

HJS



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To: Martin Remus/AS/Hennepin,

cc:

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Subject: MNTC Job Descriptions

Below is a summary of the 41 revised job descriptions submitted by MNTC. The summary shows which job titles have "spiritual/pastoral" duties associated with them.

SPIRITUAL/PASTORAL DUTIES

academy principal  
academy teacher  
admin asst to women's prgm  
admin asst to men's prgm  
admission assistant  
admissions supervisor  
assistant program dean\*\*  
associate executive director  
cd counselor  
cd prgm mgr  
community liaison  
executive director  
executive assistant  
PACE coordinator  
PACE supervisor\*\*  
pastoral care supervisor\*\*  
pastoral counselor\*\*  
program dean\*\*  
program director\*\*  
program staff\*\*  
social services coordinator

NO SPIRITUAL/PASTORAL DUTIES

academy tutor  
accountant  
accounting assistant  
admin asst to to assoc exec director  
development director  
events coordinator  
maintenance supervisor  
maintenance tech  
finance director  
food services assistant manager  
food services assistant  
food services manager  
grant writer  
human resources assistant  
human resources manager  
information systems manager  
maintenance manager  
publications coordinator  
vehicle maintenance tech  
vehicle maintenance supervisor

total = 21

total = 20

\*\* Positions with explicit pastoral job requirements.

I like how they have sorted the various positions into the above categories. They have also made the "spiritual" requirements for most of the jobs fairly innocuous ("exhibit strong commitment and dedication to the spiritual restoration of hurting adults and troubled teens"). They have also clearly identified the positions with explicit pastoral functions. I think this works - how about you?