



Meadville Lombard Theological School Director of Contextual Ministry

Meadville Lombard Theological School [Unitarian Universalist], located in the South Loop of Chicago, is currently seeking a full-time Director of Contextual Ministry who will be a key player in the success of the educational program.

A graduate theological institution, Meadville Lombard is academically rigorous, spiritually grounded, unapologetically progressive and deeply committed to teaching and learning for social justice and transformation. Meadville Lombard's innovative education model is a low residency program grounded in service learning and integrated internships. Students travel to Chicago four times a year for learning convocations and intensives in addition to regular contact with faculty and students through a variety of standard technology formats, including social media.

Job Summary

The Director of Contextual Ministry is a full-time, twelve-month, administrative position and is classified as exempt under the Fair Labor Standards Act. Reporting to the Vice President of Academic and Student Affairs, the Director is responsible for the field education and clinical pastoral education programs of Meadville Lombard Theological School. This includes Teaching Pastor recruitment and student placement, oversight of the campus ministry programs and teaching within the area of contextual education. Faculty status to be determined in accordance with the candidate's academic qualifications in three primary areas (scholarship, teaching, and contributions to the Meadville Lombard faculty and community) and two secondary areas (participation in professional societies and contributions to community and church activities outside the School.)

The Director oversees the recruitment and evaluation of field sites (congregations and nonprofit community agencies) and the assignment of students to field sites and Teaching Pastors, Mentors and Site Supervisors. As such, the Director develops plans and organizes and implements day-to-day functions, activities, services and special events to ensure that the objectives therein are accomplished within the prescribed timeframe. This includes conducting research, determining efficient use of resources, collaborating with stakeholders and evaluating all efforts to ensure that overall institutional goals and objectives are met.

The Director provides proactive assistance to students in their formation process and the fellowshipping process with the Unitarian Universalist Association (UUA).

Responsibilities of this position include but are not limited to:

Field Education

- Develops policies and procedures regarding field education recruitment and engagement, i.e. Teaching Pastor/Mentor matching procedure, Teaching Pastor/Mentor change policy and Teaching Pastor/Mentor complaint protocol.
- Facilitates symposia promoting best practices in teaching, mentorship and supervision of interns.

- Identifies, recruits and trains Teaching Pastors/Mentors that are dedicated to providing high levels of support to student interns.
- Coordinates student/Teaching Pastor/Mentor assignments through a disciplined management process that includes clarifying expectations, providing the necessary informational and supervision tools, and following through.
- Oversees CPE site placements.
- Develops, tracks, and maintains database of student and Teaching Pastor/Mentor relationships;
- Builds and maintains ongoing relationships with teaching congregations and Teaching Pastors/Mentor.
- Provides timely and regular information to Teaching Pastors/Mentors and students regarding the field education program, its requirements and events.
- Plans and implements timely Site Supervisor and Teaching Pastor/Mentor training and student orientations.
- Initiates relevant and timely communication with students and Teaching Pastors/Mentors particularly in the areas of credentialing and site placement. This includes utilizing various communication modes and the capacity to monitor and take immediate appropriate action.
- Routinely updates, evaluates and strategically distributes field education resources such as handbooks, webinars and website content.
- Monitors the needs of students, Teaching Pastors/Mentors, and Site Supervisors in field education by the development of mid-year progress reports, anticipating emerging issues and taking the initiative to implement corrective action where necessary and communicate actions to all stakeholders.
- Creates structures and processes that provide guidance to students, Teaching Pastors/Mentors, and Site Supervisors regarding challenges that arise in field education. i.e. differing communication styles, how best to support student learning, etc.

Formation

- Schedules workshops, establishes office hours and creates opportunities for students to receive fellowshiping counseling;
- Serves as primary contact for CPE, internship and praxis programs. Engages in on-going research in order to stay current with emerging trends and to explicate best practices.
- Maintains a current understanding of the UUA fellowshiping process and communicates regularly as part of a systematic communication strategy. Conceptualizes, consults, develops and recommends policies and procedures to stakeholders that support student's navigation of the fellowshiping process
- Actively manages, measures, and monitors reports on school requirements in the area of formation, i.e. Career Assessment and CPE. Toward this end, establishes clear guidelines to ensure student compliance, and coordinates with faculty and staff to ensure adherence with policies and procedures.

Faculty

- Leads faculty in the area of contextual education by virtue of curricular congruence in areas under their purview.
- Teaches up to two courses per year and provides support for signature courses.

Ministry

- Responsible for the planning and execution of high quality worship programming.
- Provides resources and support for all Meadville Lombard worship services.

- Supervises and engages the Meadville Lombard chaplain including handling emergency and crisis situations that pertain to student and community life.

Qualifications:

The Director of Contextual Ministry will be an ordained and fellowshiped Unitarian Universalist minister or a minister with very close ties to and an excellent understanding of Unitarian Universalism. They will have a serious commitment to the values and goals of Meadville Lombard Theological School, 3 to 5 years of leadership experience, and the demonstrated ability to foster a campus climate that values community, civility, diversity, and mutual respect. MDiv required.

In addition, candidates should possess a majority of the following characteristics and qualifications:

- A compelling vision of the role of ministerial education in the overall educational experience of students at Meadville Lombard, and the ability to advance this vision in a resource-constrained environment;
- Passion for the mission of the School and a proven ability to counsel and mentor adults;
- Understanding of ministry within the context of congregational and community settings;
- An appreciation for Meadville Lombard's collaborative, interdisciplinary, and socially-engaged intellectual culture, the ability to help students manage its pressures, and effectiveness in working with members of the faculty to enable each student to succeed;
- A demonstrated commitment to diversity in all its forms and competency in functioning in a multi-racial, multicultural and theologically diverse learning and work environment
- Understanding of how to gather, analyze, and use data to develop and assess programs;
- Very good written, verbal, and technological communication skills, and the ability to speak persuasively to a variety of audiences, including students, faculty, alumni, donors, staff, and the Board of Trustees;
- Demonstrated sensitivity, imagination, and effectiveness in responding to challenging student and school community issues;
- Knowledge of crisis intervention and conflict resolution techniques;
- A consultative, collegial style and the ability to inspire trust in others;
- Ability to think and act strategically as evidenced by developing comprehensive approaches that anticipates the needs of stakeholders through innovative and creative solutions;
- Excellent customer service commitment with the ability to set and maintain optimal customer service standards and work effectively with a wide variety of stakeholders and the public;
- Have or possess the ability to develop strong collegial relationships;
- A high degree of accessibility and openness to students;
- Possess communications acumen with the ability to develop and implement superior institutional programs and activities that integrate Meadville Lombard's strengths;
- Possess high professional standards and ethical principles;
- Proficiency with MS Office suite;
- Some weekend and/or evening work required.

The successful applicant will be well-organized, have strong and effective time management and organizational skills, and be a self-starter. This position requires someone who will exercise a high level of discretion and have the ability to collaborate with diverse groups of individuals and situations with a high degree of tact and good judgment. Ability to function as a team player in a fast-paced culture along with dependability, a sense of humor and a good deal of enthusiasm is important.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Meadville Lombard Theological School is an Equal Opportunity Employer and encourages women, persons of color, and persons with disabilities to apply. The School is committed to enriching its educational experience through the diversity of its faculty, administration and staff.

Meadville Lombard Theological School offers a competitive salary and benefits package including family leave and spouse/partner/family insurance options.

Interested applicants should submit

- a cover letter detailing why you are interested in this position,
- a resume,
- contact information for three professional references

By email to:

Cindi Redman, Vice President, Finance and Administration
Meadville Lombard Theological School
credman@meadville.edu

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Position open until filled.

We thank all applicants in advance for their interest, however,
ONLY THOSE CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

February, 2018