



Job Description

Title	Full-time faculty, Coordinator of the MA Program in Spanish
Department	Academic
Program	Pastoral Ministry
Reports to	Chief Academic Officer
Location	Mexican American Catholic College (MACC)
Work Schedule	As assigned, evenings as needed
Position type	As contracted
FLSA Status	Exempt
Last Revision	June 29, 2022

Summary: The Coordinator of the Master of Arts in Pastoral Ministry Program (MAPM), Spanish Track, is a fully bilingual individual that serves as lead faculty member serving the Master of Arts students at MACC. This person accompanies the masters students and works with faculty regarding the academic curriculum to ensure a holistic approach to ministry formation, especially for mission dioceses and the Archdiocese of San Antonio. The Coordinator, under the direction MACC's President, ensures there is a comprehensive strategy for a collaborative effort between the Mexican American Catholic College and the University of the Incarnate Word. In coordination with the Chief Academic Officer, the Coordinator also teaches two courses per semester.

The role of the Coordinator of the MAPM has as its basis a fundamental integration of the New Evangelization and the formation of Missionary Discipleship in a pastoral de conjunto to help form ministers in service of the multicultural pastoral needs of children, youth, young adults, adults (as couples, and also men and women separately), seniors and persons with disabilities.

Position Responsibilities:

- Help Develop a comprehensive strategy for a collaborative effort between the Mexican American Catholic College (MACC) and the University of the Incarnate Word
- Use all the technological tools available for the Church and professional training markets, especially tailored online teaching
- Must always be obedient to the Magisterium of the Catholic Church under the guidance of the Archbishop of San Antonio
- Ongoing problem solving and research for new training methods of ministry development
- The coordinator develops models of comprehensive formation that take into account the multicultural reality of the church for the following areas: Catechesis, Catholic Schools, Liturgy, Youth, Marriage, Family, Social Ministry , and Pastoral Care (Hospital, Prison Ministry, Campus Ministry, Deaf Ministry, Ministry with Persons with Disabilities).
- Assists in recruiting qualified instructors for specific courses and recommends them to the Chief Academic Officer
- Maintains regular communication with the director of the MAPM at the University of the Incarnate Word regarding Curriculum and student performance



- Informs director of any issues regarding student finances and participation and completion of courses
- Meets with the director of the MPAM program at UIW whenever necessary
- Is available to assist in the enrollment process of new students
- Recommends schedule of courses for each student each semester
- Assists in addressing issues that arise regarding student performance
- Serves as advisor to students in their understanding and following their Degree Plan as it unfolds each semester according to the requirements outlined in the Course Catalogue
- Communicates regularly with students regarding course assignments, grades, attendance, etc.
- Assists students in resolving difficulties when special situations occur in their lives which hinder student participation and completion of courses
- Supervises Pastoral Projects of students, with the approval of the Director of the Pastoral Institute at UIW
- Responds to faculty requests in developing their course outlines according to UIW course syllabi
- Assists instructors in selecting proper textbooks or on-line sources for courses
- Communicates with instructors regarding academic issues of students
- Participates in regularly scheduled faculty and staff meetings at MACC in person or via Zoom
- Serves as a member of the Student Academic Success Committee (SAS) and participates in the committee meetings
- Is aware of the national trends, important documents and resources that are available
- Participate in professional associations, when possible, to expand knowledge of national and international issues influencing the Church and to develop a network of useful contacts
- Regularly engage in personal growth, professional development, theological study, prayer, charity and justice work, and spiritual formation
- Teach two classes per semester at MACC
- Adhering to safety training and protocols on a daily basis and taking precautionary measure to ensure the safety and well-being of self, others.
- Responsible for protecting the confidentiality of any information or material obtained in the service with the organization to include but not limited to students' names and information, services rendered to students, donors names and gifts, internal and external investigations or results of any investigations, and financial information.
- Adherence to the Code of Conduct and the Faith and Moral Policy is mandatory.
- Every employee is required to take a solution-oriented approach in their interactions and undertakings, as well as being a team member that promotes collaboration and commitment to the Mission and Vision of the organization.
- Performs other duties as assigned.

Minimum Qualifications:

- Education
 - Doctoral degree in theology required.
- Experience
 - Minimum of five (3) to five (5) years of teaching, pastoral and management experience with background in program development, evaluation, Program/Project Management, or other related experience.
 - Teaching experience and knowledge of school processes is preferred.

Minimum Knowledge and Skills:

- Must be bilingual in English and Spanish;
- Must be a Roman Catholic in good standing with the Church, willing to request the mandatum from the local ordinary;
- Thorough knowledge of the Catholic Church Magisterium;



- Demonstrate maturity as a person (being), believer (knowing) and apostle (knowing how) as outlined in the General Directory for Catechesis and National Directory for Catechesis;
- Proven ability to design and develop certification programs, talks, presentations, and educational and skill training programs, and the technical support for required for these;
- Excellent ability to comprehend and explain complex, semi-complex policy and procedure;
- Demonstrated leadership, coaching, and project management experience;
- Unwavering commitment to quality programs and excellence in organizational and project management with the ability to achieve strategic objectives;
- Strong analytical skills; basic business intuition, and prudential judgment;
- Strong problem-solving skills; able to see problems in context of the local Church and think through consequences of solutions in a swift manner;
- Ability to engage a wide range of stakeholders with impeccable integrity;
- Excellent collaborative team leadership and program coordination skills;
- Excellent diplomacy, tact and strong negotiation skills;
- Excellent public speaking skills, detailed planning and organizational skills;
- Experience with a range computer software and Microsoft Office Suite;
- Must be organized, self-motivated, work well independently and on a team;
- Must have good written and verbal skills;
- Must have good critical thinking and problem-solving skills.

Travel Requirements:

Travel requirements for the position includes 95% local and 5% overnight.

Competencies

Competency	Description
Building Collaboration	Ability to develop, maintain and strengthen internal and/or external relationships to build momentum and accomplish set goals and/or the organization's Mission.
Systematic	Ability to understand concepts and situations and see the systematic and systemic issues affecting people and the environment.
Developing Others/Leadership	Ability to see the potential in others and engage them in a way that leads to their ability and willingness to enhance their knowledge, skills and/or abilities to greater levels of proficiency. Ability to exhibit behavior and skills that contribute to superior performance by motivating others to become engaged and take action.
Solution Oriented	Ability to identify various challenges, think outside the box, be innovative, and formulate possible solutions.
Thorough	Ability to provide great care and attention to detail, while meeting deadlines.
Pastoral	Ability to put academic concepts and issues in a pastoral way and orientation.