**Draft Job Announcement - Director of Mission and Ministry**

**Overview of St. Paul of the Cross**

St. Paul of the Cross Passionist Retreat and Conference Center, located on 18 acres on the west side of Detroit, serves thousands of people each year. The Director of Mission and Ministry serves as the Chief Executive Officer (CEO) of the corporation. As CEO, the Director of Mission and Ministry ensures that the best traditions of the ministry of the Congregation of the Passion (Passionists) continue at the Center. The DMM (CEO) also creatively addresses the changing and often unmet spiritual needs of the city and surrounding area, extending the love and compassion of God, thus continuing the legacy and charism of St. Paul of the Cross, the founder of the Passionist order.

**Job Summary**

As the Director of Mission and Ministry, you will build on St. Paul’s 60-year tradition of helping people find spiritual renewal in a naturally beautiful, safe, and sacred space. You will lead the Ministry Team to ensure quality Passionist retreats and programs are the primary ministry of the Center. You will work closely with the Business Administrator to ensure that the Center and grounds are hospitable, accessible, and ecologically responsible; and that all operations (i.e., maintenance, fund development, communications, marketing, human resources, legal requirements) are in compliance with policies set by the Board of Directors.

The Director of Mission and Ministry reports to the Board of Directors through a regular fiscal year schedule of monitoring reports of policies, policies that have been written by the Board of Directors. The policies are contained in the Policy Handbook of St. Paul of the Cross Passionist Retreat and Conference Center. The monitoring reports are the basis of the Director of Mission and Ministry’s evaluation as to the achievement of the Ends Policies.

This is an at will position.

**Responsibilities**

In 2018 the Board of Directors at St. Paul’s transitioned to the Policy Governance Model, (also known as the Carver model). In this model, the board uses a single point of delegation and holds the Director of Mission and Ministry (the CEO) accountable for meeting all the board's expectations for organizational performance.

The board expresses its expectations for the entire organization in its Ends Policies (i.e., why the organization exists) and creates the boundaries within which the Director of Mission and Ministry may operate through its Executive Limitations policies. Achievement of the Ends Policies, while not violating the Executive Limitations Policies, is delegated entirely to the

Director of Mission and Ministry. The board does not involve itself in any of the internal, often complex, divisions of labor. Therefore, all the authority granted by the board to the organization is to the Director of Mission and Ministry (CEO). All the accountability of the organization to meet board expectations is the responsibility of the Director of Mission and Ministry. This accountability is measured to the degree that Ends Policies are achieved and Executive Limitations policies are observed.

In summary, the Director of Mission and Ministry is accountable to the board of directors for (1) achieving Ends Policies and (2) not violating Executive Limitations Policies.

**Requirements**

To be considered for this position, please have the following in regard to:

Characteristics: An active and participating member of the Catholic faith, who takes time for ongoing spiritual formation. A servant leader, with a commitment to personal professional growth and the growth of those with whom he/she works. Willingness to deepen awareness and expression of the Passionist charism through personal and communal prayer, study, and dialogue, as provided by the Provincial Office.

Experience: At least 4 years in a similar leadership role with comparable mission, budget, and responsibilities. Other ministerial and administrative experiences are a plus. (Experience and skill as a preacher TBD based on current needs.)

Education: At least a Master of Divinity, Catholic Theology, Spirituality or equivalent degree or training. Experience in the Policy Governance Model, or willingness to obtain training. As provided by Provincial Office (*include the url link to Carver’s Policy Governance model*).

Skills: Sufficient leadership, ministerial and administrative skills to achieve the Ends Policies and avoid situations listed in the Executive Limitations policies (copies of these policies available upon request).

**Benefits**

* Healthy work environment: many long-term and well-trained staff work well together with a strong sense of their mission. There are many opportunities to be innovative and creative in a team environment.
* Collaborative and supportive relationships with Passionist Provincial leadership and staff in other Passionist retreat centers and ministries.
* Strong volunteer program and committed donor base.
* Accessible and beautiful location. St. Paul of the Cross Retreat and Conference Center is on the border of Detroit and the western suburbs on the service drive of the I-96 expressway. The buildings and grounds are inviting and are well maintained.
* Salary range: Salary will be negotiated based on education and experience.
* Insurances and retirement.

**To apply for this position, please send:**

* A cover letter stating your interest in the position and reason for applying,
* Your resume
* A list of at least three professional references with their contact information.

Please mail your application to:

The Director of Mission and Ministry Search Committee

St. Paul of the Cross Passionist Retreat and Conference Center

23333 Schoolcraft Rd.

Detroit, MI 48223

Or email your application to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_