

## DESCRIPTION of POSITION and RESPONSIBILITIES of the DEAN

### THE DEAN T. STEVENSON SCHOOL OF MINISTRY

The Dean, in cooperation with the Advisory Board, Faculty and other staff, shall serve as leader and director in all affairs pertaining to the effective work of The Dean T. Stevenson School for Ministry. The Dean is appointed by the Bishop of the Diocese of Central Pennsylvania and serves as a member of diocesan staff.

### JOB DESCRIPTION

#### *Basic Function:*

The Dean of The Dean T. Stevenson School for Ministry [hereafter, SSFM] serves as its chief academic and administrative officer and is directly responsible to the Bishop of Central Pennsylvania [hereafter, “the Bishop”] and serves as a member of the Bishop’s staff. The Dean has specific responsibility for planning and development of SSFM curriculum, policies, and procedures to meet the current and long-range needs of the faculty and student body and to fit SSFM into the stated mission and objectives of the diocese. He or she is generally responsible for the interpretation and implementation of regulations, policies, and standards adopted for SSFM.

#### *Specific Duties and Responsibilities:*

1. Determines the activities required to achieve the goals of SSFM and may assign responsibility and authority to perform these activities according to an established sequence or schedule; establishes criteria and procedures to assure that SSFM and its members are fulfilling assigned responsibilities in a manner within canons and accepted policies of The Episcopal Church and the Diocese of Central Pennsylvania.
2. Provides leadership and promotes competence within the faculty of SSFM; creates conditions conducive to the improvement of instruction and promotes scholarly research when appropriate; develops and utilizes a communications system to assure appropriate information exchange among members of SSFM; harmonizes conflicting demands, standards and overlapping of functions arising in the administration of SSFM.
3. Serves *ex officio* as a non-voting member of all standing committees of SSFM; has the option to appoint *ad hoc* committees to deal with particular questions.
4. Oversees recruitment, selection, promotion, and retention of faculty through consultation and cooperation with the faculty and administration; supervises faculty teaching loads; ensures that a high level of instruction is achieved and maintained.
5. Oversees the planning and implementation of staff development programs designed to fulfill the professional growth needs of the faculty and administrative staff.
6. Coordinates programs and courses offered and makes innovations to policy and regulation in consultation with the curriculum committee and other relevant committees of the Advisory Board to meet the changing needs of students and of The Episcopal Church.
7. Institutes periodic reviews of the curriculum in relation to the established priorities and objectives of SSFM; initiates programs for the improvement of the curriculum in the areas of general and advanced education and promotes innovative programs of instruction and study.
8. Reviews and acts upon the admission, dismissal, and academic standing of students; certifies candidates for satisfactory program completion; provides for and participates in academic counseling and direction of students and decisions in instances of departures from the

- established norms of SSFM; obtains from appropriate sources and keeps on file such records as are necessary to perform the functions of the Dean's Office.
9. Acts as liaison to other institutions with the approval of the Bishop (e.g., Commission(s) on Ministry, seminaries) and may delegate such responsibilities to qualified faculty members in certain situations.
  10. Works with the diocesan communication staff to update that portion of the diocesan website and social media platform(s) pertaining to SSFM.
  11. Provides a formal link of communications between SSFM and the diocese and any other institutes related to SSFM.
  12. Working within its approved allotment and other available resources, prepares and administers the budget for SSFM including faculty and staff salaries, and all instructional and operational expenses; coordinates and oversees operational budget(s); negotiates compensation adjustments as necessary and makes recommendations to the Advisory Board and the Finance Committee of the Diocese of Central Pennsylvania.
  13. Ensures the operational welfare of SSFM, including scheduling of classes, supervision of staff, and general administrative functions; interviews and selects individuals for key staff position(s) with the approval of the Bishop.
  14. Coordinates cooperative programs, which SSFM may enter with other educational institutions, church agencies, or private parties.
  15. Represents SSFM in relevant professional associations, accrediting agencies, and foundations; sponsors faculty participation with various organizations in support of the mission of SSFM.
  16. Engages in fund raising functions external to SSFM and identifies potential sources of revenue for SSFM through contacts with church agencies, foundations, and alumni.
  17. Assists in general activities as they pertain to interests external to SSFM (e.g., alumni relations, fund raising).
  18. The Dean may be assisted in the duties of his/her office by Associate and/or Assistant Dean(s).
  19. Engages, as a collegial member of the diocesan staff, in the rhythm of diocesan staff and teamwork.
  20. Other duties as assigned by the Bishop.

### *Qualifications:*

#### Education/Experience:

1. Minimum of a Master of Divinity degree or equivalent. Doctorate in a related area preferred.
2. Experience teaching at the post-secondary level with a preference for experience in seminary instruction or another program for ministry formation.
3. Administrative experience or curriculum/instruction experience preferred

#### Special Knowledge/Skills:

1. Excellent organization, communication, and interpersonal skills.

2. Knowledge of policies and procedures related to curriculum, instruction, graduation requirements.
3. Capacity to supervise others in a fashion which leads to quality performance in a team atmosphere.
4. Ability to evaluate instructional programs and teaching effectiveness.
5. Working knowledge of computer technology and the associated software tools required.
6. Ability to quickly establish rapport with both students and ecclesiastical authorities.
7. Demonstrated passion for learning.
8. Ability to analyze data for the purposes of decision making and planning.
9. Calm and patient demeanor with students and others.
10. Pastoral experience that results in an awareness of issues and challenges facing individuals engaged in parish ministry and the ability to assess and offer programming appropriate to meet those needs.

The Diocese of Central Pennsylvania seeks applications for the position of Dean of the Dean T. Stevenson School for Ministry. We seek a teacher-scholar and administrator who shares The Stevenson School's mission and values, and commitment to the broad spectrum of formation for ministry in The Episcopal Church. Using deep experience in both online and in-person instruction and formation opportunities, major programs of the Stevenson School include local certification for ordination as deacon or priest (bi-vocational / "worker priests") and all canonically approved lay ministries. The Stevenson School employs a high degree of collaboration with other church institutes including but not limited to local seminaries and inter-denominational resources in its mission. We seek applicants who share SSFM's commitment to the formation of ministers for the Episcopal Church that are pursuing vocations in congregations.