



International
Baccalaureate

BISHOP
JUNIOR-SENIOR



LUDDEN
HIGH SCHOOL

Middle States
Accreditation



International Baccalaureate Accredited School

JOB DESCRIPTION

Job Title: Director of Campus Ministry (*To Begin September 2023*)

Qualifications: Bachelor's degree from an accredited college or university

Master's Degree preferred but not required

Experience in youth ministry preferred

Purpose Statement: Do you want to become a part of something special? Bishop Ludden Jr/Sr High School, an International Baccalaureate (IB) School, is seeking an energetic and qualified Director of Campus Ministry who will lead the school's spiritual and faith focus. The successful candidate should be well-versed in the teachings of the Catholic Church and demonstrate the ability to inspire and motivate young people. Strong organizational and leadership skills are desired. Some teaching may also be included. As an International Baccalaureate (IB) School, opportunities to teach in the IB program may arise.

Duties/Responsibilities:

- Organize and lead campus ministry at a 7-12 Junior/Senior High School including scheduling and organizing school liturgies, student retreats and other school-wide liturgical activities.
- Coordinate with area pastors, principal, school staff and students to attend and participate in campus ministry generated school assemblies, masses, penance services, prayer and adoration, communion services, retreats and local area activities as designated by the principal, Catholic Schools Office, and the Bishop Ludden Board of Trustees
- Interacts regularly and develops rapport with pastors, priests, deacons, and seminarians
- Coordinates annual Baccalaureate Mass
- Coordinates with the Bishop Ludden Religion Department on matters of curriculum and instruction and/or Sacramental preparation
- Provides pastoral support and outreach to the students, faculty, and staff in cooperation with the administration and Director of Counseling
- Coordinates with Counseling Department and other staff regarding specific pastoral needs or concerns of students
- Organizes events and activities that serve social justice needs of the local community (serving at The Samaritan Center, Walk-a-Thons for various charities, collections of food or other items for those in need)
- Develop and coordinate Bishop Ludden's service initiative including developing a service plan, providing opportunities for students to complete volunteer service as well as monitoring students' service hours.
- Develop, plan and administer all student retreat programs for grades 7-12 including scheduling of retreats, purchasing of materials, securing venues and transportation.
- Identify, select, and train students to be Peer Leaders in grades 10, 11 and 12
- Direct Peer Leaders to prepare and carry out assigned duties for school masses, prayer services, penance services and Eucharistic Adoration



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- Maintain communication between administration, staff, parents, and students
- Plan an annual staff retreat in consultation with administrative leadership team

Supervisor: Building Principal

Interested candidates should send a cover letter and resume to:

Michael McAuliff
Principal
Bishop Ludden Jr/Sr High School
815 Fay Road
Syracuse, NY 13219
michael.mcauliff@syrdiocese.org