



SEARCH PROFILE:

Dean

School of Parish Leadership and Evangelization

Escuela de Liderazgo para la Evangelización



UNIVERSITY
OF
SAINT MARY
OF THE LAKE

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THE OPPORTUNITY

For more than one hundred years, the University of Saint Mary of the Lake (USML)/Mundelein Seminary has been educating and forming priests for the Archdiocese of Chicago as well as scores of other dioceses. For many decades USML has also been forming deacons and lay leaders in English and in Spanish.

In 2023, Fr. John Kartje President/Rector established the School of Parish Leadership and Evangelization/La Escuela de Liderazgo para la Evangelización at USML, saying, "The School of Parish Leadership and Evangelization allows us to situate USML's rich history of preparing men and women for lay and diaconate ministry within a new vision for fostering personal encounters with Jesus Christ. Because the identity and mission of our parishes are constantly evolving, we recognize the critical importance of forming leaders in the Church who are faithful to the timeless truths of Christianity, but also flexible enough to adapt to the spiritual longings and needs of present and future generations."

In 2022, USML had a successful accreditation visit by the Association of Theological Schools and its accredited status was renewed until 2032.

Beginning July 1, 2025 (or earlier depending on the candidate), the dean will lead a vibrant, mission-driven school that benefits from its relationship to the University and the Archdiocese of Chicago. The dean will lead the school in expanding its offerings to include catechetics, liturgy, Sacred Scripture, Church history, and theology as it enhances programming to focus on forming parish leaders to catechize and evangelize amid the challenges facing the Church today, including parish consolidation and the ongoing desire among many for lifelong learning.

The dean will be a practicing Catholic in good standing, and an academic leader with a deep understanding of the Catholic ministerial realm. A doctoral degree in theology, ministry, or a related field is highly preferred as is bilingual ability in Spanish. The dean will continue to build a close relationship with the Archdiocese of Chicago, the many sending dioceses served by the university, and many more dioceses, agencies and parishes that are interested in the education and formation that the school can provide.

UNIVERSITY OF SAINT MARY OF THE LAKE – AN OVERVIEW

The University of Saint Mary of the Lake/Mundelein Seminary is the major seminary and graduate school of theology for the Archdiocese of Chicago. Mundelein Seminary is one of the largest priesthood preparation programs in the United States having graduated over 4,000 students since 1926 and serving nearly thirty dioceses in the United States and abroad. In addition to the formation of priests, USML also has programs to prepare deacons, and lay people for ministry and evangelization. The Chancellor of the University is the Cardinal Archbishop of Chicago.

University Mission Statement

To form a Church that consecrates the world to God, according to the heart of Christ through the Holy Spirit.

University Vision Statement

To form priests, deacons, and the laity for parish leadership, ministry, and evangelization – adhering to timeless Truth while adapting to constant change.





CURRENT STATE

The school currently has four major areas: Graduate Programs, Deacon Formation Programs, Parish Ministry Programs, and Online Short Courses.

Graduate Programs

SPLE graduate programs go beyond traditional academic pursuits. At the heart of our programs is a commitment to human, pastoral, intellectual and spiritual formation. The school incorporates personal preparation to help students grow in faith and become more effective in parish leadership and evangelization. Esteemed faculty, many of the same professors who form parish priests, guide students in their programs so that students learn from experienced mentors passionate about sharing their knowledge and inspiring the next generation of Catholic leaders.

The School offers the following graduate degree programs and certificates:

- Doctor of Ministry
- Master of Arts in Pastoral Studies (MAPS)
- Master of Arts in Liturgical Studies (MALS)
- Master of Arts in Liturgy (MAL)
- Master of Theological Studies (MTS)
- Post-Master Certificate in Pastoral Leadership
- Certificate in the Ministry of the Ignatian Spiritual Exercises

After a tuition reset in academic year 2023-2024, and with significant scholarship dollars to support students in their respective programs, enrollments have room to grow.

Deacon Formation Programs

The mission of the Deacon Formation Programs is to prepare men to be deacons — icons of Christ the Servant, emissaries of the bishop, and servant-leaders—through a distinctive formation process for ordained ministry in the Archdiocese of Chicago. It does so by offering a comprehensive program that specifically addresses the mission and identity of diaconal ministry through the four pillars of formation: the Human, Intellectual, Spiritual, and Pastoral while educating men for the three-fold ministry of service to the Word, Liturgy, and Charity. The programs are offered in English and in Spanish. There are currently about 60 men enrolled in the program and a number of wives pursuing a certificate as well.

Parish Ministry Programs

The School provides Catechetical and Lay Leadership programs in English and in Spanish designed to foster students' spiritual, intellectual, and service-oriented development. These programs aim to cultivate faith, deepen knowledge, and instill a commitment to the Catholic intellectual tradition, preparing individuals for dedicated service in their dioceses, parishes, communities, and families. The programs appeal to those who are passionate about serving their parish communities and making a positive impact. These programs also have satellite sites in vicariates throughout the Archdiocese of Chicago and in Des Moines and Omaha.

Online Short Courses

This School's online courses are a resource for clergy, church professionals and the laity to facilitate lifelong learning and faith formation. They extend the mission of the school to diocesan and parish professionals as well as interested individual Catholics. Each course awards one-half continuing education unit and brings a fresh, dynamic approach to theological studies.

CURRENT ORGANIZATION

The school is led by a dean and supported by an assistant dean and an administrative assistant. Operations personnel reporting to the dean include a faculty liaison and two coordinators of admissions and student services. The manager of online programs, who oversees the online short courses, also reports to the dean, as does the graduate program coordinator. The dean also oversees the director of the Thriving Congregations Grant, a \$1.25M project funded by the Lilly Foundation. The assistant dean supervises a senior coordinator for deacon formation and a senior coordinator of parish programs. Each of those positions is supported by additional program coordinators.

More information about the school may be found on its website: www.usml.edu/sple





THE DEAN

The dean of the School of Parish Leadership and Evangelization (SPLE) reports to the provost and oversees all academic and administrative aspects of SPLE, with special attention to growing enrollment, improving the use of course sharing within SPLE and ACTS (Association of Chicago Theological Schools), and enhancing processes and procedures to become more efficient and effective. The dean also manages the budgets of the school with attention to detail, working with the finance office to ensure proper oversight

of revenue and expenses, while leveraging scholarship dollars to impact enrollment. The dean appoints full-time USML teaching faculty members to the SPLE Academic Committee, which assists the dean of SPLE in overseeing program curricula. The dean of SPLE works closely with the academic dean of Mundelein Seminary to ensure that USML teaching faculty are fully utilized across programs. The dean of SPLE also vets and approves all adjunct faculty for all SPLE programs and holds at least one meeting each semester with all adjunct faculty.

Growing enrollment will involve expanding means of delivery (online, hybrid, face-to-face), creating graduate certificates from existing graduate degrees, creating partnerships for external sites and platforms, increasing the number and quality of short courses offered through our Blackboard site, and generally expanding in a fiscally responsible way.

The salary range for this position is \$97,000 - \$150,500.

To apply, send cover letter, CV, and names of three references (who will not be contacted without permission) to: deansearch@usml.edu



USML is a founding member of the Association of Chicago Theological Schools, a consortium of ministry schools and seminaries in the Chicagoland area created to provide means for cooperation among the member institutions in the areas of student cross-registration, library access and acquisitions, interchange among faculty members in the disciplines of theological education, and communications between the schools. The dean of SPLE would represent the school at regular ACTS meetings.

The twelve schools that currently make up ACTS are accredited members of the Association of Theological Schools in the United States and Canada. Each is affiliated with or sponsored by a denomination, a diocese, a religious organization, or several religious orders. Each offers professional degree programs for ministry at the master's and doctoral levels and most also offer other academic degrees. All offer a variety of opportunities for continuing education for clergy and lay leaders, as well as conferences, lectures and other programs of interest to a wider public.

Together, the schools within ACTS offer a rich network of resources for theological education, making the association one of the outstanding centers of theological education in the world. Available to the approximately 3,200 students currently enrolled at its member schools are about 260 faculty, some 700 courses offered annually, and library collections of 2.1 million volumes and nearly 5,500 currently received periodical subscriptions. Several schools have well-stocked theological bookstores. Most of the schools offer online courses. ACTS makes it possible for students and faculty to pursue their work, study, and reflection with people from many different cultural and theological traditions.

ACTS itself does not offer either courses or degrees but functions as something of a portal for course-sharing and cross-registration. Many of the schools draw on the vast resources of other institutions of higher education and have relationships with the numerous religious organizations and agencies in the Chicago area.



ESSENTIAL JOB FUNCTIONS

- Lead the creation and implementation of SPLE's strategic plan in alignment with the University's strategic plan.
- Provide proactive leadership and structure to ensure SPLE's development, growth, and efforts toward achieving SPLE's and USML's goals.
- Manage and supervise SPLE's admissions office/process along with any related programs.
- Act as a liaison between student departments and administrators.
- Develop and implement school/department working procedures and budgets.
- Assess student body needs and respond to any questions or concerns from students in an effective and timely manner.
- Provide student support on issues related to student services, policies, and processes.
- Supervise, evaluate, support, and recommend ideas of improvement for SPLE in a manner that promotes excellence in instruction, scholarly and creative productivity, and service delivery.
- Prepare and present annual statistical reports.
- Manage the fiscal affairs of SPLE.
- Lead and coordinate the governance of SPLE.
- Lead the processes of SPLE's administrator selection and overseeing the processes of faculty and staff selection and retention.
- Coordinate the professional development of SPLE administrators and staff.
- Evaluate annually SPLE's coordinators, administrators, staff, and faculty.
- Review School policies, procedures, and recommendations for appointment, salary, retention, and/or promotion of faculty, and ensuring that all USML policies are followed.
- Evaluating overall School productivity in instruction and service responsibilities.
- Provide recommendations to the Provost regarding sabbaticals and other leaves for faculty.
- Advise the Provost on University policies and procedures.
- Lead/manage non-faculty SPLE staff members.
- Develop, lead, and encourage fundraising in support of the SPLE's goals and the goals of its programs, as well as outreach efforts.



EDUCATION AND EXPERIENCE

- A master's degree (doctorate preferred) from an accredited institution of higher learning required, in theology, ministry, or related field.
- Bilingual in Spanish is preferred, with a cultural understanding of Latin American countries including Spanish speaking Caribbean islands and Spain.
- Minimum 3 to 5 years of proven effectiveness and progressive professional development in higher education and/or non-profit management, with higher education experience preferred.
- Experience with writing and/or overseeing curriculum, managing budgets, and administration.
- Experience managing small to medium size team, and working within a diverse setting with faculty, staff, adult students, and external stakeholders and partners.
- Experience in Parish/Diocesan Ministry; conversant with Roman Catholic issues around non-priestly ministry in the Church.
- Extensive network of connections locally and nationally.
- Working knowledge of student information systems, preferably Jenzabar Sonis.
- Computer literate, with expertise in the Microsoft platforms (Word, Excel, PowerPoint, Teams, Outlook) or comparable software required. Experience with payroll systems preferably Kronos (UKG), effectively review time cards, time off requests, and approve or decline accordingly.





KNOWLEDGE, SKILLS, AND ABILITIES

- Supportive of and well-versed in the Church's vision of ministry formation as expressed in Vatican and USCCB documents.
- Excellent problem solving, referral skills and ability to develop creative solutions.
- The ability to work independently, demonstrated time management, organizational and prioritization skills.
- Outstanding people, presentation, and communication skills.
- Demonstrated ability to assume responsibility to complete assigned tasks with attention to detail.
- Excellent interpersonal skills that are demonstrated by positive relationships with co-workers, subordinates, staff, faculty, students, and external constituents.
- Strategic skill with an ability to understand and align USML goals and objectives, recommending best practices, approaches, policies, and procedures to impact short and long-term achievement.
- Integrity, in all personal and professional matters, demonstrating upright and responsible behaviors.
- The ability to manage multiple priorities simultaneously; orientated on the quality of results against expectations and financial constraints.
- Skilled in fund raising and network building.
- Uncompromising internal and external customer service focus; possesses outstanding organization.
- Continuous improvement and growth, personally and professional performance.
- Good listener-listens attentively and patiently to what others have to say.
- Effectively champions SPLE's and USML'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 procedures.
- Works under pressure, think critically, proactively and meet established goals and objectives.
- The capacity to regulate 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.



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