



CEDAR VALLEY
CATHOLIC SCHOOLS

JOB DESCRIPTION

POSITION NAME: THEOLOGY & CAMPUS MINISTRY

CLASSIFICATION: EXEMPT, SALARY

WORK WEEK:

REPORTS TO:

BUILDING ADMINISTRATOR

CHIEF ADMINISTRATOR

BOARD OF EDUCATION

EFFECTIVE DATE: 07/01/2021

QUALIFICATIONS/PERSONAL CHARACTERISTICS:

1. Support and promote the philosophy of Catholic education and contribute to building a spirit of unity within the Cedar Valley Catholic Schools System
2. Use Gospel values as the basis for decision-making
3. Degree or educational background in Youth Ministry, Campus Ministry, Pastoral Studies, Theology, Religious Education, or related field.
4. Proven ability to work with teens as well as adults
5. Fully initiated and active member of the Catholic Church
6. Publicly adheres to Catholic Church teachings
7. Committed to ongoing spiritual renewal and growth.
8. Has a basic understanding of Roman Catholic teaching in the following areas: God, Christ and Church, Pastoral Theology, Ethics and Moral Theology, Liturgy and Sacrament, Justice and Peace, Spirituality and Peace, Canon Law, Scripture and Scripture Interpretation

DUTIES/RESPONSIBILITIES:

1. Serves as Liturgy coordinator for Blessed Maria/Columbus High School; includes preparation, scheduling, and working with pastors
2. Works with the liturgy team to plan and coordinate masses and reconciliation.
3. Plan and work with the student leadership team to create Monday morning prayer services every Monday.
4. Conducts student training for Liturgical Ministries
5. Coordinates physical care and appearance of the chapels
6. Coordinates/Orders liturgical supplies as needed
7. Promotes and coordinates Senior Leadership Team/KAIROS
8. Promotes other local, state, and national retreat opportunities for students
9. Coordinates CHS class retreats/renewal days
10. Works with parish leadership including Liturgical Ministry to support parishes, in promoting student involvement at the parish level
11. Works in collaboration with Waterloo Catholic Youth Ministry to promote student involvement in faith building activities

12. Plans and coordinates with students and staff a wide range of clubs or opportunities that promote faith in action (for example: respect life, bible study, peace and justice, social concerns)
13. Coordinates/Leads CHS service trips (minimally 1 in the fall/winter and 1 in the spring/summer)
14. Coordinates school-wide service opportunities for Columbus to tie into the Corporal Works of Mercy. Including but not limited to, annual Feed the Hungry Campaign.
15. Works with teachers to promote and coordinate service opportunities in their classrooms
16. Works with Administration and BMAP/CHS teachers to guide and lead local faith formation development for staff members
17. Works with teachers to promote and apply Catholic teachings into their classroom instruction (for example: social justice, sanctity of life)
18. Coordinates record keeping of Catechist hours and opportunities for BMAP/CHS staff members
19. Promotes adult faith opportunities to Columbus parents
20. Coordinates/Leads Parent Faith formation and education at Columbus Catholic High School
21. Works with Activities Director, Coaches, and Moderators to ensure permeation of Catholic values in all activities
22. Works with Administration ,Parish, and school leaders to publicize Columbus Catholic Identity to the greater Columbus community (i.e. Events, opportunities, successes, etc)
23. Teach religion to pupils in a classroom, using the course of study adopted by the Archdiocese of Dubuque and other appropriate learning activities.
24. Other tasks determined by the building administrator.

The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.