



Coordinator of Campus Ministry

Position Summary: The *Coordinator of Campus Ministry* is a full-time year-round position serving the McDonnell Area Catholic Schools (MACS) Campus Ministry. Under the vision and direction of the *Director of City Youth and Campus Ministry*, this administrative role is primarily responsible for planning, organizing, and executing all campus ministry outreach and initiatives for MACS students, primarily middle and high school, but with some contribution to preschool and elementary. These initiatives include small group leader formation, on-campus liturgical and sacramental support, student and/or class retreats, and summer programming, both on and offsite.

Reports to: *The Director of City Youth and Campus Ministry*

Hours: Full-time, consistent evenings/weekends, approximately 40 hrs/week serving MACS campuses.

Meets and collaborates regularly with:

- *The Director of City Youth and Campus Ministry* (direct report, meets weekly)
- Chaplain, Principal, and *Director of City Youth and Campus Ministry* (biweekly team meeting)
- Faith Boosters Club (monthly)
- MACS Religious Education Department (from all campuses, once quarterly)
- Chippewa Falls Coordinators and Directors of Faith Formation/Religious Education (as needed)
- Small Group Leaders (formation, at least every other month)

Direct Reports: This position is responsible to supervise, coach, support, and encourage small group leaders, student sacristans, retreat assistants, parent volunteers, and student leadership.

Position Duties (How you will make an impact at MACS):

- **Intercede & Give Witness.** Prays for students and offers the example of his or her own walk of Christian discipleship, therefore helping students discern His presence and form identity in Christ
- **Pursue Ongoing Formation.** At least once annually, participates in required spiritual retreats, workshops, and diocesan functions, as well as any other necessary professional certifications or trainings to stay current, either under the direction of or assigned and approved by the *Director of City Youth and Campus Ministry*.
- **Relational Ministry with Students.** Build and grow relationships with students in a Christ-centered manner, accompanying them into a life of prayer, holiness, and relationship with Jesus.
- **Plans and Administrates Programs.** Because excellent administration is a form of ministry, this position organizes details for MACS programs and outreach, including but not limited to:
 - **On Campus:** planning faith formation for middle and high school students (Catholic Schools Week, Macks Kolbe Club, seasonal and liturgical celebrations, special speakers, Faith Boosters, etc.) creating annual calendars, managing Protect & Heal training and background check records for volunteers, handling registration forms and payment, overseeing student rosters, and ordering food or materials for retreats and programs.
 - **Offsite:** scheduling, promoting, and organizing opportunities for students to attend offsite youth experiences (Steubenville conferences, Adventure Camp, etc.) as well as



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maintaining accurate recordkeeping and participant rosters for event logistics (ticketing, transportation, venue communication, etc.).

- **Coordinates Mission-Driven Teams.** Assists the *Director of City Youth and Campus Ministry* in recruiting, securing, training, and communicating with small group leaders and volunteers.
- **Promotes Campus Ministry Activity.** Collects and submits photos, notes, testimonials, and other materials to proper communication channels in order to advertise campus ministry.
- **Prepares Safe, Hospitable Environments.** Understanding that good, true, and beautiful environments help lead us to God, this position ensures all spaces are safe, clean, and appropriate for each type of event in order to warmly welcome students and introduce them to Jesus.

These are the qualifications we are looking for in a candidate:

- **Committed to Discipleship.** The person who holds this position is a living, visible witness to the transforming love of Jesus and is faithful to Church teachings, presiding Bishop and Pope. He or she exercises a committed prayer life, is dedicated to personal vocation and ongoing formation, and actively participates within a local parish community.
- **Exceptionally Organized.** An ideal candidate has the ability to easily and independently manage a high volume of administration, planning, and detail, and skilled in working with basic computer programs, systems, and databases (Microsoft, Google, Flocknote, Parishsoft, etc.).
- **Experienced in Youth Ministry.** This individual should have at least 1-2 years working with middle and high school (as paid staff or volunteer), and should feel particularly called to work with adolescents—one of the highest areas of loss within the church as well as one of the largest opportunities for potential growth. A bachelor's degree or equivalent experience in youth ministry, theology, catechetics, or family ministry is preferred, but not required.
- **Team-Minded & Teachable.** Given the collaborative nature of the MACS system, the individual who holds this position must be committed to working in tandem with a strong team—excited to pull their own weight, respect the contributions of others, and receive coaching.
- **High Standard of Professionalism.** A careful demonstration of reliability, discretion, and respect in interactions with others; a willingness to conform to Protect & Heal and other policies of the Diocese of La Crosse; ability to fulfill position duties with minimal supervision.
- Performs other duties as assigned



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I have read and understand the job description above:

Administrative Bookkeeper's signature

Date

Administrator's signature

Date