



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**. Start date is negotiable.

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 a 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
- Collaborate with nurses to ensure proper dietary and health needs are met
- Serve as primary adult chaperone on all mission trips
- Coordinate college visits with alumni

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 a plan to reach annual service goals
- Provide customer service to students and families with questions regarding service program
- Coordinate school-wide service opportunities
- Recruit student volunteers for various Guerin Catholic events, such as The Providence Fund Dinner and the GC Gala



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Student Life

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

Qualifications

Bachelor's degree required. Experience in organizational development, leadership, youth ministry, or teaching preferred. 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. Applications will be accepted until March 1, or until the position is filled.

St. Theodore Guerin High School is an Equal Opportunity Employer.