



# SACRED HEART-GRIFFIN HIGH SCHOOL

## **Mission Statement**

"Sacred Heart-Griffin is a Catholic, Dominican college preparatory high school that welcomes a diverse population to pursue academic excellence within the Dominican values of study, prayer, service and community."

## **Campus Ministry Director**

Type of Employment: Full-time

Salary/Benefits:

- Salary range : \$30,000-\$50,000 – commensurate with education and experience.
- Dental insurance
- Health insurance
- 401(k) matching
- Flexible spending account
- Life insurance
- Paid time off
- Professional development assistance
- Retirement plan

Position Summary:

- This position serves the Sacred Heart-Griffin High School community of faith by supporting faith-related activities. Program activities support the SHG mission statement: Sacred Heart-Griffin is a Catholic Dominican High School that welcomes a diverse student population to pursue academic excellence in a community of faith.

Essential Functions and Responsibilities:

- To be visible and available within the school community to enhance a spiritual presence and assist in the spiritual formation of all school members, including support of the Department Chair of Theology.
- To plan, coordinate, and direct Girls Kairos. (Fall and Spring)
- To oversee all Kairos Contracts for girls/boys.
- To plan and direct the coordination, development, and expansion of community service opportunities for students.
- To provide information for those service opportunities to post in the daily announcements and the service bulletin board.
- To maintain the school's service hour database, including signing off on all student service records, training for incoming freshmen and transfer students, and reporting any deficiencies in meeting expected requirements to the Principal.
- To assist in planning and implementing liturgical and Sacramental services weekly and monthly\*.
- To oversee the Hallow prayer program and training for staff and students, and serve as the school's primary contact for Hallow.
- To provide assistance with the German/French/Spanish Honor Society Masses.
- To perform sacristan duties and maintain the chapel.
- To provide a scheduling system to use the Chapel and assist others with requested needs.
- To attend and participate with the Guidance Department through Core meetings.
- To attend and participate in monthly Theology Department meetings and collaborate on various activities.
- To attend the Mission Integration monthly meetings and provide reports from Campus Ministry.
- To coordinate the Dominican Sister Prayer Partner Program through the Theology Departments.
- To coordinate the program and direct the Senior Mission Class.
  - Coordinate goals and retreat ideas with the Theology teachers
  - Grandparents' Day Mass Ministries
  - 3rd Grade Faith Friend Program and Retreat
  - Morning Prayers
  - Quarterly Rosary
  - Yearly Dominican Day at the Motherhouse with Sister schools (if they are available).
  - Liturgical assistants for weekly and monthly Masses.
  - Catholic Schools Week
  - Baccalaureate Mass
- Other duties as assigned by the principal

Qualifications:

- Bachelor's Degree in an Education related field

School Website: [shg.org](http://shg.org)

Job Posting Date: June 24, 2025

How to apply: Interested applicants should send a cover letter and resume to Teresa Saner at [saner@shg.org](mailto:saner@shg.org).