

Position Description

Position: DIRECTOR OF THE ROBERT J. SCHREITER, C.PP.S. PRECIOUS BLOOD SPIRITUALITY INSTITUTE AT CTU

Classification: Administrator with Faculty Status
Supervisor: Vice President and Academic Dean
Hiring Manager: Vice President and Academic Dean

General Summary:

The Director of the Robert J. Schreiter, C.PP.S. Precious Blood Spirituality Institute at Catholic Theological Union (Schreiter Institute) is responsible for the leadership and administration of the program. The Schreiter Institute is a collaborative partnership between CTU and the Precious Blood Spirituality Institute (PBSI). The Director is responsible for facilitating the cooperative relationship of the two organizations, ensuring that the relationship is guided by the Memorandum of Understanding which envisioned the program. The Schreiter Institute functions as a CTU program and will be fully integrated into the mission and operations of the academic institution. The Schreiter Institute will be part of the Bernardin Center, which will require that the Director work efficiently and collaboratively as a member of the Bernardin Center team. The Director is also accountable to the PBSI and an important responsibility of the Director is to maintain an effective work relationship with that organization, its sponsoring congregations, and their appointed representative. The Schreiter Institute is fully funded by the PBSI and is contingent on continued funding by PBSI.

Qualifications:

- Academic qualification is a doctoral degree in Theology or related field
- Experience in a ministry and the praxis of reconciliation
- Understanding and appreciation of the PBSI Sponsors' charism and spirituality
- A global perspective which informs their recognition of the need for reconciliation in the Church and world
- An understanding of inculturation and sensitivity to diversity
- Effective communicator and organizer, with administrative and management skills and experience

Dual Accountability:

- As a CTU employee, the Director of the Schreiter Institute will have a direct reporting relationship to the Vice President and Academic Dean.
- The Director is also accountable to the *Liaison* representative of the PBSI, who will participate in the annual performance review of the Director. Along with the Director of the Bernardin Center, the program director is responsible to facilitate the program involvement of the *Liaison* representative of the PBSI in the manner described in the

Memorandum of Understanding between CTU and the Precious Blood Spirituality Institute.

Principal duties and responsibilities of the Director:

- Responsibility for all aspects of program administration; working in collaboration with others.
- Develop an annual program with definable and measurable objectives, within the approved budget; working in collaboration with the Director of the Bernardin Center and the *Liaison* representative of the PBSI. This is performed in coordination with the CTU strategic planning and budgeting process.
- Capacity to teach courses and conduct workshops and seminars.
- Foster academic scholarship in a practical theology of Reconciliation
- Promote a program of pastoral education in the area of Reconciliation.
- Work with the Academic Dean's office and the CTU faculty to create and oversee a Certificate and/or degree concentration in Reconciliation Ministry.
- Be a bridge between the PBSI and CTU.
- Be the public face of the program and be an effective communicator with various publics
- Support the Office of Enrollment Management in promoting the program to prospective students

Important collaborations:

- As a program integrated into the operation of CTU, it will be necessary that the Director maintain effective working relationships with:
 - Office of the Academic Dean and Degree Program Directors
 - Finance and Development offices
 - Director of Continuing Education
 - Director of Field Education
 - Director of Enrollment Management
 - Director of Marketing and Communications
- With other programs and organizations which seek to promote reconciliation and restorative practices with the Church and society. In particular, with the Precious Blood Ministry of Reconciliation, which is also a sponsored ministry of Precious Blood congregations.
- With organizations and programs that are partners in the work of providing practical education in the ministry of reconciliation (e.g., sites for field education or specific training programs for the ministry of reconciliation)

Program elements:

- **Fostering academic scholarship in a practical theology of Reconciliation**
 - Under the direction of the Academic Dean, the program will promote a visiting scholar program to enhance the curriculum offerings in a theology and praxis of reconciliation
 - The program will be a resource to the institution in the development of related curriculum
 - Annually the program will evaluate the appropriateness of sponsoring a lecture series
 - The program will sponsor and encourage related academic research by theologians and practitioners and will promote the development and publication of scholarly resources.
 - Utilize workshops, retreats, conferences online or in person at various locations

- **Promote a program of pastoral education**
 - The program will be guided by a practical theological approach which emphasizes praxis, while maintaining a firm foundation in spirituality.
 - The program of pastoral education may be in support of CTU degree programs. It may also be for the practical education of non-degree participants through training programs and workshops.

- **Partner with the PBSI**

At the request of the PBSI, the Schreier Institute will be a resource in the development and offering of programs that assist the Sponsors to promote their charism and spirituality, beyond the academic mission of CTU.

Applicants should submit:
a cover letter, current CV, and names and contact information for three references to:

csalas@ctu.edu by **March 15, 2022**