



## CAMPUS MINISTER / THEOLOGY TEACHER

### **About Presentation of Mary Academy**

PMA is a Catholic, college preparatory high school for young men and women; built on the tradition of the Sisters of the Presentation of Mary. The mission of PMA is to provide a quality education that seeks to integrate Catholic beliefs and values with academic excellence, thus empowering young men and women to assume roles of leadership and service to family, Church and community.

### **About Campus Ministry**

The mission of Campus Ministry and that of the school's education philosophy complement each other. Campus Ministry helps to bridge the gap between what is taught in the classroom and what is lived in the world. Campus Ministry strives to provide unique opportunities to create a respectful and challenging environment that nurtures faith. PMA not only teaches the Christian faith in the classroom, but also within the school community by promoting Catholic values. We work to foster the total personal and spiritual growth of each person within the faith community, in a manner that is both inviting and respectful of each person's faith tradition and personal experience. Campus Ministry programs are open to persons of all faiths and denominations. Our mission is to engage students in the Church's mission in the world and to lead our students in service to others.

### **Some essential responsibilities include:**

- Teach two sections of Freshmen Theology (Old & New Testaments)
- Lead the school in daily prayer, including writing brief daily meditations
- Plan four yearly retreats for each grade year (locations, speakers, priests, student group leaders)
- Organize school participation in regular monthly Masses, especially on holy days of obligation
- Plan a minimum of two penance services throughout the school year especially during Advent and Lent
- Train students in the role of Eucharistic Minister, Lector, and Altar Server, and instruct RCIA candidates
- Coordinate the annual Baccalaureate Mass as well as the annual junior class ring ceremony
- Provide numerous service opportunities for students that allow them to put their faith into action
- Participation in and student recruitment for Archdiocesan sponsored events
- Advise the Campus Ministry club to encourage student-led evangelization
- Work closely with Administration to further facilitate cooperation with the school's mission
- Write summaries of Campus Ministry led events for the monthly school newsletter
- Organize (in cooperation with the Archdiocese of Boston) participation in the annual March for Life
- Encourages and maintains a Catholic identity

Interested candidates should submit the following documents as a single PDF to [rmredman@pmamethuen.org](mailto:rmredman@pmamethuen.org):

- 1) Resume
- 2) A letter of interest not exceeding one page
- 3) List of at least three professional references including phone number and email  
*(references will not be contacted without the applicant's permission).*

Review of applications will begin immediately and qualified candidates will be contacted as materials are received.

### **Skills and Requirements:**

- High-energy professional with stellar communication skills with various constituents
- Excellent organization and event planning skills
- Passion for empowering and evangelizing students
- Practicing Catholic who lives and loves the faith

## Presentation of Mary Academy

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