

JOB DESCRIPTION

Position Title:

Director of the Equipping the Saints Initiative

Department/Office/Division:

Institute for Lay Ministry

Title of Immediate Supervisor:

Dean, Institute for Lay Ministry

Prepared by/Date:

Ryan Cahill – 2026

Title of Positions Supervised:

Part-Time Grant Coordinator

Work Location / Hours Authorized:

2701 Chicago Blvd., Detroit, MI 48206 — 35 hrs/week (full-time)
(Grant-funded, five-year term with potential continuation)

Classification:

Level D – Exempt
\$80-\$90K / Annual

BASIC FUNCTION OF POSITION

The Director provides strategic and operational leadership for *Equipping the Saints*, a multi-year initiative funded by the Lilly Endowment. The Director will design and manage innovative formation programs for parish ministers within the Archdiocese of Detroit's Parish model, ensuring that all offerings—particularly bilingual and Spanish-language tracks—reflect the Seminary's Catholic identity and commitment to excellence. This role combines program development, partnership cultivation, personnel supervision, and grant management to advance the Seminary's mission of forming clergy and lay leaders.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Program Leadership & Development

- Design and implement micro-credentialing courses, regional cohorts, and collaborative ministry workshops.
- Integrate adult learning best practices and culturally responsive methods, including bilingual content.

- Ensure academic quality, ministerial relevance, and theological fidelity.

Grant & Budget Management

- Oversee a five-year budget of approximately \$1M, monitoring expenditures and approving disbursements.
- Prepare progress reports and financial updates for the Lilly Endowment and Seminary leadership.
- Track outcomes, enrollment, and evaluation metrics for continuous improvement.

Partnership & Outreach

- Build relationships with archdiocesan offices, parish leaders, Catholic organizations, and potential funding partners.
- Promote the program through conferences, presentations, and parish visits.
- Serve as the Seminary's public representative for *Equipping the Saints* initiatives.

Personnel & Team Leadership

- Hire, supervise, and evaluate the Part-Time Grant Coordinator.
- Contract faculty or facilitators as needed.
- Convene and chair the ILM Lay Formation Advisory Committee, integrating its recommendations into program planning.

Qualifications

- Minimum: Master's degree in theology, pastoral ministry, religious education, or a related field.
- Minimum of 5–7 years of leadership experience in Catholic ministry, theological education, or nonprofit management.
- Demonstrated ability to design and implement adult faith formation or academic programs.
- Strong budget oversight, grant reporting, and project-management skills.
- Ability to work collaboratively across cultures; Spanish fluency or strong bilingual capacity strongly preferred.
- Catholic in good standing with the Church, committed to advancing the mission, vision, and values of the Catholic Church, Sacred Heart Major Seminary, and the Archdiocese of Detroit.

Persons meeting the above requirements are welcome to apply. It is the policy of Sacred Heart Major Seminary to provide equal employment opportunity. Interested and qualified persons must send a resume and letter of interest to **Director of Finance/Treasurer**, at the above address, or e-mail Vucinaj.martin@shms.edu.