SACRED HEART MAJOR SEMINARY

Dean of the Institute for Lay Ministry
Full-Time Position

Deadline to Apply is August 14, 2016

BASIC FUNCTION OF THE POSITION

The Dean of the Institute for Lay Ministry is appointed by and responsible to the Rector/President, in collaboration with other seminary offices, for the recruitment, admissions, retention, non-credited continuing education, and formational programs of lay students. In addition, the Dean is responsible for the recruitment and admission of all students in distance education and alternative delivery programs. The Dean serves on the seminary’s administrative council and directs the work of the Institute for Lay Ministry (ILM). The Dean is a non-ranked faculty member of both the college and theologate faculties.

ESSENTIAL DUTIES AND TASKS REQUIRED BY THIS JOB

Administrative Responsibilities:
1. Serve on the Administrative Council, under the direction of the Rector.
2. Direct and supervise the ILM staff, including the Director of Admissions and Enrollment Management and one support staff member.
3. Liaise with the Board of Trustees for commuter student formation and services; staff support for the Board of Trustees Student Life Committee; assistance in Board Development sessions and support at Board meetings.
4. Prepare strategic planning and budget reports for the ILM.
5. Contribute to the seminary publication, Mosaic, by authoring articles on formation, featured students, student services.
6. Represent the seminary on visitation teams/events sponsored by the Association of Theological Schools (ATS), the seminary’s accrediting agency.
7. Serve on the Scholarship Distribution Committee.
8. Additional duties as requested by the Rector/President.

Faculty Responsibilities:
9. Facilitate Theological Reflection groups for students in supervised ministries.
10. Liaise with students in MAPS Supervised Ministry (IS 891).
11. Serve on the following faculty committees: MA/MAPS Committee and AAM/Diploma Committee.
12. Serve on admissions committees: Undergraduate Admissions Committee and MA/MAPS Admissions Committee.
13. Serve as academic advisor for commuter students doing pre-requisites for graduate study.
14. Attend at seminary events as stated in the faculty handbook.
15. Serve on other ad hoc committees as requested by the Dean of Studies.

Formation Responsibilities:
17. Administer and interpret of Association of Theological Schools’ tool, Profiles of Ministry, for all MAPS candidates.
18. Supervise MAPS students in setting goals for formation and accountability for those goals through yearly individual meetings.
19. Plan and administer monthly formation sessions for MAPS students, including content, securing appropriate speakers, prayer, and evaluation.
20. Identify suitable ministry mentors for MAPS students with appropriate support and yearly evaluation.

21. Assist students, especially MAPS students, in finding suitable spiritual directors.

22. Evaluation annually the MAPS program components in light of USCCB document: *Coworkers in the Vineyard of the Lord.*

23. Plan and administer annual MAPS Day of Reflection.

24. Plan and administer three formation sessions per year for students in undergraduate programs.

25. Collaborate with the seminary marketing office in the planning and administration of the Lay Ecclesial Ministry Speaker Series.

**Student Services Responsibilities:**

26. Direct Institute for Lay Formation Council and advocate for commuter student needs in administration meetings.

27. Direct students to appropriate personnel and sources for student advising and financial aid; serve on seminary and archdiocesan financial aid awards committees.

28. Foster a welcoming environment for all racial/ethnic student groups.

**Archdiocese of Detroit Responsibilities:**

29. Collaborate with Central Service Offices of the Archdiocese of Detroit (AOD) staff in the planning and administration of catechist “topics” courses presented on a yearly basis at the seminary.

30. Serve on AOD Ministerial Certification Committee to evaluate candidates for certification in pastoral ministry.

**Personal Development Responsibilities:**

31. Maintain membership in National Association for Lay Ministry (NALM) and participation in yearly conference.

32. Participate in continuing education opportunities in ministry, formation, and theology yearly.

33. Keep current on literature in the above fields.

**Qualifications/Requirements:**

1. Required Qualification: Master’s Degree in Pastoral Ministry or related field and five years’ experience in program administration/office management.

2. Preferred Qualification: Terminal Degree in Pastoral Ministry or related field and five years’ experience in program administration/office management.

3. Minimum of five years’ pastoral ministry experience.

4. Excellent verbal and written communication skills.

5. Bilingual English/Spanish preferred.

6. Specific knowledge in ministerial formation and theological disciplines.

7. Integrity of Roman Catholic doctrine and good character.

8. Dedication to the total formation of students.

9. Pastoral sensitivity, ability to collaborate with other individuals and on teams, and a flexible problem resolution work style.

10. Demonstrated ability to maintain privacy and confidentiality of information and records.

11. Background check required on our finalist.

12. Personal commitment to supporting and advancing the mission of the seminary.

Salary is commensurate with education and experience. Persons meeting the above requirements are welcome to apply. It is the policy of Sacred Heart Major Seminary to provide equal employment opportunity.
Please submit resume and cover letter if interested:

Attention: Ann Marie Connolly, Director of Finance/Treasurer
Email: Connolly.annmarie@shms.edu
Mail: Sacred Heart Major Seminary
    Attn: Ann Marie Connolly
    2701 Chicago Blvd.
    Detroit, MI 48206
Phone: 313-883-8587