



DENVER CATHOLIC  
**BIBLICAL  
SCHOOL**

ST. JOHN VIANNEY THEOLOGICAL SEMINARY LAY DIVISION



DENVER CATHOLIC  
**CATECHETICAL  
SCHOOL**

ST. JOHN VIANNEY THEOLOGICAL SEMINARY LAY DIVISION

# DIRECTOR OF LAY DIVISION

April 23, 2020

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## BACKGROUND

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St. John Vianney Theological Seminary was officially constituted on March 17, 1999 and inaugurated on the Feast of the Birth of Mary, September 8, of that same year. Since then, the Seminary has been dedicated to forming priests for the new millennium and offering programs of formation for permanent deacons and the lay faithful.

The groundwork of the enterprise was laid by Cardinal J. Francis Stafford, then the Archbishop of Denver, who purchased the site of the former St. Thomas Seminary from the Congregation of the Mission in 1995. The facility, which included the Archbishop Vehr Library, had served as the focus for priestly formation for the dioceses and religious orders of the region since 1907. The facility was remodeled and re-named the John Paul II Center for the New Evangelization to serve as a campus for the Archdiocesan Chancery. There was also a vision that the campus would become a resource for priestly formation and the renewal of the Church.

**St. John Vianney Theological Seminary consists of three divisions, allowing our faculty and staff to work together to educate and form persons called to different vocations within the Church:**

- **Seminarian Division:** The Seminarian Division educates and forms men who believe they are called by God to serve in His Church as priests. These men come from the Archdiocese of Denver as well as from several other dioceses throughout the United States and world.
- **Permanent Deacon Division:** The Permanent Deacon Division educates and forms men who feel called to serve in the Church as permanent deacons in the Archdiocese of Denver.
- **Lay Division (Biblical and Catechetical Schools):** Consisting of the Biblical and Catechetical Schools, the Biblical School educates people in Scripture and the relevance of the Bible for today's world while the Catechetical School seeks to put people in contact and communion with the person of Jesus Christ through the study of Sacred Scripture and Tradition.

**Job Title:** Director SJV Lay Division  
**Reports To:** Rector  
**Location:** Denver, Colorado

# OVERALL RESPONSIBILITY

## Duties and Responsibilities:

- To ensure quality and success of the Catholic Biblical and Catechetical School programs, in addition to various Enrichment Courses, offered each year
- To plan and oversee the launch of the Biblical and Catechetical Schools in Spanish
- To hire, manage, and evaluate full-time, part-time instructors, administrative support staff, and substitute instructors
- Provide ongoing educational and spiritual formational opportunities and development for instructors
- Oversee instructor assignments for courses each academic year
- Manage administrative staff and oversee their duties and responsibilities
- Manage feedback and correspond with all students and graduates of the programs
- Ability to teach classes in both schools
- Establish and manage annual budget
- Cultivate, develop, and oversee host-sites in parishes
- Plan and execute advertising and annual recruitment campaigns to promote registration for school events
- Manage the maintenance and updating of website
- Oversee development and revision of curriculum, especially Biblical and Catechetical School student workbooks and selection of student texts
- Conduct monthly and extraordinary instructor and staff meetings
- Plan, organize and execute events like Servant of the Word Weekend, fundraising banquet and workshop; Faculty Orientation and Prayer Days; Fall Retreat in the Mountains; Short Courses, Summer Classes, Graduation, etc.
- To perform other duties as needed

## EDUCATION:

- Must have at minimum earned a Master's degree in the discipline of Sacred Theology

# COMPETENCIES AND QUALIFICATIONS

- Must be a fully initiated Catholic in the communion of the Catholic Church and intentionally living out the five precepts of the Church (CCC 2041-2043);
- Refrain from the promotion or approval of, or the living out of, any conduct or lifestyle that would reflect discredit or disgrace on, or cause scandal in relationship to, the Archdiocese of Denver, or considered to be in contradiction with Catholic doctrine or morals;
- Bilingual in English and Spanish is highly desirable
- Must recognize sensitive information and maintain strict confidentiality;
- Capable of cooperation and substantial contribution in forming seminary goals, policies and procedures;
- Reflects St. John Vianney Theological Seminary's commitment to treating all persons with dignity and respect;
- Demonstrates effective stewardship of human, financial and capital resources;
- Participates effectively as a team member through communication, cooperation, information sharing and problem solving;
- Is proactive and attentive to detail;
- Ability to express ideas clearly and concisely, both orally and in writing;
- Possesses strong organizational, communication, interpersonal and presentation skills;
- Ability to apply problem solving skills essential in developing solutions for unanticipated issues and challenges;
- Ability to use MS Office Suite to create effective presentations, forms and documents. Advanced skills in MS Excel required; proficiency in PowerPoint;
- High energy level, flexible personality, and ability to work well with a wide range of styles and personalities, both internally and externally;
- Demonstrates impeccable integrity, is resourceful, cost conscious, responsive and committed to excellence;
- A demonstrated teaching ability and exhibit skills suited for the instruction of adults
- Possess knowledge and understanding of the programs, ministries and departments operating within the Pastoral Center, the parishes, and affiliated national Catholic organizations affiliated with St. John Vianney Theological Seminary;
- Possess an understanding of Catholic Social Teaching and the anthropological understanding of the human person as instructed by the Catechism of the Catholic Church.

# OTHER

**Compensation**

Commensurate with background, education and experience.

**Application Deadline**

May 30, 2020

*(Note: We reserve the right to shorten the deadline for applications if we have sufficient interest. Please apply early to ensure your background will be considered.)*

**For consideration, please email resume to:**

Brent Morton  
Vice President  
Catholic Recruiter Associates  
[Brent@CatholicRecruiter.com](mailto:Brent@CatholicRecruiter.com)

**Note:** *Only those selected for an interview with the search committee will be contacted.*

Search managed by:

**CATHOLIC RECRUITER ASSOCIATES**

EXECUTIVE SEARCH • MANAGEMENT CONSULTING

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