



## St. John's Seminary, Boston Massachusetts

### JOB DESCRIPTION

**JOB TITLE:** Director of the Master of Arts in Ministry and Master of Theological Studies for the New Evangelization Degree Programs

Founded in 1884, Saint John's Seminary (SJS) is the major seminary of the Archdiocese of Boston. The primary mission of the Seminary is to prepare candidates for ordination as diocesan priests in the Roman Catholic Church and to recommend them to sending bishops. SJS enrolls candidates from numerous dioceses and religious congregations from around New England and beyond. In addition to this primary mission, SJS offers both the Master of Arts in Ministry (MAM) and Master of Theological Studies for the New Evangelization (MTS) Degree Programs which provide accredited graduate education and formation to laypersons, permanent deacons and religious. These two degree programs are accredited through both the New England Commission of Higher Education and the Association of Theological Schools.

More specifically, the MAM Degree Program offers an integrated formation and equips students for service in the public work of the Church. This program is ideal for those preparing for ministering in parishes, on high school or college campuses, in hospitals and prisons, or for teaching in Catholic schools. The MTS Degree Program, however, is designed to expose students to the broad parameters of Catholic theology while enabling them to focus on a particular theological topic through a master's level thesis. There is also a comprehensive examination option instead of writing a thesis. The program is ideal for those working in other professions who seek to augment their primary skill set with a grounding in theology in order to more effectively evangelize the fields of culture, work, politics, and family. These two degrees can also prepare students for further graduate study. Both degree programs share many of the same courses. In 2021-22, several core courses within the programs have been designed with a blend of in-person and online instruction. The instruction offered in these graduate programs is known for fidelity to the Magisterium of

the Church in its entirety. The programs are centered at the Archdiocesan Pastoral Center in Braintree, Massachusetts. Approximately fifty students are enrolled in these programs. For more information, one may visit the Seminary's website at [www.sjs.edu](http://www.sjs.edu).

**SUMMARY:**

The Director of the Master of Arts in Ministry and Master of Theological Studies Degree Programs assumes the direct administration of the Master of Arts in Ministry and the Master of Theological Studies Degree Programs of Saint John's Seminary. Central tasks of the new Director will be to lead in maintaining and advancing the effectiveness and excellence of these graduate degree programs, in further developing and implementing sound academic policies and in increasing student enrollment through appropriate innovation and strategic direction.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Acting within the framework of Saint John's Seminary policies, the Director has the duty to assure the proper implementation and maintenance of the educational programs and regulations established by the Seminary and by its accreditors.
- Oversees the operation of the Master of Arts in Ministry and the Master of Theological Studies Degree Programs and all their components of intellectual/academic, spiritual, human, and ministerial/apostolic formation, serves on Seminary committees in matters dealing with the degree programs, faculty, and students, and communicates with the Director of Intellectual Formation/Academic Dean of Saint John's Seminary on major issues.
- In cooperation with the instructional staff, fosters educational excellence, promotes curricular study and review, and is responsible for the administration and development of the instructional staff. Leads the programs with strategic direction. Faculty members and staff of these degree programs relate to the Director of Intellectual Formation/Academic Dean of Saint John's Seminary through this position. Collaborates with personnel in fulfilling accreditation requirements and reporting.
- Reports directly to the Director of Intellectual Formation/Academic Dean of Saint John's Seminary in matters that pertain essentially to the degree programs and day-to-day realities of the degrees. Regularly meets with the Rector and Dean for the general advancement, supervision and good of the programs. Proposes to the Director of Intellectual Formation/Academic Dean of Saint John's Seminary modifications/improvements in the academic program, suggests candidates for appointment to the faculty.
- Conducts meetings with, and reviews, faculty, formation, and staff personnel.

- Interprets and applies regulations relative to academic components of these degree programs, and acts on problems affecting the standing of individual students in these areas.
- Supervises, works collegially with, and evaluates the Assistant to the Director of the MAM and MTS Degree Programs.
- Works with the Director of Pastoral Formation in matters that pertain to apostolic/ministerial formation and field education.
- Works with the SJS Mission Advancement Office in matters that pertain to development, marketing/branding, alumni and philanthropy. In coordination with the Mission Advancement Office, maintains contact with alumni.
- Works with the SJS Finance and Administration Office in matters that pertain to finance, budget and physical plant. Promotes cost control and grows tuition revenue.
- This position is a full-time faculty position and provides opportunities for teaching Catholic theology at the graduate level. Teaching two or three graduate courses per academic year is expected as a duty of this position.
- Other specific responsibilities include, but are not limited to the following:
  - Demonstrates clear and ongoing administrative oversight for the academic elements of all courses in the MAM/MTS programs for which Saint John's Seminary awards institutional credit or credentials. These responsibilities include:
    - Curriculum development, integration and evaluation.
    - The specification of required competencies, and the delivery of the instructional program.
    - Professional development and evaluation of faculty in consultation with the Dean and SJS policy.
    - Recruitment, inquiry, admission, registration, retention and graduation of students.
    - Evaluation of student progress and promotion of student success.
  - Evaluates the applicants of both MAM and MTS according to the current MAM and MTS program norms, and with the help of Seminary staff, presents the application packets to the Admissions Board of Saint John's Seminary for final consideration and admission.
  - Exercises continued implementation and oversight of online learning component with the help of Seminary staff.
  - Is regularly present when MAM and MTS in-person classes/formation are running.

- Provides or oversees orientation and academic advising to all students and attends to students' concerns and grievances which cannot be resolved at the faculty, staff or student level.
- Works with the SJS Registrar to ensure orderly records with regard to faculty submission of syllabi, registration, grading and compliance and accreditation reports.
- Ensures proper access and use of SJS library services.
- Chairs the scholarship committee.
- Attendance at select Archdiocesan meetings – e.g., supervisor, staff and ministry meetings.
- Collaborates with the Director of the Permanent Diaconate Program of the Archdiocese of Boston.
- Orchestrates end of school year events, including graduation.

### **QUALIFICATIONS**

- A Catholic in good standing with zeal for Christ and the Faith, who understands and supports the mission of the Church and the New Evangelization.
- Doctorate degree or Licentiate in Sacred Theology (S.T.L.) in Catholic Theology.
- Evidence of sound theological scholarship.
- Lay ministerial experience.
- At least 5+ years advanced professional experience in higher education. Must have experience working for a Catholic entity and knowledge of the Catholic faith and the Church's mission for the New Evangelization.
- Understanding of managing and planning both budget and personnel.
- Ability to use technology, with specific knowledge/experience of leveraging technology for distance/remote learning.
- Experience working with the public and handling issues/complaints in a diplomatic manner.
- Demonstrated ability to handle confidential, time-sensitive and critical matters using good judgment, tact, respect and discretion.
- Ability to anticipate needs, establish priorities, maintain confidentiality, project a positive attitude and exercise a high level of professionalism.
- Strong skills in organizing, multi-tasking and following through in a busy, changing environment with little direct supervision.
- Excellent relationship-building skills with a focus on service to others. A high level of energy and creativity. Ability to establish trust and work collaboratively.
- Ability to communicate effectively through e-mail and/or telephone.
- Strong communication skills (both oral and written).

- Ability to work nights and weekends as needed.
- Ability to delegate and direct office assistants and volunteers.
- Proficiency in Microsoft Office.
- Working with the experienced, out-going Director of the MAM and MTS Degree Programs during a transition period is preferred. A start date sometime during a part of the 2022 spring or summer terms is preferred.

*The duties and requirements described above are representative of those encountered during performance of the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

Competitive salary and benefits provided. A profession of the Oath of Fidelity and a yearly CORI check are two of the terms of employment.

#### **APPLICATION PROCEDURE:**

Please direct all inquiries to [Employment@sjs.edu](mailto:Employment@sjs.edu)

Please submit the following as an attachment also to [Employment@sjs.edu](mailto:Employment@sjs.edu):

- (1) Cover Letter (Please include past and current theological areas of interest/scholarship, experience in higher ed, ministerial experience and management/supervising experience and ability.)
- (2) Curriculum Vitae
- (3) Contact Information for Four References (Two must be academic/educational, another ministerial and another from the applicant's pastor.)

Please place *Director of MAM/MTS Degree Programs* in the email subject line.

Review of applications will begin on January 12, 2022, and continue until the position is filled. An incomplete application will not be considered.