Position: Director of Campus Ministry
Type of Position: Full-Time
Starting Date: June 1, 2020

SPECIFICATIONS
IND is seeking a creative and energetic campus minister to encourage and inspire high school girls to help plan and participate in school liturgies, retreats and individual and school-wide service and social justice projects. Candidate must be catholic, service-oriented and can work well with children and adolescents.

ESSENTIAL RESPONSIBILITIES
- Coordinate and plan with the campus ministers an opening school liturgy and prayer services and liturgies throughout the school year.
- Work with the music director to plan music for school liturgies.
- Recruit and train Eucharistic ministers, lectors and altar servers for school liturgies.
- Contact priests in the Archdiocese for liturgical celebrations at IND.
- Plan and coordinate annual peer ministry retreat in the beginning of the school year.
  - Plan and run class retreats for each class, including a senior overnight retreat
  - Work with students to develop servant leaders through retreat leadership roles
  - Create an inclusive and dynamic retreat environment for each person
- Research, publicize and approve service opportunities for students and maintain records of student service hours.
  - Weekly service outreach, including partnerships with University of Maryland Baltimore Cure Scholar Program and Refugee Youth Project
  - Track service hours for each student utilizing Mobile Serve
  - Provide service hour support to each student
  - Coordinate service events within the IND and greater Baltimore community
  - Supervise service clubs including Hildie’s Helpers and Women’s Empowerment Group
- Guide and oversee students’ reflections on their experiences in regard to their faith and global responsibility.
- Research, coordinate and possibly lead service immersion trips.
- Research and develop opportunities for education and awareness of social justice issues, on both a local and global scale.
- With the development team, seek funding opportunities to develop the service program.
- Work with the Office of Youth Ministry of the Archdiocese of Baltimore to publicize Archdiocesan events for students.
- Coordinate charitable projects/donation drives with student organizations throughout the year (Thanksgiving, Christmas, etc.)
- Oversee Hildie’s Helpers
- Plan and coordinate with members of the senior class the Baccalaureate mass prior to graduation.
- Teach two religion classes as part of the Religion Department, including Campus Ministry Seminar
- Participate in all think required by IND Faculty.
- Other duties as assigned.

EDUCATION
B.A. or M.A. in religious studies, youth ministry or a related field.
Experience in working with children or adolescents.

ADDITIONAL SKILLS
Ability to spark enthusiasm in students.
Ability to keep accurate records.
Familiarity with liturgical and worship resources.
Ability to work with adults and adolescents to plan liturgies and service opportunities.
Serve as a role model for Catholic social justice and Christian service.
Drive 15 passenger bus.

HOURS
The campus minister would have some after-school hours and a few weekends with overnight retreats as well as some service opportunities on weekends. All faculty and staff are required to attend Back-to-School, Open House, Baccalaureate and Graduation. This is a ten-month position.

DESCRIPTION
The Institute of Notre Dame (IND), located in the heart of Baltimore, offers a unique educational experience for high school girls. Founded by the School Sisters of Notre Dame (SSND), our students are independent young women of strength, compassion and character. IND opened its doors in 1847. We share the SSND message of hope, faith and education for all.

SUBMISSION
Please submit a cover letter, resume and salary requirements to the Lisa Wetzel, Assistant Head of School for Academics, LWetzel@indofmd.org. All communication and documentation are to be completed electronically. Phone calls will not be received.