



JOB DESCRIPTION

Job Title	Associate Director-Lay Ministry Program		
Department	Instituto de Liderazgo Pastoral		
Reports To	Director, ILP	Supervisory	None
Employment Class	Exempt, Benefits Eligible	EEO Class	2

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Summary

The principal focus of the *Instituto de Liderazgo Pastoral* is to be a resource of formation and training to men and women for pastoral ministry in the Archdiocese of Chicago. The *Instituto* has the responsibility of four programs: the *Programa de Formación para el Ministerio Laico*, *Programa de Formación para el Diaconado Permanente*, *Catechetical Leaders* and *Ongoing Formation*. Although, the Associate Director's primary responsibilities will be within the Lay Ministry Program, he/she is will collaborate within the other programs.

You will attend the overall formation process of the lay ministry students, keeping files and updated information of all the participants, and maintaining a regular communication with their pastors and *asesores*. You will be available to represent and be a resource of the ILP to the church of Chicago. You will assist the director in the areas of recruitment, centers and formation, rites and liturgies, administration and collaboration.

Essential Job Functions

Administration and Collaboration

- In conjunction with the ILP staff, responsible for the development, scheduling and coordination of formation activities.
- Contact the assigned faculty with pertinent information for their courses and students.
- Maintain an updated file for each student.
- Send timely reports to *asesores* and pastors.
- In conjunction with the Director, develops information materials to be distributed.
- Interface with the English formation program when needed.
- Coordinate with the other associate directors reservations of centers, retreats houses, cathedral and others events.
- Ensure that contract and evaluation forms are turned by *asesores* and pastors.
- Review the evaluations of students received from the pastor/*asesores*, and faculty.
- Participate in staff meetings.
- Participate in the *ILP* faculty meeting.
- Participate in the *ILP Consejo*.
- Is involved in the preparation of the annual budget as requested by the Director.
- Provide timely reports to the Director about the progress of the Lay Ministry Program in the different center(s).
- Serves as resource to the whole ILP and staff.

- Participate at the National Association for Lay Ministry (NALM), if requested by the Director.
- Responsible for the News Letter.
- Assist on the SONIS data base.
- Other tasks as designated by the Director.

Recruitment

- Assist with the recruitment process.
- In collaboration with the other associate directors, recruit, screen, and conduct final interviews for potential students.
- Together with the Program Director and Associate Directors, coordinate the retreats and days of formation.
- Communicate with the Hispanic Coordinator, deans, and pastors to coordinate the information and recruitment process.
- Offer information sessions in parishes and deaneries.
- Is present in vicariate/deanery meetings.

Centers and Formation

- Is responsible for the smooth functioning of the assigned center(s).
- Assess the student's progress in formation by being present in the site and present in some of the sessions.
- Facilitate formation sessions (days) as needed.
- Suggest possible facilitators to the Director
- After faculty has been approved, ensure placement of the faculty and communicate what is required of them.
- Collaborate with the other centers as needed.

Rites/Liturgies

- Assist in the Liturgy/prayer planning during the formation days.
- Collaborate in the planning of the second year Mass.
- Provide/coordinate evenings of reflection in preparation for the ceremonies.
- Prepare the booklet for specific liturgies.
- Is liaison with USML for the coordination of the ILP/USML convocation.

To the Faculty and Staff

- Suggest to the ILP Director names of potential faculty and support staff for the different centers.
- Maintain regular communication with the present faculty regarding the students' progress.
- In dialogue with the Program Director, evaluate faculty in current courses.
- Serve as ILP faculty as needed. (No more than one course per year, which is included in the job description)
- In dialogue with the Program Director, review curriculum and materials for each course, ensuring that courses and materials are in conformity with the vision and goal of the ILP.
- Consult with the Director and the other associate directors about possible books or materials to be used in the courses.
- Prepare materials for the courses: additional reading, work sheets, evaluations, etc.

- Maintain communication, coordinates and collaborates with:
 - Program Director and other associate directors and the rest of the staff.
 - Faculty and support staff.
 - Pastors/*asesores*.
 - Vicariate Coordinator(s).

To the Students

- Accompany and provides evaluation, feedback, and interviews during the time of formation.
- Maintain records and communicates the different steps of the formation process to the participants and their *asesores*.
- Foster communication between students, pastors and *asesores*.

Performance Expectations

Education and Experience – An equivalent combination of education, training and experience will be considered.

- The Associate Director should have experience of at least two years in adult formation.
- Should possess a Masters in the field of theology or pastoral studies.
- Must possess a good knowledge of the Hispanic/Latino culture and the reality of the Hispanic community in Chicago and in the U.S.
- Must be fluently bilingual Spanish/English.
- Be capable of providing accompaniment and guidance to the students and faculty within the vision and goals of the ILP.

Knowledge, Skills and Abilities which may be representative, but not all-inclusive of those associated with this position.

- Should possess organizational skills, supervisory and administrative skills needed to ensure the well functioning of all components of the formation program.
- Be open to and value working in collaboration as part of a team.
- The ability to understand USML goals and recommend new approaches, policies, and procedures to impact long-term processes positively.
- The ability to work independently with good time management skills and attention to detail.
- The ability to manage multiple priorities simultaneously; orientated on the quality of results against the expectation and financial constraints.
- Consistently tries to do his/her best in all personal and professional behaviors, acting uprightly and responsibly.
- Demonstrate excellent written and verbal communication skills.
- Uncompromising internal and external customer service focus; possesses outstanding organization.
- Continuously attempts to grow and improve in personal qualities and professional performance.
- Listens attentively and patiently to what others have to say.
- Effectively champions the University's commitment to teamwork among co-workers, supporters, grantees, suppliers and all other constituents with whom they become engaged.
- Ensures compliance with all university policies and standards.
- Work under pressure, critically think proactively and meet established goals and objectives.

- The capacity to control emotions and maintain composure under stress, using tact and good judgment.
- A commitment to the belief that all people have the right to dignity, respect, opportunity and full community inclusion.
- Neat and professional in appearance.
- An active team player in a changing environment; includes working with all levels of personnel.
- Exhibits high attention to detail, strong focus and good sense of priorities.
- Excellent written communication skills; professional aptitude for creating, proofing and editing correspondence and /or “publications”.
- Computer literate, with expertise in the MicroSoft platforms (specifically MicroSoft Word and MicroSoft Excel; MicroSoft Publisher knowledge is a plus), Outlook or comparable software. Ability to mail merge is a plus.

Work Environment – Environmental conditions commonly associated with the performance of the functions of this job.

- General office conditions, university conditions. Exposed to moderate noise levels.

Physical Abilities that are commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 25 pounds.
- Ability to routinely ascend and descend a full flight of steps; ability to move around the Institute’s offices (located on the 2nd floor), kneel, carry and stoop.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Employee Acknowledgement

I understand that:

- This job description provides a general summary of the position in which I am employed. The contents of this job description are job requirements, and, at this time, I know of no limitations which would prevent me from performing these functions with or without reasonable accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- I have read and understand this job description.

Employee: _____

Date: _____



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OF THE LAKE

Approved: _____

Date Created/Reviewed: _____