



St. Anne-Pacelli Catholic School

Campus Minister

Job Description

Located in Columbus, Georgia, St. Anne-Pacelli is the only Catholic, preschool through 12th grade, college preparatory school serving the southwestern portion of the state. The school is respected for its strong academic program and strives to instill its core values of faith, honesty, loyalty and respect in each of its 735 students.

St. Anne-Pacelli Catholic School is currently seeking applicants for the newly established role of campus minister. By providing the school community with experiences of the sacraments, prayer, leadership development, retreats, and service, the campus minister will assist St. Anne-Pacelli in creating a strong, vibrant Catholic community on campus. With the help of the administration, parish priests, faculty, staff, parents and students, the campus minister brings to life the gospel's call to holiness and service to others. In doing all these things the campus minister also inspires and prepares students to assume roles as future leaders in service of the Church. This position will report to the school president and the pastor of St. Anne Catholic Church.

Essential Job Functions

Promotes Spiritual Growth:

- Provides different experiences of prayer which open students' hearts to a deeper relationship with Jesus Christ
- Develops a retreat program and days of recollection for our students, faculty, staff and families which meet the spiritual needs of each group and fosters a deeper relationship with Jesus and stronger bonds of friendship and discipleship throughout our whole school community
- Organizes trips to regional, national and, if possible, international conferences and service trips geared to both middle and high school students to help the students understand and appreciate the variety and depth of the Catholic faith community
- Is responsible for helping students participate in the sacramental life of the Church by:
 - Organizing a weekly Mass for the Lower School and a bi-weekly Mass for the middle and high school
 - Providing opportunities for the common celebration of the Sacrament of Confession in Advent, Lent and more as requested
 - Assisting with Confirmation preparation

Forms a Faith Community:

- Creates a welcoming atmosphere at all campus ministry events and programs based on the traditions and practices of the Catholic Faith
- Appropriately acknowledges and celebrates the diversity of faith in our school community
- Organizes events and programs which build up the Catholic community in our school and unite our school more closely with the Columbus Catholic community at large

Social Justice Initiative

- Creates opportunities for students, faculty, staff, and families to be informed about the social teaching of the Church and of service to our brothers and sisters in need, both in the St. Anne Community Outreach Program and community service organizations throughout Columbus
- In the area of social justice, ensures a pro-life presence on campus by maintaining student/faculty awareness through special programs. If possible, provides the opportunity for our students and staff to participate in the Annual March for Life in Washington D.C.

Preparation of Future Leaders of the Church

- Encourages and helps students discern the vocation for which God has created them
- Creates a campus ministry team of students which assists in all aspects of Catholic life on campus
- Maintains information and develops programs which assist students in discerning vocations to the priesthood, religious life and ministerial life of the Church

Additional Job Functions

- Is visible and present on the school campus and at school activities
- Is available to students, faculty, staff, and parents
- Oversees the budgetary process and fundraising initiatives for campus ministry
- Stays abreast of current developments in the area of school/campus ministry
- Performs any other job-related tasks deemed necessary and/or assigned by their supervisor

Knowledge and Required Skills

- Has skills in communication, initiative, creativity, and problem solving
- Is very approachable and welcoming
- Able to work in a team setting
- Utilizes technology effectively and appropriately
- Attends to own personal, professional and spiritual development

Qualifications

- Practicing Catholic with an active sacramental and faith life and in good standing with the Church
- Bachelor's degree (master's degree preferred)
- Received Safe Environment Training and signed the Code of Professional Conduct
- Completed FBI fingerprint clearance

To express interest in this position, please email a cover letter and resume to campusminister@sasphs.net.