

**St. Mary of the Immaculate Conception School (Los Gatos)**  
**CAMPUS MINISTER Job Posting**

**POSITION SUMMARY**

St. Mary School in Los Gatos seeks a dynamic, spirit-filled Campus Minister. The Campus Minister, under the guidance of the Pastor and the Principal, will plan and facilitate faith-based experiences that strengthen and support our Catholic Identity, our school mission and Schoolwide Learning Expectations (SLEs). The Campus Minister will work closely with faculty, the school music director, the curriculum coordinator, and the school and parish staff to provide and promote an enriching faith environment for the school community through opportunities for community worship, participation in the Sacraments, and outreach service.

The ideal candidate will be Catholic and be passionate about Catholic education, have strong written and verbal communication skills, be highly organized, and possess the desire to enrich the faith life of the school community.

St. Mary School is a TK-8 Drexel School, providing data-driven instruction in a blended learning environment. The school is guided through our belief in and support of our mission statement to foster the spiritual, intellectual and social development of our students.

**POSITION DESCRIPTION AND QUALIFICATION**

- The Campus Minister must be a practicing Catholic with a strong personal faith life who feels called to share this within a TK - 8 school and parish community.
- Part time, semi-flexible hours
- BA or BS from accredited college/university, exceptional organizational and communication skills, highly collaborative, energetic
- Pastoral and leadership training and/or experience desired

**CATHOLIC IDENTITY, MISSION, SLEs, SCHOOL THEME**

- With principal and pastor, ensure school mission and SLEs are central to all experiences and academics
- With principal and pastor, provide opportunities for school community to strengthen Catholic Identity through promoting an understanding of the role of faith in one's daily life and in the larger society

**RESPONSIBILITIES**

- Collaborate with pastor, school liturgical music director, classroom teachers and school groups in the preparation and celebration of liturgies, prayer experiences, Reconciliation services, and faith family group assemblies
- Oversee implementation of yearly school theme in classrooms, communication, and events
- Oversee the Service Block and other outreach opportunities for the school's service learning program
- Plan and/or provide support and materials for staff and student retreats
- Plan and facilitate community-building experiences to enrich faith life of parents and students
- Facilitate prayer spaces, boards, environment throughout the school to reflect the schoolwide themes, liturgical seasons, significant icons and symbols of our faith
- Complete required catechist certification hours

**HOW TO APPLY** Qualified applicants should e-mail completed application, a letter of introduction and resume to Mrs. Monica Hernandez at [mhernandez@stmaryslg.org](mailto:mhernandez@stmaryslg.org).