



CATHOLIC, COLLEGE PREPARATORY
SCHOOL FOR YOUNG WOMEN

MERCY HIGH SCHOOL

Farmington Hills, MI

INVITES APPLICANTS FOR THE POSITION OF

DIRECTOR OF MINISTRY AND CATHOLIC IDENTITY

Join our highly committed team of Mercy educators who have a passion for Catholic education and a willingness to inspire our students to become “Women Who Make A Difference.”

MERCY HIGH SCHOOL

[Mercy High School](#) is a sponsored ministry of the Institute of the Sisters of Mercy of the Americas and is a member of [Mercy Education](#). Compelled by our Catholic faith and the spirit of the Sisters of Mercy, Mercy High School is a premier college preparatory school that educates and nurtures young women of diverse backgrounds to excel academically, serve compassionately, and lead courageously. Our work embodies the Critical Concerns of the Sisters of Mercy and the Mercy Education Core Values: Compelled by Mercy; Educational Courage; Inspired By Faith; Principled Leadership; Voice For Dignity and Respect.

Mercy High School is a racially, ethnically, and economically diverse student body of approximately 500 young women. Our commitment to diversity, equity and inclusion is reflected in our policies, curriculum, and extracurricular activities which align to the Sisters of Mercy Critical Concerns: Racism, Immigration, Women’s Issues, Care for the Earth and Non-Violence.

POSITION DESCRIPTION

Director of Ministry and Catholic Identity for the 2025-2026 School Year

Mercy High School seeks a mission-driven and compassionate leader to serve as the **Director of Ministry and Catholic Identity**. This individual will serve as a spiritual guide, advocate, and faith leader for our students, faculty, and broader community, supporting our commitment to the Mercy Education Core Values and Catholic tradition.

The ideal candidate will demonstrate:

- A deep understanding of and commitment to Catholic teaching and Mercy charism.
- Compassionate leadership with a heart for young people and their spiritual development.
- Strong organizational, interpersonal, and communication skills (written, verbal, and digital).
- A high level of discretion and respect for sensitive and confidential matters.

Key Responsibilities:

- **Spiritual Leadership & Formation**

- Plan and lead student and staff retreats and spiritual programming, including Kairos and grade-level days, incorporating student voice and feedback throughout.
- Provide meaningful daily prayer experiences by writing prayers and coordinating student/staff volunteers.
- Collaborate with the Counseling Department and Director of Diversity, Equity, Inclusion and Belonging to support the social, emotional, and spiritual well-being of students.

- **Liturgical Life**

- Coordinate all-school and small-group liturgies and prayer services throughout the liturgical year.
- Support student-led liturgical planning by guiding student and staff ministers for roles such as lectors, altar servers, and Eucharistic ministers.
- Assist as needed with special liturgies including the Alumnae Memorial Mass, Auction Mass, and All-Sports Team Masses.

- **Student Ministry Leadership**

- Supervise and mentor the Student Ministry Team, empowering students to grow as faith-filled leaders in the school and wider community.
- Collaborate with the Director of Faith in Action in order to promote opportunities for service, reflection, and leadership grounded in Catholic Social Teaching.

- **Institutional Representation & Collaboration**

- Serve on the President's Cabinet, Administrative Team, and attend Board meetings, offering a lens of ministry and Catholic identity.
- Maintain strong working relationships with Mercy Education and the Archdiocese of Detroit. Participate in workshops, campus ministry events and cohort meetings.
- Collaborate with the Advancement Office, Admissions Office, and Communications Team to authentically represent and promote the school's Catholic identity.
- Build and strengthen partnerships with local parishes, clergy, and other faith-based organizations to enrich the school's spiritual life and expand opportunities for student engagement in the wider faith community.

- **Mercy Education Network Engagement**

- Foster ongoing relationships with the Mercy Education Network.
- Participate in monthly Mercy campus minister cohort meetings and attend the annual Mercy Education Conference.

KEY QUALIFICATIONS/REQUIREMENTS

Applicants should demonstrate a genuine commitment to serving and supporting a diverse community of teenage girls. Candidates must be open to ongoing professional growth, including participation in development opportunities related to Diversity, Equity, and Inclusion.

Ideal candidates will:

- Hold a Master degree in Theology, Pastoral Ministry, or a related field.
- Have a minimum of two years of experience in high school ministry.
- Be a practicing Catholic with a strong understanding of Catholic liturgy, tradition, and youth ministry.

Additional requirements:

- Willingness and ability to work occasional evenings and weekends to support school events and programming.
- Availability to lead three Kairos retreats annually, each lasting four days and three nights (including overnight student support).
- Completion of the Archdiocese of Detroit's **Protecting God's Children** workshop and a successful background check prior to employment.

Interested applicants are invited to send a letter of interest and resume for immediate consideration to Mary Vallone, Assistant to the Principal: mvallone@mhsmi.org. Review of applications will begin immediately and continue until the position is filled.

Mercy High School is an Equal Opportunity Employer and considers all applicants for employment equally regardless of age, color, national origin, race, sex, disability status, protected veteran status, or any other characteristic protected by law. Because of its status as a religious entity the school may consider an applicant's religious affiliation in its employment decisions consistent with State and Federal law.