



St. Theodore Guerin High School
15300 Gray Road
Noblesville, Indiana 46062

Telephone 317-582-0120
Fax 317-219-0582
guerincatholic.org

Campus Minister

St. Theodore Guerin High School, located in Noblesville, Indiana, is seeking an outstanding candidate to be the **Campus Minister**.

Guerin Catholic, recognized as one of the top Catholic High Schools in the country, is a diocesan (Diocese of Lafayette-in-Indiana) school dedicated to its mission of serving approximately 745 diverse learners. We form the whole person through faith development, excellence in academics, and student life to live out the Gospel message. The school is located in an area consistently noted among the top places to live in the United States. Guerin Catholic is in its eighteenth year and boasts a steady enrollment and a strong financial position. It is committed to offering courses and programming based on the Christian concept of the human person, and in communion with the Magisterium of the Church.

Position Description

The Campus Minister will organize and implement initiatives relating to Guerin Catholic High School's faith formation for students; mission trips and pilgrimages; and student life activities. The position reports to the Director of Campus Ministry and Student Life. This is a full-time position. Duties and responsibilities include:

Faith Formation

- In partnership with Director of Campus Ministry and Student Life, create vision for all retreats and ongoing faith formation for students
- Coordinate and lead a variety of spiritual development initiatives for students, including retreats and ongoing formation
- Recruit and train both adult and student retreat leaders. Provide formation for all retreat leaders as well
- Assist adult and student leaders with preparation of retreat talks and small-group facilitation

Mission Trips and Pilgrimages

- In partnership with the Director of Campus Ministry and Student Life, design mission trips intended to serve a diverse audience in a variety of locations
- Promote mission trips to students, staff and families
- Recruit adult volunteers to assist with trips
- Create trip itinerary in collaboration with mission partner
- Serve as primary adult chaperone on all mission trips

Community Service

- Promote service program to students and families, including online resources and email communications, informational meetings and direct invitations to serve (students)
- Collaborate with area churches and non-profit organizations to identify service opportunities for students
- Help students create plan to reach annual service goals
- Provide customer service to students and families with questions regarding service program
- In partnership with Director of Campus Ministry and Student Life, plan and conduct annual Service Fair
- Coordinate annual school-wide Service Day
- Recruit student volunteers for various Guerin Catholic events, such as The Providence Fund Dinner and the GC Gala



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EMPLOYMENT OPPORTUNITY

Student Life

- Organize, promote and host annual Club Fair
- Coordinate registration for Student Life activities through in-person Club Fair and online platform
- Review applications for new clubs and activities
- Assist Student Council and Parent Guild with planning various school-wide events, including Homecoming Week, Winter Semi-Formal, Survive 'til Sunrise and Prom
- Assist with planning and delivery of 7th Grade Leadership Day
- Coordinate ongoing leadership and training for student leaders

Qualifications

Bachelor of Arts degree required. Minimum of three years of related experience in organizational development and leadership and/or youth ministry required. Must possess strong interpersonal skills and be able to relate to diverse personalities. The successful candidate must be able to thrive in a fast-paced environment while demonstrating effective organizational and time-management skills.

Contact Information

Interested candidates should submit a current resume, cover letter and three professional references to apply@guerincatholic.org. All materials must be submitted by Sunday April 17. No phone calls please.

Interested and qualified candidates are asked to submit a letter of interest and résumé to apply@guerincatholic.org. Applications will be accepted until **Friday, April 15**. No phone calls please.