

SKUTT CATHOLIC HIGH SCHOOL CAMPUS MINISTRY - Job Description

The Skutt Catholic Experience

Established in 1993, Skutt Catholic High School has become a leader in providing a college-preparatory, Catholic education. Skutt Catholic students excel in all areas of the school program. Academically, Skutt Catholic students have been honored by the National Merit Organization every year since the school's inception, including 30 students in the past five years. Skutt Catholic students have consistently been named to the Omaha World Herald All-Metro and All-State Academic teams and our school is one of only two Catholic High Schools in the state to have multiple students receive this distinction in the past 4 years. Skutt Catholic offers students more academic courses than any other Catholic school in the state. The Honors program and Advance Placement (AP) courses allow students to earn college credit while still attending high school.

Skutt Catholic emphasizes traditional Catholic teaching and values as the foundation for helping students learn to deal with the complexities of life. To this end, Skutt Catholic Students recently contributed nearly 14,000 hours of service to the Greater Omaha community. In addition, many students are involved with ministry council, the pro-life committee, service trips, Operation Others, lectors, EMHC, and retreats.

The school's comprehensive activity and athletic program, coupled with the outstanding academic program, offers students a well rounded high school experience. Skutt Catholic offers more than 40 different activities including 20 varsity sports. In the school's 18-year history, Skutt Catholic has amassed a notable amount of state titles and continues to be successful in all athletic areas. Skutt Catholic has been named the Class B All-Sports Champion five out of the past six years. Over 90% of Skutt Catholic students participate in some activity or athletic team. Chess club, mock trial, newspaper, drama, student council, ministry council, band, and show choir are just a few examples of the many additional activities offered at Skutt Catholic.

As Skutt Catholic makes plans for its 19th year of operation, the school has grown to become Omaha's second largest Catholic High School. Skutt Catholic is a class B school, and at capacity, would still be several hundred students shy of becoming a Class A school. Students attend Skutt Catholic from more than 40 different zip codes and 30+ middle schools. The non-Catholic student population has doubled in recent years to 10%, and students entering 9th grade from a public middle school has increased to 20%. Academic, athletic, and spiritual success among the student body is well documented and has contributed to the strong enrollment.

Job Summary

Ministry coordinators have a central role in facilitating the people, programming, and resources of the faith community on behalf of a comprehensive ministry effort with adolescents. This includes focusing on three essential goals: (1) empowering young people to live as disciples of Jesus Christ in our world today; (2) drawing young people to responsible participation in the life, mission, and work of the faith community; and (3) fostering the personal and spiritual growth of each young person. (Renewing the Vision: A Framework for Catholic Youth Ministry, NCCB, pgs. 2, 24)

Duties may include but are not limited to:

Liturgy/Prayer

- Coordinate morning prayer
- Coordinate Mass schedule to include Holy Days & special Skutt Catholic Feast Days
- Prepare All-School Liturgies, including student ministers, music, worship aides, environment
- Prepare Class Masses – one per grade per semester
- Coordinate with Choir teacher and students on the selection of music
- Prepare Faculty Liturgies as needed
- Facilitate Ministry Council – including selection of CORE team and leading CORE team retreat
- Oversee selection of Extraordinary Ministers of Holy Communion and Lectors and facilitate Archdiocesan training and mandation. Also facilitate training at Skutt Catholic.
- Prepare school environment and chapel for Liturgical Seasons
- Prepare Advent Prayer Services (ensuring that each classroom has a wreath and candles)
- Prepare Lenten morning prayer services
- Coordinate Reconciliation Services for Advent and Lent
- Prepare prayer services and vigils for 9/11, Respect Life Week in January, National Day of Prayer
- Coordinate Catholic Schools Week
- Coordinate Stations of the Cross during Lent through Theology classes
- Coordinate Lenten Fast
- Coordinate Vocations Awareness through Theology classes
- Prepare Baccalaureate Mass - reservation of Church, organize involvement of Seniors
- Promote student involvement in Parish Youth Groups and organize Youth Ministers Fair
- Continually encourage and increase student participation and leadership

Retreats

- Coordinate retreat schedule with Administration
- Coordinate Faculty and Staff Retreat
- Facilitate each class retreat - reserve off campus locations, collect permission forms and money, arrange for transportation, recruit and train faculty and parent leaders, invite guest speakers, organize schedule of day and all activities, assign small groups, prepare all materials, order / purchase food and refreshments, prepare leader manuals and student journals, overall facilitator on retreat day, evaluate retreat program
- Oversee selection and training of Senior Leaders for Freshman and Sophomore Retreats
- Promote Archdiocesan Retreat Programs such as TEC and Quest

Service

- Assist the Service Coordinator, as necessary

Other Responsibilities

- Coordinate Campus Ministry calendar for entire school year
- Write Campus Ministry column for monthly Skyhawk Scene
- Maintain Campus Ministry website and bulletin board
- Attend weekly Administrative Team meetings
- Collaborate with Theology Department which includes attending department meetings
- Attend Faculty and Archdiocesan Inservices
- Attend quarterly Religious Affairs Committee meetings
- Maintain budget
- Attend Archdiocesan Campus Ministry meetings
- Network with other Campus Ministers and Youth Ministers

- Provide press releases concerning Campus Ministry events to local media
- Assist in preparation for Archdiocesan and other events held at Skutt Catholic such as Archdiocesan Fall Conference, 6th Grade Vocations Day, Youth Rally
- Promote Archdiocesan events such as Youth Rally, NCYC, March for Life, CLI, Youth Camp
- Continually work toward professional development through participation in workshops, classes, conferences, etc.
- Continually evaluate all programs and make changes / improvements as necessary
- Continually call forth the gifts and facilitate the participation of ALL members of the SC community
- Serve as liaison between Archdiocesan Office of Youth Ministry and school community
- Provide pastoral care to students and families as needed

Qualifications

- Minimum of a bachelor's degree; Nebraska teaching certificate preferred.
- Willingness to teach one or two theology classes, if needed.
- Love of young people and a desire to journey with them
- Understanding of the Catholic Church, its journey, tradition, and mission
- Excellent organizational skills
- Excellent written and oral communication skills
- Ability to work in collaboration with others and empower others to ministry
- Ability to work on many tasks at once
- Imagination, creativity, flexibility, and patience