Position Description

Position: Project Director for Thriving in Ministry
Classification: Administrator – Part Time
Supervisor: Vice President and Academic Dean
Hiring Manager: Vice President and Academic Dean

General Summary

The Project Director for Thriving in Ministry is a grant-funded position to manage the Thriving in Ministry project at CTU. The grant was received by the Lilly Endowment in 2018 and the project is scheduled to progress through May 2023. The Director is a half-time staff position (20 hours/week), reporting to the Vice President and Academic Dean. A part-time administrative assistant supports this grant-funded program.

A. Essential Duties and Responsibilities

- Design, implement and assess research and programming in support of the goals of CTU’s Thriving in Ministry Grant Proposal to promote the integrated wellbeing of professionals in Catholic ministry and the environments in which they work.
- Implement the two-year curriculum for the grant’s cohort program Thriving Today. The director recruits new participants, recruits/trains facilitators in group spiritual companioning and supports the assessment of this program.
- Recruit participants and coaches for the grant’s Ministerial Coaching program, offered to up to ten people at any given time based on the grant budget.
- Through the Thriving Together coaching training program, work with coaching candidates to support their bid to accredit the program with the International Coaching Federation.
- Propose new workshops and activities in support of the goals of the grant.
- Develop and conduct assessments via surveys and interview for programs.
- Work with the Administrative Assistant to track participant lists, budget spending details and communications.
- Support the research of the Thriving in Ministry Visiting Scholar and support other research endeavors.
- Assist Prof. Dan Horan, OFM in the planning of the annual Thriving in Religious Priesthood symposium.
- Work with the Marketing Department to create publicity and to keep the website updated in a timely manner.
- Complete the annual reports in conjunction with the Vice President for Finance and Operation and the Vice-President for Institutional Advancement to be sent to the Lilly Endowment for each year of the grant’s activities.
• Participate in activities of the *Thriving in Ministry* Coordination program offered by the Lilly Endowment, Inc.

**Required Skills/Abilities:**
- Excellent management and supervisory skills
- Excellent written and verbal communication skills
- Excellent organizational and time management skills

**Education and Experience:**
- MA Degree, preferably in a theological discipline
- A minimum of five years of experience in ministry
- Preferably a Roman Catholic familiar with ministries in the Catholic Church

*This description contains information and facts considered necessary to describe and evaluate this job fairly and equitably. This document should not be considered as a detailed description of all the work requirements to be performed, but as an indication of the duties and level of skills required.*

**About *Thriving in Ministry* at CTU**

The mission of Thriving in Ministry at Catholic Theological Union is to promote the integrated wellbeing of professionals in Catholic ministry and the environments in which they work in a spirit of pastoral co-responsibility for the being and action of the Church. Thriving in Ministry aspires to establish Catholic Theological Union as a national center for pastoral leadership education and support in Catholic ministerial contexts. Our three grant goals include a commitment to:

1. Conduct and disseminate research relative to the overall flourishing of Catholic religious men and women and lay ecclesial ministers.
2. Develop, implement and assess programming to advance the wellbeing of professionals in ministry in Catholic contexts.
3. Challenge the culture of Catholic ministerial contexts in their ability to address the wellbeing of professional ministers through communications, partnerships and resources.

As we seek to animate the practical theological circle between theory (research) and praxis (programs) our hope is that CTU grows in its capacity to support and sustain all professional ministers within its structure for lifelong ministerial thriving. As a theological and ministerial school accredited by the Association of Theological Schools, CTU sees the grant as an integral part of its work on Standard 3.5. “The school demonstrates an understanding of learning and formation as lifetime pursuits by helping students develop motivations, skills, and practices for lifelong learning.”