



AQUINAS INSTITUTE Job Description

TITLE: Director of Mission and Ministry
SUPERVISOR: Principal
DATE: June 2021

The Director of Mission and Ministry is responsible for the development and execution of programs that ensure and strengthen the active, intentional living of Aquinas Institute's Catholic mission, Belief Statements, Profile of a Graduate, Aquinas motto, and the Charisms both the Basilian Fathers and the Sisters of Saint Joseph. The Director of Mission and Ministry provides opportunities to integrate faith, education, service, and justice through an integration of the Aquinas mission and Catholic tradition. This role serves each student, faculty, and staff person, respecting their individual cultures and faith traditions, as part of the Aquinas community.

The Director of Mission and Ministry will:

- Actively demonstrate through action and example the Catholic mission of Aquinas Institute our Basilian tradition, and our partnership with the Sisters of Saint Joseph both, institutionally and individually in the academic and faith life of the community.
- Cultivate a dynamic and inclusive community of faith and learning that invites everyone an understanding of Aquinas and a deeper relationship with one another and with God.
- Invite the Aquinas community into a lived experience of the Basilian Charisms of Education and the Aquinas mission.
- Form leaders to live out the Aquinas mission and build stronger relationships with one another and to the greater community.

Essential Functions and Responsibilities

- Design and execute programs to support the ongoing formation of adult members of the school community in Basilian and SSJ spirituality and Catholic identity, including the following specific initiatives:
 - Program for first and second-year faculty and staff
 - Continued mentoring and support for faculty and staff throughout their tenure at Aquinas
 - Pastoral and Liturgical Leadership for the Aquinas community
 - Parent/Guardian Orientation as relating to the Aquinas mission, identity, and tradition
 - Annual Faculty/Staff Day of Reflection
 - Student formation
 - Student retreat programs including opportunities for overnight retreat experiences
 - Annual Social Justice theme and related initiatives
 - Mission outreach
 - School liturgies
 - Vocation awareness
 - Support and guide students and staff seeking the RCIA through connection to parish communities
 - Coordinate the Olweus Bullying Prevention Program.

- Serve as liaison to, the Basilian Fathers, Sisters of Saint Joseph, the Diocese of Rochester, and the other Catholic school ministry programs.
- Serve as co-internal coordinator for Middle States Accreditation, NYSAIS, and other organizations.
- Collaborate with the Leadership Team and Chair the Campus Life Team.
- Collaborate with the Theology department, Advancement Office, Counseling Center, Student Government, and other programs designed to enhance the school's sense of mission and identity, including:
 - Peer Ministry (coordinates and leads)
 - Black Student Union
 - Diversity Club
 - Women's Leadership Program
- Coordinate the following:
 - Student Retreats (including overnight retreat experiences)
 - School masses and prayer service opportunities
 - Faculty/Staff Retreat(s)
 - Formation opportunities for Faculty/Staff
- Provide spiritual support and minister to students and staff
- Develop and oversee the budget for Mission and Ministry programs
- Teach classes as assigned by the Principal
- Other duties as assigned by the Principal.

Supervisory Responsibilities

- Campus Ministry/Retreats
- Service Coordinator

Knowledge/Skills

- Mission centered, creative and inspirational approach to adult formation programming.
- Experience and knowledge of Catholic theology and of Basilian and SSJ spirituality.
- Excellent written and verbal communication skills.
- Facility with and openness to modern technology and its thoughtful, appropriate application in a school setting.
- Ability to build relationships characterized by trust and shared commitment to a common mission and goals.
- Desire to collaborate with colleagues on development and implementation of a comprehensive program.

Qualifications/Requirements

- Commitment to the principles and core values of Aquinas Institute, as expressed in the school's Mission Statement, Beliefs, the *Profile of the Aquinas Graduate*, and the Basilian Charisms on Education.
- Master's Degree in Catholic Theology, Catholic Spiritual Direction, or related field preferred
- Previous experience in Catholic spiritual direction, retreat direction, youth or parish ministry or similar formation programming.

The Director of Mission and Ministry will be evaluated annually based on the description above and feedback from the administration, faculty, and staff of Aquinas Institute.

The Director of Mission and Ministry is an 11-month administrative position.