



DONAHUE ACADEMY • THE CATHOLIC, CLASSICAL SCHOOL OF AVE MARIA PARISH

4955 Seton Way, Ave Maria, FL 34142 • [donahueacademy.org/contact](http://donahueacademy.org/contact) • 239.842.3241

## JOB DESCRIPTION

Title: **Campus Minister**

Position: Full-time

Location: Donahue Academy, Ave Maria FL

Reports to: Principal

## OVERVIEW

Donahue Academy is the parochial elementary, middle, and high school of Ave Maria Catholic Church, which serves more than 1,400 households through liturgy, evangelization, formation, education, and ministry activities. Donahue Academy provides a faithful Catholic, classical education, including a robust athletics program, to children from Pre-Kindergarten to Grade 12 in an authentically Catholic, tight-knit community environment. The **Campus Minister** supports the school's mission by creating an environment that encourages and guides all members to be fully formed in the Catholic faith and to contribute to the Catholic identity of the campus. Moreover, the successful candidate will respond to the spiritual needs of the students, employees, families – i.e., spiritual growth, prayer, discipleship, the Sacraments, works of mercy and Catholic social justice – and thereby positively affect the broader community and society at large.

## RESPONSIBILITIES

- Facilitate an atmosphere of Eucharistic hospitality steeped in Catholic tradition and ritual, whereby all are welcome and valued.
- Communicate regularly with the Principal, Chaplain, Faculty, Staff, Students, and Parents regarding the development and impact of campus ministry activities, programs, and initiatives.
- Organize, plan, and implement an effective ministry program that includes, but is not limited to, daily school-wide prayer, daily Mass, daily Confession opportunity, monthly Eucharistic Adoration for all grades, bi-annual retreat programs for students and faculty, vocation discernment and spiritual direction, annual school-wide processions (e.g., May Crowning and Our Lady of the Rosary), celebrations (e.g., Live Stations of the Cross, St. Joseph's and Our Lady of Guadalupe dinners), and pilgrimages (e.g. marches for life, local and international trips); liaise with various local community organizations to implement service projects across grade levels (e.g.



DONAHUE ACADEMY • THE CATHOLIC, CLASSICAL SCHOOL OF AVE MARIA PARISH

4955 Seton Way, Ave Maria, FL 34142 • donahueacademy.org/contact • 239.842.3241

Immokalee Soup Kitchen, fundraisers, prayer chains); for a comprehensive overview of the current ministry program please refer to <https://donahueacademy.org/curriculum-guide/>.

- Collaborate with the Assistant Principal of Faculty and Theology Chair in vetting existing and selecting new Catholic religious education curricula and readings (e.g., Scripture, Catechism, Encyclicals) across grades, as appropriate.
- Work collaboratively with the administration and Chaplain in the development of faith-centered programs that engage the broader community of alumni, benefactors, and families.

#### CREDENTIALS, SKILLS, AND EXPERIENCE

- Minimum of bachelor's degree, from an accredited college or university, in the subject area of theology and/or catechism is required.
- Current 5-year renewable Professional Florida Educator Certificate, or a 3 or 4-year non-renewable Temporary Florida Educator Certificate, or eligibility for certification is required.
- Minimum 7 years' experience with campus ministry program development and implementation is strongly preferred.
- Understanding and knowledge of Catholic pedagogy (i.e., Gravissimum Educationis) is strongly preferred.
- Ability to work in a cross-functional team and collaborate across stakeholder groups is preferred.

#### ADDITIONAL REQUIREMENTS

- Must be a practicing Catholic in good standing.
- Must be familiar with the classical model of education.
- Must abide by policies and procedures as set forth in the Diocese and Donahue Academy Employee and Family handbooks.
- Willingness to undergo a FDLE Level 2 background check.
- Must demonstrate a compassionate and discreet disposition.
- Must demonstrate strong initiative, administration, organizational, and planning skills.