



ST. URSULA ACADEMY

CATHOLIC • ALL GIRLS • COLLEGE PREP • GRADES 6-12

St. Ursula Academy, located in Toledo, Ohio, is an all-female, Catholic, independent, college preparatory school, serving grades 6-12. We are seeking a full time **Campus Minister of Faith Formation** beginning January 1, 2022, who will provide direction to the spiritual life of the school through worship and faith sharing experiences. The **Campus Minister of Faith Formation** works collaboratively with the Campus Minister of Christian Service, the Principal, Theology Department, and other faculty and staff to ensure that the school community faithfully carries out the school mission and Gospel values, encouraging and facilitating the spiritual growth of students and faculty.

The successful candidate will be a passionate Catholic who is committed to St. Ursula Academy's mission to educate each young woman, transforming her through intellectual inquiry, personal growth, spiritual formation, and compassionate service, empowering her to lead confidently in a global society.

Please submit an online application at this link: <https://www.toledosua.org/careers>

Founded in 1854, the school's enrollment is 588 students, with a 11:1 student-teacher ratio. SUA offers a full complement of Honors and Advanced Placement courses. In 2021, St. Ursula Academy was named the first National Girls' Leadership School in the country, offering The Leadership Program in its curriculum as a mandatory class for every student, beginning with the Class of 2025. The Leadership Program's mission is to bring intentional, equitable, and evidence-based leadership learning to the academic school day. The four-year leadership model for high school girls combines a rigorous focus on academics with an equally important focus on leadership, self-leadership, and service, all integral to the culture of St. Ursula Academy.

Job Title: Campus Minister of Faith Formation
Reports to: Principal
Date: October 1, 2021
Position Location: Toledo, Ohio
Status: Full Time

The Campus Minister is responsible for:

Faith Formation Design, Planning, and Implementation, including:

- Designs and implements all retreats based on the needs of each particular class, including ongoing reflection
- Implements Kairos, including ongoing reflection with seniors
- Designs and implements the annual Faculty & Staff Retreat
- Recruits and trains all student retreat leaders
- Recruits and moderates Campus Ministry Core Team
- Engages student participation in peer and prayer ministry
- Collaborates with School Counselors, Campus Minister of Christian Service and Ursuline Spirit, and Theology Departments in meeting the spiritual needs of the students
- Attends and participate in all Theology department meetings

Faculty and Staff Formation, Education, and Communication, including:

- Designs all retreats based on the needs of faculty and staff
- Communicates an understanding of needs of each class regarding retreats
- Ensures Catholic Identity Cross-curricula



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Worship and Prayer Design, Planning, and Implementation, including:

- Secures priests for Masses and Reconciliation services
- Coordinates prayer logistics including music, seating, programs, set-up, clean-up of prayer space
- Acts as sacristan, securing hosts, chapel, and altar preparation, sacred linens, etc.
- Collaborates with the Theology faculty to plan school liturgies
- Coordinates student leadership and participation in all liturgical experiences
- Upholds the dignity and sanctity of the St. Angela Merici Chapel as well as organization and cleanliness of the sacristy
- Recruits, educates, and prepares Juniors and Seniors to be Extraordinary Ministers of Holy Communion
- Creates and designs prayer services

Other Essential Responsibilities:

- On-call as needed
- Supports and promotes the mission, vision, and Ursuline Core Values of St. Ursula Academy
- Supports SUA's Strategic Plan and Ohio Catholic School Accrediting Association (OCSAA) process
- Adheres to the Employee Manual, Faculty & Staff Notebook, and Student Handbook policies
- Communicates and collaborates with SUA community (students, parents, faculty and staff)
- Performs all other duties as requested by the Principal

Minimum Qualifications

Bachelor's Degree required. Master's Degree in a related field is preferred. At least three years direct campus ministry or teaching experience at the secondary level. Practicing Catholic required, as well as a commitment to Catholic education.

Knowledge, Skills & Abilities:

- Practicing Catholic required with a passion for and knowledge of Ursuline education as it is described in the writings of St. Angela Merici and lived at St. Ursula Academy with its traditions and beliefs
- Approachability and the ability to connect well with adolescents
- Strategic leader, able to work toward achieving individual, departmental, and institutional goals and objectives
- Computer proficient; knowledge of Microsoft Office products such as Word, Excel, and PowerPoint; knowledge of x2vol (service hour software) a plus.
- Demonstrates initiative and accepts accountability; effectively manages time, highly organized and communicates and responds to inquiries in a timely manner
- Enthusiastic attitude toward St. Ursula Academy
- Active listener with excellent interpersonal, oral, and written communication skills
- Demonstrates strengths and success in leading and managing people, projects, processes, and change with a genuine desire to empower, and motivate others
- Demonstrates flexibility in working hours to support the events and activities of the institution including evening events and weekend retreats

Rate of Pay: Commensurate with experience. Please provide salary history when sending resume and cover letter to apply@toledosua.org.