

## **VICE PRESIDENT FOR INSTITUTIONAL MISSION AND MINISTRY**

Founded in 1843, the College of the Holy Cross is New England's first Catholic college. For 175 years the College has celebrated its Catholic and Jesuit heritage and identity by integrating its mission and values into every aspect of its institutional life as an undergraduate liberal arts college. Today, the office of the Vice President for Institutional Mission and Ministry promotes the Catholic and Jesuit character of the College through the ongoing education and development of its students, faculty, staff, trustees and alumni to support lives of meaning and purpose, ongoing intellectual formation, mature faith, and service to the world.

### **Position Summary**

The Vice President for Institutional Mission and Ministry reports directly to the President of the College. As a member of the President's Executive Team ( comprised of the College's Vice Presidents and the Special Assistant to the President), the Vice President works closely with the Executive Team to sustain and promote the distinctive mission of the College as a Catholic, Jesuit undergraduate liberal arts institution. The Vice President also sits on the President's Cabinet (an extended group of College administrators) and serves as the administration's staff liaison to the Board of Trustees' Committee on Mission and Identity. In all of these roles, the Vice President also provides leadership and day-to-day management for the College's mission as a Catholic, Jesuit and liberal arts institution by overseeing and/or serving as a resource for the development and administration of mission-related programs, activities, and policies of the College while managing the budget for all mission-related programs directly sponsored by the Mission Office.

The Vice President directly supervises three individuals and indirectly those who report to them in the two departments that comprise the College's Mission and Ministry Division. These include the Director of the Office of College Chaplains (who oversees a staff comprised of eight additional full-time chaplains, several part-time and adjunct chaplains and their administrative supportive staff), the Director of Special Projects in Mission (currently open, hire will be up to new Vice President), and one divisional administrative assistant (who also assists the Director of Special Projects in Mission). Additionally, oversight of the programmatic needs and the on-going care of the College's Thomas P. Joyce '59 Contemplative Center, as well as other campus worship spaces, fall within the purview of the Vice President.

The Vice President for Institutional Mission and Ministry is guided by the document *Some Characteristics of Jesuit Colleges and Universities*, developed by the Presidents of the then 28 Jesuit institutions of higher education in the United States, and by a Statement of Shared Purpose signed by the College President and the Chair of its Board of Trustees, the Provincial of the USA Northeast Province of the Society of Jesus and the Rector of the Holy Cross Jesuit Community. Reflecting the spirit of these documents, the on-going work of the Vice President will also be guided by the College's recent engagement with the AJCU Mission Priority Examen initiative.

In sum: The Vice President for Institutional Mission and Ministry has oversight for the development of policies and programs related to the Catholic and Jesuit identity of the College, calling forth and seeking to inspire the entire College community - trustees, faculty, administrators, staff, students, alumni, and friends - to engage one another and the wider world in ways that appreciate and promote the distinctive mission of the College of the Holy Cross as a Catholic, Jesuit and liberal arts college. We also recognize that many members of this educational community belong to other religious traditions or no organized religious tradition. At a Jesuit institution where interreligious understanding is valued and promoted, we must be sensitive to the needs of those whose faith traditions and values are diverse. In our programming we must be respectful, promote dialogue, and educate one another to diverse ways of worship, belief and practice; and we must thoughtfully engage those with no religious affiliation or upbringing.

## **Principal Activities and Responsibilities**

### *Governance*

- + Meets monthly with President
- + Participates in weekly Executive Team meetings
- + Participates in monthly Cabinet meetings
- + Participates in the 3 annual Board of Trustee meetings and once every other year Board retreat
- + Staffs the Board of Trustees Standing Committee on Mission and Identity
- + Attends College Advisory Board meetings
- + Meets regularly with individual Vice Presidents for the sake of collaboration
- + Sits on Financial Planning Council
- + Chairs monthly meetings of College Committee on Mission & Identity
- + Supports sub-committees of the College Committee on Mission & Identity
- + Sits on the Holy Cross Magazine editorial board
- + Sits on the Campus Issues Committee
- + Sits on the Community Engagement Committee
- + Sits on numerous ad hoc committees

### *Supervisory*

- + Meets bi-weekly with Director of the Office of College Chaplains
- + Meets bi-weekly with the Director of Special Projects in Mission
- + Meets weekly with the Office of Mission administrative assistant
- + Manages the budgets assigned to the Office of Mission regularly
- + Approves budgets assigned to the Office of the College Chaplains regularly

### *Programmatic*

- + Interviews all tenure-track faculty candidates regarding the College's mission
- + Coordinates the annual Lenten Return To Me series
- + Coordinates the annual Advent On That Day series
- + Co-facilitates the annual Faculty Ignatian Pilgrimage
- + Supervises College participants in the AJCU Ignatian Colleagues Program

- + Supervises College participants in the AJCU Jesuit Leadership Seminar
- + Offers mission-related orientation programming for all new employees in tandem with Human Resources and the Office for Diversity, Equity and Inclusion
- + Co-facilitates the Mission and Diversity Ambassadors Program
- + Facilitates the Mission Seminar for new and recently appointed Administrators
- + Facilitates the annual offering of the 19th Annotation Retreat
- + Facilitates special seasonal (Lenten and Advent) programming for staff/alumni
- + Offers mission-related orientation programming for all new and fifth year Trustees
- + Represent the College to the Association of Jesuit Colleges and Universities (AJCU) Conference of Mission Officers
- + Assists the President in communicating with the Jesuit Provincial and his Assistant for Higher Education
- + Serves on the selection committee for the Claire Bums and O'Halloran Awards
- + Serves on selection committee for the Sanctae Crucis Awards
- + Serves on the Desmarais Scholarship Committee
- + Serves on the Mission and Diversity Awards Committee
- + Attends and/or is active presenter at Liturgies on campus
- + Attends and/or is active presenter Alumni/ae events
- + Attends and/or is active presenter academic convocations, awards ceremonies
- + Attends and/or is active presenter Gateways, Odyssey, Passport, Homecoming, Family Weekend, etc.

## **Skills and Qualifications**

The Vice President for Institutional Mission and Ministry must possess an in-depth understanding of and personal commitment to the Catholic and Jesuit character of the College of the Holy Cross and Ignatian spirituality.

The Vice President must also have the following qualifications and abilities:

- A Master's degree at minimum, but preferably a PhD or D.Min or equivalent
- At least 5 years of successful administrative experience in leadership in a Jesuit or Catholic university
- Graduate training in theology, pastoral ministry or spirituality to meet the unique educational and pastoral expectations of this position
- Demonstrated ability to sustain and develop the College's Catholic and Jesuit identity with intellectual rigor, pastoral skill and spiritual depth
- A deep commitment to Jesuit education, knowledge of and experience in the Ignatian spiritual tradition, and mature pastoral and theological sensitivities to engage effectively the larger Catholic community and local diocese
- An accomplished public speaker able to communicate our Catholic and Jesuit mission and values to diverse audiences

- An ability to work collaboratively in various settings with the Executive Team, Trustees, Jesuit community, chaplains, faculty, students, staff, alumni and other external audiences