



Full-Time Director of Campus Ministry

Job Description.

The Director of Campus Ministry is responsible for overseeing East Catholic's spiritual formation and service-learning programs in a way that faithfully implements the school's Mission and Strategic Plan. The Director of Campus Ministry is charged with enhancing the spiritual development of the entire school community: students and families, faculty and staff, and administration. To achieve this, the Director collaborates with the faculty and staff, especially of the Religion Department, and works as part of a team with other Campus Ministers. The Director reports to the Dean of Student Life, with frequent consultation with the President.

ECHS Mission

East Catholic High School is a regional college-preparatory school of the [Archdiocese of Hartford](#). Building on Catholic tradition and the charism of the [Sisters of Notre Dame de Namur](#), we challenge our students to build strong moral character while pursuing academic excellence, responsible citizenship, active participation in community service, sportsmanship, and an appreciation for the fine arts. Guided by the teachings of Jesus Christ, East Catholic is a welcoming environment for all students.

Specific responsibilities regarding the spiritual formation program include:

- Ensures, along with the Administration, that the mission of East Catholic High School, the charism of the Sisters of Notre Dame de Namur, and the Catholic identity of the school are clearly articulated and carried out to all constituents.
- Integrates Catholic social teaching and the school's mission into practices.
- Supports and upholds the philosophy of Catholic education and the mission of the school.
- Acts as a witness to Gospel values by modeling the teachings of the Catholic Church.
- Provides and oversees retreat opportunities for all students.
- Directs the work of the student Peer Ministry team.
- Oversees all liturgies (including the Baccalaureate Mass) and prayer services, in consultation with the school Chaplain.
- Coordinates opportunities for communal prayer and faith sharing: Agape Latte, Morning Prayer, Third Period Prayer, faculty/staff meetings, and in-service faith formation.
- Collaborates with the Administration in planning and implementing faculty/staff retreats.

Duties and Responsibilities:

Duties pertaining to the service-learning program include:

- Oversees and monitors the school-wide STRETCH service-learning program.
 - Uses MobileServe app/website to share service opportunities and monitor student progress toward service hour targets, including approval of service logs.
 - Updates the Religion Department regarding student progress at least quarterly.

- Coordinates and participates directly in East Catholic's community service opportunities (alongside students), including:
 - Cooking and serving meals for local homeless shelters twice per month.
 - Annual service immersion trip to West Virginia in February.
 - Annual City of Manchester day of service in April.
 - Other evening and weekend programs as arranged with local organizations.
- Directs the work of the student STRETCH Leaders.
- In collaboration with the Religion Department, oversees the continued revision of the STRETCH Program to ensure relevance and impact on East Catholic students.

Other duties include:

- Serves on the Senior Leadership Team and Academic Council, and attends all meetings.
- Serves as a member of the Religion Department.
- Oversees all aspects of the Campus Ministry budget, and assumes fiscal responsibility.
- Attends and supports all school assemblies, faculty/staff meetings, designated in-services and weekend and evening events as requested.

Qualifications:

- Bachelor's Degree or higher in Theology and/or Christian Ethics preferred
- References (both professional and personal)
- Must submit to a background check and Virtus training
- Excellent written and verbal communication skills
- Strong leadership skills

Contact: Please email cover letter, resume, and references to burbyg@echs.com.