



Date Posted: Sept. 16

Send resume to: Name: Michael Baumann
COO
Address: 39 O'Hara Rd.
Email: mbaumann@cardinalohara.com

Type of Employment: Summer: Part-Time : If part-time, # of hours per week 10-15 Full-Time:

Job Title of Open Position: Campus Minister

Salary: \$20 Salary will be: hourly other

Employer: Cardinal O'Hara High School Department _____

Location Address: 39 O'Hara Rd. Tonawanda NY 14150

Employer website: www.cardinalohara.com

Brief Job Description

Cardinal O'Hara High School in Tonawanda, NY is seeking a part time Campus Minister. The Campus Minister reports directly to the Principal and assists the Principal in the development and execution of student spiritual formation. The Campus Minister is responsible for the planning and coordination of the school's pastoral activities. This is a part-time 10-month position. Work hours may vary and will include some evenings and weekends.

Essential Duties & Responsibilities

Key Job Responsibilities:

- Ensure that all aspects of school life adhere to Catholic teaching and the School's connection to and legacy of the Franciscans;
- Develop and coordinate student retreat experiences (one retreat per grade per year);
- Grow and evaluate the service programs for each grade;
- Oversee and track student service hours;
- Coordinate liturgical celebrations and other spiritual opportunities (confession, adoration, etc.) with the priest/deacon and Music Department;
- Oversee/moderate prayer team, and other extracurricular club(s);
- Train and coordinate lectors, altar servers, and Extraordinary Ministers of Communion for school Liturgies;
- Assist with service projects, retreats, Liturgy, and other spiritual opportunities;
- Is a visible presence on campus at school events;
- Assumes other duties as assigned;

Qualifications: Required Education/Experience

- Bachelor's degree (Master's Degree preferred) in Theology, Philosophy, Religion or related field with at least 2 years' experience in youth ministry, pastoral ministry, theology, or religious studies;
- Practicing Catholic with an active sacramental life and knowledge of current Catholic liturgical theology and practice;
- Experience working with youth in a high school, college, or parish setting (experience in secondary education preferred).

Desired Skills

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E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than **September 27, 2004**