planning, setting up and participating in liturgies and prayer services.

*The Director of Ministry shall direct programs and activities that facilitate and activate the Lasallian Core Principles and Gospel Values on campus by working with the Vice-Principal and Student Activities Team in the following ways:*

- Establish nurturing student leadership opportunities for Ministry within the structure of student government while inviting the entire student body to participate.
- Collaborate with the Vice-Principal in training Lasallian Student Leaders.
- Provide clubs and athletics with a spirit of fellowship and service that includes outreach to the poor and marginalized.
- Coordinate activities and events that strengthen community and proclaim the Church's social mission and supports the school's Inclusive Community Initiative.
- Work in conjunction with the service coordinators to grow the culture of service at Saint Mary's.

*The Director of Ministry will work with the President and other appropriate administrators/faculty/staff to make the Catholic identity of the school more visible in the following ways.*

- Increase the presence of liturgical on campus.
- Recognize and celebrate the diversity -- spiritual and cultural -- of our school community.
- Assist in providing prayer resources for faculty and staff.
- Publicize the school's Ministry programs and messages on campus as well as to the broader Saint Mary's community.
- Be an active member of the school's Lasallian Formation Team.

*The Director of Ministry will work in close partnership with the President, Principal, Vice-Principal, and Religious Studies Chair in accomplishing all of the above.*

*The Director of Ministry is also responsible for the following activities and events:*

- Regular newsletters to parents regarding prayer, reflection, and opportunities for spiritual growth.
- Liturgy and prayer-service coordinator
- Parent, Student, faculty/staff, and parent Days of Reflection.
- Coordinate the student Liturgy Committee and faculty Eucharistic ministers for Mass.

## **Director Ministry, Starting August 2021**

Saint Mary's College High School is seeking a Director of Ministry beginning in August 2021 who will work in conjunction with the President and administration to provide programs and spiritual activities that reinforce our Mission and our Lasallian Catholic community.

*"As a Christ-centered community striving to live the mission of Saint John Baptist de La Salle, Saint Mary's College High School is a Lasallian Catholic school where diversity and inclusion are essential, and quality education of the whole person is our active ministry. With community support and faith grounded in love, we teach one another to pursue a life of virtue, scholarship, and service."*

– Saint Mary's College High School's Mission Statement

[www.saintmaryschs.org](http://www.saintmaryschs.org).

### **Minimum Requirements:**

- Bachelor's degree in Theology preferred, not required
- The Director of Ministry must be a practicing Catholic.
- A clear commitment to the mission of the school which emphasizes teaching the whole student through a Lasallian Lense: *Faith in the Presence of God; Inclusive Community; Quality Education, Concern for the Poor and Social Justice; and Respect for All Persons.*
- Must be knowledgeable and have strong interpersonal skills with the ability to organize retreats, liturgies, provide prayer support, and other spiritual activities for students, faculty and staff, families, and alumni.
- Ability to work well with students and colleagues; willingness to be an active, enthusiastic member of the Saint Mary's Community in Lasallian Programs and co-curricular activities.
- Possesses a commitment to diversity, equity, and inclusion.

### **Education / Experience Required:**

- Strong interpersonal skills.
- Preferred experience in equity and inclusion work and understanding of a diverse faith-based community in a Catholic environment.
- Appreciation of teens and understanding of their developmental stages.
- Understand and support the Mission, Vision and Culture of Saint Mary's College High School.

## **How to Apply**

Interested applicants should submit a cover letter, resume and salary requirements (a must) by May 15, 2021.

Job Type: Full-time

Salary and Benefits are competitive

Please submit cover letter and resume to: Elizabeth Haro, Assistant to the Principal, at [eharo@stmchs.org](mailto:eharo@stmchs.org)

**Please include your name and Director of Ministry.**