

## Position Description

### Steward Director of Loreto Ministries

#### Introduction

The Loreto Sisters (Institute of the Blessed Virgin Mary - IBVM) are part of a world-wide, four centuries long tradition of education and other services to those in need, founded by Mary Ward at the beginning of the seventeenth century. In recent years the Catholic Church has grown in its understanding that not just members of religious institutes or clergy, but all baptised people are called to leadership and responsibility for ministry. This possibility is recognised as an enrichment for all members of the Church, to enable them to fulfil their baptismal vocation and contribute their personal leadership skills and experience for the greater good. It is also an enrichment for the ministries, as the requirements and challenges of governance increase.

As a result, we welcome the opportunity to invite suitable people to take on the canonical responsibility for Loreto ministries in Australia. This is a truly historic step to provide a long term stable and sustainable governance structure for our ministries and to safeguard the Mary Ward charism, ensuring that Loreto ministries will continue to evolve and grow to meet the needs of the contemporary Church and society.

To enable this development in the governance of Loreto ministries, a new Church entity, designed for this purpose, has recently been approved. Our petition to establish a Ministerial Public Juridic Person (MPJP) to be called 'Loreto Ministries', was submitted to the Vatican Dicastery for Consecrated Life and Societies of Apostolic Life in September 2022. The Decree establishing 'Loreto Ministries' is dated 23 January, Mary Ward's birthday.

Each of the Loreto Colleges and the parent company, Loreto Ministries Limited (LML), are already incorporated under Australian law, with directors chosen from the wider community. The establishment of 'Loreto Ministries' means a shift in canonical responsibility for the ministries from the IBVM Province Council to the Stewards of the MPJP. The Stewards will also be Directors of LML, and thus take both canonical and civil responsibility for the ministries and assets entrusted to them. After 'Loreto Ministries' is formally established at the end of this year, 2023, the Loreto Province leadership will remain actively involved in the sponsorship of Loreto Ministries, appointing the Steward Directors, and holding membership of Loreto Ministries Limited.

#### Position: Steward Director of Loreto Ministries

Appointed by: Loreto Ministries Sponsors Council (currently the Province Leader and Councillors of the IBVM Province of Australia and South East Asia)

The appointment is for three years, renewable twice, in accordance with the Constitution of LML. The position will be remunerated in line with the local corporate not-for-profit range.

Time commitment: proposed scheduled 7 meetings per year (usually Feb, Mar, May, July, Aug, Oct, Nov), and some additional shorter meetings, meeting preparation, additional formation opportunities, conferences and travel, and engagement in other ministry-related activities as required.

Location: Meetings are held virtually and in person at a variety of locations. The Loreto Ministries office is in Melbourne.

## Position Description

The Steward Directors lead Loreto Ministries as a Catholic ministry, in accordance with gospel values, the charism of Mary Ward and the Loreto educational tradition. Their faith leadership is a collaborative service, in companionship as followers of Jesus, through governance of education and justice ministries, with special attention to those in need.

The canonical Stewards are simultaneously appointed as Directors of Loreto Ministries Limited. They hold responsibility for the governance of Loreto Ministries both as an autonomous entity in the Church, and as a corporate entity under Australian Commonwealth legislation, to ensure that the purposes of Loreto Ministries and the objects of Loreto Ministries Limited are fulfilled, in accordance with the canonical Statutes and the Constitution of LML.

The Steward Directors are directly accountable to the Holy See, through the Vatican Dicastery for Institutes of Consecrated Life and Societies of Apostolic Life (DICALSAL). The Steward Directors are appointed by the Sponsors Council, representing the Sponsor, the Australia and South East Asia Province of the Institute of the Blessed Virgin Mary. An annual report is sent to both the Holy See and to the Sponsor.

The specific powers and duties of the Steward Directors, the purposes and objects of Loreto Ministries, and the reserve powers held by the Sponsor and the Holy See, are defined in the canonical Statutes and the Constitution of Loreto Ministries Limited.

## Requirements for a Steward Director

- Personal commitment to the teaching and example of Jesus
- Desire to serve the mission of the Church as reflected in the charism of Mary Ward and in the mission statement of Loreto Ministries
- Commitment to participate in regular opportunities for formation
- Ability to uphold the teaching and law of the Catholic Church
- Governance experience and expertise, including financial literacy, relevant to the role of Steward Director of Loreto Ministries
- Interpersonal skills necessary for leadership and collaboration
- Ability to think strategically and to make decisions
- Ability to satisfy the legal requirements of the role of Steward Director

## The Mission Statement of Loreto Ministries

*Continuing the mission of Jesus  
as seekers of truth and doers of justice*

We offer excellent Catholic education within the Mary Ward tradition  
We provide leadership for vibrant and flourishing ministries  
We collaborate with others to build a just and sustainable world

**In a spirit of discernment,  
we act with freedom and integrity,  
we seek truth and justice  
and are people of joy.**

*Loreto Australia and South East Asia Province is committed to the safety, wellbeing and dignity of all children and vulnerable adults. It is a requirement across our organisation that all employees and volunteers have a valid working with children check and understand our Child Safeguarding policies and complete training upon commencement. Refer to the Loreto Website for our Child Safeguarding Code of Conduct.*