

**JANICE M. POORMAN**

Poorman.2@nd.edu

52555 Ruth Street  
Granger, Indiana 46530  
(574) 273-1949 (home)  
(574) 276-0514 (cell)

Department of Theology  
University of Notre Dame  
Notre Dame, Indiana 46556  
(574) 631-6493

**EDUCATION**

Doctor of Philosophy in Theology from the University of Notre Dame, with major concentration in Systematic Theology and minors both in Christian Ethics and in Religion and Literature, 1996.

Master of Arts in Theology from the University of Notre Dame, 1988.

Bachelor of Science in Education from Southern Illinois University, with a major in English and a minor in History, 1976. Graduated with University High Honors (*Magna Cum Laude*). Certification in the State of Illinois for Secondary Education, 1976-1990.

**DISSERTATION**

*The Critics of Karl Rahner's Theology of the Universal Offer of Salvific Grace Through Jesus Christ*; Director: Professor Thomas F. O'Meara, O.P., William K. Warren Professor Emeritus of Theology, University of Notre Dame.

**AREAS OF TEACHING COMPETENCY**

**Systematic Theology:** Doctrine of God, Christology, Theology of Grace, Ecclesiology, Theology of Religions, Feminist Theology; also, Practical Theology, Catechesis, (with an emphasis on Adolescent and Adult Faith Formation), and Christian Spirituality.

**Christian Ethics:** Principles and Foundations of Christian Ethics, Feminist Ethics, Christian Ethics and Pastoral Practice; Character Formation.

**English:** Religion and Literature.

**ACADEMIC HONORS, SCHOLARSHIPS AND AWARDS**

Doctoral Candidacy Examinations passed with Highest Distinction in Systematic Theology and Christian Ethics, University of Notre Dame, March 1993.

Zahm Travel Grant awarded for dissertation research at the Karl Rahner Archives in Innsbruck, Austria, during the Summer of 1993.

Full-tuition scholarships, first-year and dissertation-year fellowships, and graduate assistant stipends awarded for doctoral study at University of Notre Dame; 1990-1996. Full academic scholarship awarded for Master of Arts Program in Theology, Notre Dame, 1987-88.

Southern Illinois University Scholarships for Academic Excellence awarded for 1974-1976. Installed as member of Phi Kappa Phi Honor Society, 1976.

## PROFESSIONAL EXPERIENCE

University of Notre Dame, 2002 to the present

### **Director of Formation (from 2011) and Field Education (from 2002), Master of Divinity Program, Department of Theology**

Oversee the integration of all formation initiatives (academic, pastoral, spiritual, and human) designed to assist in the preparation of seminarians and lay students for ministry within the Roman Catholic Church. Serve as principle administrator for Field Education. Train mentors who serve as on-site supervisors within ministry placements during three years of student internships in parishes, diocesan centers, schools, campus ministry offices, hospitals, hospices, prisons, and social service agencies. Foster and assess student professional development. Design and teach Field Education Seminars for first and second year ministry students on ministerial and catechetical topics. Promote competency in utilizing case study method and other tools for theological reflection and pastoral practice. Oversee all initiatives for program and student assessment, including the design of learning outcomes and assessment artifacts. Review student portfolios with other Program and Departmental faculty to provide for ongoing program development in all areas of formation. Provide student academic advising. Assist both undergraduate and graduate students in the design and implementation of catechetically oriented research and thesis projects. Teach the “Synthesis Seminar” course to assist students in formulating and presenting their capstone (thesis) projects. Compose and edit the following Program publications: *Student Handbook* (annually); *Ministry Placements for Field Education* (bi-annually); *Handbook for Field Education Supervisors* (as needed); and *Vision and Mission* (as needed). Serve on leadership team for the Master of Divinity Program in all recruitment, marketing, admissions, assessment, and curriculum development decisions and activities.

### **Senior Advisor, Theological and Pastoral Initiatives for the Office of Student Affairs (from 2012)**

Advise the senior staff and others within the division concerning Catholic teaching on matters pertaining to student development of members of the student body identifying as GLBTQ. Wrote and edited “Beloved Friends and Allies: A Pastoral Plan for the Support and Holistic Development of GLBTQ and Heterosexual Students at the University of Notre Dame.” Advise members of the Gender Relations Center in the establishment and ongoing programming for *Prism* in support of GLBTQ students and their allies. Assist the division in cultivating an inclusive and welcoming community grounded in and faithful to Catholic teaching on sexuality, gender, sexual orientation, chastity, right relationship, and respect for human dignity.

### **Senior Advisor, Professional-Ministerial and Spiritual Formation for *ECHO/ Faith Formation Leadership Program, Institute for Church Life* (from 2012) Inaugural Director of Formation (2002-2012)**

Foster the spiritual, human, and professional development of apprentices in this service-learning program designed to prepare students for parish catechetical leadership as they serve within partner dioceses throughout the United States and earn graduate degrees in theology. Provide orientation and training for mentors who serve as on-site ministerial supervisors. Design and facilitate retreats and workshops for apprentices on prayer, spirituality, and living in intentional faith communities. Teach two graduate-level courses, Pastoral Theology and Theological Integration, to nurture emerging ministerial identities, to cultivate the practice of theological reflection, and to foster the appropriation of leadership skills for effective catechetical ministry.

### **Program Designer and Mentor Educator for the *Notre Dame Vision Program, Institute for Church Life***

Served on the Steering Committee of the University of Notre Dame Vocation Initiative, sponsored by the Institute for Church Life with the support of the Lilly Foundation. Assisted in the ongoing design and implementation of *Notre Dame Vision*, a weeklong summer retreat experience for high school students to engage in exploration of their vocation to Christian discipleship. Taught a theology of vocation course to prepare the “Mentors in Faith”: fifty to sixty Notre Dame undergraduates each year who act as catechists, peer mentors, presenters, and facilitators of faith-sharing groups (2001 to 2011).

**Chair of the Gender Concerns Committee for the Department of Theology, 2003 to 2009;**

Drafted a mission statement for the Committee consonant with the charge of the Department's self-study and external review. Drafted an inclusive language policy statement adopted by the Department in 2006. Supported the Chair of the Department in implementing programmatic efforts to bring Senior Visiting Women Scholars to campus and to enhance gender equity in the classroom and curriculum.

University of Notre Dame, 1993 -2002

**Associate Dean of the Graduate School (from 1999-2002); Assistant Dean (from 1993-99).**

Planned and implemented all Graduate School recruitment efforts and worked with departmental administrators in developing and maintaining effective systems of contact with prospective students. Oversaw budgetary distribution for recruitment, advertising, and marketing strategies within the Graduate School. Tracked and assessed effectiveness of all such strategies. Collaborated with another Associate Dean in all administrative responsibilities within the Office of Graduate Recruitment and Admissions. Designed and implemented the Graduate School's comprehensive program of initiatives for the recruitment and retention of graduate students from underrepresented groups (American ethnic/racial minorities and women). Acted as principal administrator of all minority fellowships and scholarships, of the Campus Visitation Program, and of the Summer Research Fellowship Program. Served on the University's Committee on Cultural Diversity and chaired its subcommittee on recruitment and retention. Supervised all cooperative relationships with historically Black and Hispanic-serving colleges and universities. Maintained high-level of communication with external agencies, institutions, and consortia of universities involved in access of opportunities for minorities in higher education.

**Concurrent Associate Professor of Theology.** Taught undergraduate course entitled "Mysteries of Christian Faith," exploring fundamental Christian beliefs. Taught summer graduate course entitled "Educating in Faith: Catechesis in Catholic Schools". Served as a faculty adviser for third-year Master of Divinity students in their capstone (thesis) projects for their Synthesis Seminar. Oversaw ministry supervision and taught Field Education seminar for second-year Master of Divinity students engaged in pastoral/ministerial internships (2001).

Designed and served as principle instructor for a graduate seminar facilitating the integration of theological and spiritual growth for students in the Master of Education Program of the Alliance for Catholic Education (Summers of 1997, 1998, 1999).

University of Notre Dame, 1990-1993

**Teaching Assistant in the Theology Department.** Engaged in research, teaching, and evaluation of student work, as assigned by Professor Thomas O'Meara, O.P. for undergraduate courses in theology of grace and graduate course in ecclesiology.

**Academic Coordinator for Students with Disabilities, Office of the Provost.** Served as advisor and faculty liaison, trained and supervised academic aides, ensured accessibility of all facilities and learning resources for visually impaired student with cerebral palsy.

**Graduate Assistant in the Office of Graduate Admissions;** Assisted in recruitment, retention, and promotion of graduate students from traditionally underrepresented American ethnic/racial groups. Processed student inquiries and applications. Dispatched office mailings of all application materials. Assisted with research, writing, and editing for reports and policy publications of the Graduate School.

Rockford College/Diocese of Rockford, Illinois, 1989-1990

**Director of Catholic Campus Ministry for Rockford College.** Scheduled and coordinated all Catholic liturgical functions, retreats, and ecumenical prayer services. Preached and presented invocations at faculty and student gatherings. Established and acted as moderator for the Rockford College Newman Club in its community service activities. Served as spiritual and educational resource for the Department of Student Services. Provided pastoral counseling and spiritual direction.

University of Notre Dame, 1987-1989

**Founding Rector of Marion Burk Knott Hall.** Supervised entire residence hall staff and administered all areas of hall life. Coordinated the establishment and ongoing action of the Knott Hall Government in all of its social, educational, spiritual, and community service activities. Organized and maintained the hall's liturgical life. Provided individual counseling, spiritual direction and referral; adjudicated disciplinary action.

**Faculty/Administration Board Member of the University of Notre Dame Judicial Review Board** for review of appeals cases in University disciplinary action.

**Consultant to the Office of Alcohol and Drug Education** in the implementation of a new program for education and student assessment/treatment.

**Program Coordinator** for "Black Spirituality: An Ecumenical Evening of Prayer and Song with Sr. Thea Bowman and Notre Dame's 'Voices of Faith' Choir," presented in conjunction with the University's Year of Cultural Diversity and co-sponsored by Campus Ministry.

**Member of the Lenten Planning Committee and Coordinator for the University Prayer Vigil for Peace,** sponsored by Campus Ministry and the Center for Social Concerns.

**Assistant Rector of Farley Hall.** Served as administrative assistant and pastoral associate. Coordinated the hall's liturgical commission and assisted in social and educational programming, counseling, and disciplinary action/referral.

Marian Catholic High School, Chicago Heights, 1984-1987

**Chairperson of the Religion Department.** Supervised and evaluated teaching in this twelve-member department. Implemented extensive curriculum reform. Effectively administered all areas of Campus Ministry.

**Teacher of "Christian Lifestyles"** (Marriage, Sexuality, Vocational Discernment)

**Teacher of Honors English II.**

**Chairperson of Curriculum Committee** for North Central Association of Secondary Schools' Evaluation. Directed a fourteen-member committee in researching, drafting, and editing an eighty-five-page report in self-study of entire curriculum.

Sacred Heart Academy, Springfield, Illinois, 1976-1984

**Teacher** of Moral Theology, Social Justice, Sacramental Theology, Hebrew Bible, English I and II, Honors English, World History.

**Student Council Moderator.**

**Director of Student Liturgical Commission.**

## PUBLICATIONS AND INVITED PRESENTATIONS [theological and catechetical]

Created and edited a theological and pastoral video and workshop to assist staff in understanding and living the distinctly Catholic values that animate the mission of the University of Notre Dame; Office of Human Resources, 2011-2012.

Presented "Paul as 'Servant of the Mystery': The Use of Pauline Texts for Faith Formation and Sacramental Catechesis; at *Paul as Liturgical Theologian*, a conference of the Notre Dame Center for Liturgy, 2009.

Presented "Appropriating the Faith: The Catechetical Tasks of Campus Ministry in a University Setting"; The Frank J. Lewis National Campus Ministry Institute, University of Notre Dame; 2006, 2007, and 2008.

Served as invited participant in the national consultation in preparation for the publication of *Co-Workers in the Vineyard of the Lord: A Resource for Guiding the Development of Lay Ecclesial Ministry* (USCCB, 2005).

Presented "Assuming Responsibility for the Tasks of Catechesis" at the Catechetical Institute Day, Diocese of Fort Wayne/South Bend, October 2003.

Presented workshop entitled "Beyond Fostering Catholic Identity: Everybody's Responsibility for Educating in Faith," at Bishop McGuinness High School Faculty In-service Workshop, Oklahoma City, Oklahoma, August 2003; also presented this same workshop at the annual Sabbatical for Superintendents of Schools within the Alliance for Catholic Education, University of Notre Dame, Notre Dame, Indiana, June 2000; also presented at St. Joseph High School Faculty In-service Workshop, South Bend, Indiana, April 2000.

Served as invited participant in the national consultation in preparation for the publication of the United States' *National Directory for Catechesis* (USCCB 2005); Diocese of Fort Wayne-South Bend, Indiana (2002).

Presented keynote address and two sessions on "The Presence and Action of Grace in Human Life," at the annual Sabbatical for Superintendents of Schools within the Alliance for Catholic Education, University of Notre Dame, Indiana, June 2001.

Presented keynote address, "Beyond Fostering Catholic Identity: Everybody's Responsibility for Educating in Faith," for the All-Faculty In-Service Day of the Archdiocese of Atlanta Office of Catholic Schools, Atlanta, Georgia, October 2000.

Presented "In the Spirit We Are One: Anthropological and Pneumatological Foundations for Interreligious Dialogue," at the Catholic Theological Society of America, San Diego, California, June 1996.

Contributed twenty articles, including "Adoptionism," "Council of Ephesus," "Docetism," "Metaphysics," "Modalism," "Monophysitism," and "Sabellianism," published in *Encyclopedia of Catholicism*. Richard McBrien, General Editor. HarperCollins, 1995.

Delivered presentation and report on the updated holdings of the Karl Rahner Archives in Innsbruck, Austria, for the Karl Rahner Society of the Catholic Theological Society of America, 1994.

Presented paper in response to Brian Kelty's "Blondel and *L'Action*: The Challenge to Theology" for the Roman Catholic Modernist Group at the Annual Meeting of the American Academy of Religion, Washington, D.C., 1993.

Presented paper in response to Jean Smith Liddell's "Maurice Blondel on the Universality of Primary Experience of God and Its Implications for Spirituality" at the Annual Meeting of the American Academy of Religion, San Francisco, 1992.

## PUBLICATIONS AND INVITED PRESENTATIONS [administrative professional]

Presented a synopsis of the case study method utilized by the Master of Divinity Program for Field Education seminars; facilitated conversation among theological field educators using this method with a hypothetical case, at the annual meeting of the Catholic Association of Theological Field Educators; Washington, D. C., January, 2005.

Published "A Commitment to Diversity and Equity: The University of Notre Dame's Comprehensive Program for the Recruitment and Retention of Minority Graduate Students," in *Communicator*, a publication of the Council of Graduate Schools; April 1996.

Presented "A Commitment to Diversity and Equity: The University of Notre Dame's Comprehensive Program for the Recruitment and Retention of Minority Graduate Students," as finalist in the Council of Graduate School's/Peterson's Award for Excellence and Innovation in the Recruitment and Retention of Minority Graduate Students, at the CGS national conference in Washington, D.C., December 1995.

Presented "Applying and Getting Admitted to Graduate School," an hour-long talk, a four-hour panel discussion, or a two-day workshop for first-generation college attendants and students from underrepresented minority groups; offered throughout the U.S. at the invitation of universities, federally-funded programs, the Educational Testing Service's GRE Forums, and other institutions serving minority students in higher education; 1993-2002.

Presented "Teaching across Culture and Gender Lines" at the Teaching Assistant and New Faculty Teaching Workshop, co-sponsored by the Graduate School and the Graduate Student Union, University of Notre Dame, 1993.

## PARTICIPATION IN PROFESSIONAL ASSOCIATIONS

**Association of Theological Field Educators.** Current member and participant at annual meetings since 2002.

**Catholic Association of Theological Field Educators.** Current member and participant at annual meetings since 2002.

**Catholic Theological Society of America.** Current member and participant at annual meetings since 1993. Presenter at 1994 and 1996 annual meetings.

**American Academy of Religion.** Current member and respondent at two annual meetings, 1992 and 1993.

**Council of Graduate Schools.** Member 1993-2002; presenter at 1995 annual conference, participant at annual conferences and workshops.

**National Association of Graduate Admissions Professionals.** Member and participant at annual conferences and professional development workshops 1993-2002. Received commendation at 1995 and 1996 conferences for excellence in minority graduate student recruitment and retention efforts.

**National Catholic Education Association.** Member 1976-1987. Participant in NCEA Annual Conferences. Participant in NCEA Summer Program, "Catholic Education: A Ministry of Justice and Peace," 1983.

**Association for Supervision and Curriculum Development.** Member 1985-1990. Participant in seminar of the National Curriculum Institute on Teaching Critical Thinking, sponsored by ASCD, 1985.

**2017-18 Addendum to the *Curriculum Vitae* of  
Janice M. Poorman  
1/9/18**

**Presentations and Retreat Talks**

- Designed and facilitated “Do You Want to Be Healed?” – a three-part process of theological reflection on how John 5:1-9 might assist ministers in transforming wounded expectations of God, self, and others toward more effective ministerial service as “Wounded Healers;” as part of the Echo January Retreat, 2018.
- Designed and facilitated the “Peer Review Retreat” for all second-year lay Master of Divinity students; December 2017.
- “Generating Your CV, Composing Your Cover Letter, Navigating Your Job Search Process, Interviewing, and Negotiating Your Salary for a Ministry Position;” a two-part workshop for the professional development of first and third-year Master of Divinity students; Fall 2017.
- Presented “The Mystery of Salvation: What God Has Done; What Jesus Did; and What We Do in the Spirit,” exploring texts of Sacred Scripture and engaging in “*Visio Divina*” using *Seeing the Word: The Saint John’s Bible*; as part of the Echo Summer Retreat, August 2017.
- “Theological Reflection in Dialogue;” a workshop for Ministry Supervisors, new Echo Apprentice Catechetical Leaders, and new Echo Teacher Apprentices, as part of their orientation and training; July 2017.
- Presented “Formation in Echo: Our Response To God’s Call to Conversion and Communion: A Theological Exploration of *Co-Workers in the Vineyard of the Lord* and *The National Directory for Catechesis*; as part of the Echo Orientation Retreat, June 2017.

**Publications for the Master of Divinity Program**

- Took the lead in the design and broad distribution of a Master of Divinity recruitment brochure, as well as multiple letters accompanying the brochure, as part of an intensive recruitment initiative to enhance the depth and diversity of the applicant pool for admission to the Program; Took the lead in crafting all textual revisions for the Master of Divinity web page; Fall 2017.
- “Handbook for Field Education Supervisors: 2017-2018,” edited this booklet to assist ministry placement supervisors in understanding expectations of supervisors, format of student Learning Contracts, suggestions for supervisory session for students at every level, and guides for assessment of students; Summer 2017.
- “Ministry Placements for Field Education: 2017-2018,” added multiple ministry placements and amended multiple site descriptions to incorporate new supervisors and their contact information, as well as new student responsibilities for continuing ministry placements; augmented ministerial placement opportunities for those who want to prepare for hospital or hospice chaplaincy; negotiated relationship with the National Association for Catholic Chaplains to assist these same students; Spring and Summer 2017; January 2018.

- *Student Handbook: 2017-2018*; Revised multiple sections of this four part, fifty-three page document to assist MDiv Students in understanding Program requirements, policies, and expectations, particularly concerning “Academic/Theological Formation,” “Curriculum for Seminarians and Lay Students,” “Field Education/Pastoral Formation,” and “Assessment;” Summer 2017.

### **University and Community Service**

- Served on nine MA Program Comprehensive Exam Boards; Summer 2017.
- Continued as a theological consultant exploring “LGBT Engagement” with the Alumni Association Directors and University Leaders as part of a working session after my presentation of “Our Call To Be Brothers and Sisters: A Pastoral Approach for the Inclusion and Support of LGBT Members of the Alumni Association of the University of Notre Dame;” August 2017.
- Presented “Compassionate Care: A Catholic Pastoral Approach to Providing Hospital Services for Persons Identifying as Transgender, Transsexual, and Intersexual;” as part of a workshop for the Clinical Ethics Committee of Saint Joseph Regional Medical Center, June 2017.
- Served as pastoral/theological consultant in the editing of all web page copy for University Health Services dealing with “Sexual Health,” “Sexually Transmitted Infections,” “What you Can Do,” “Getting Tested,” “Getting Treated,” “Access to Contraceptive Medications,” and “Healthcare Following a Sexual Assault;” All copy attempted to represent Health Services as “faithful to its Catholic heritage and in strong support of contemporary Catholic teaching” on sex and sexual health while also encouraging full utilization of all University health resources for medical counsel and services; May and June 2017.
- Continue to serve on the Advisory Committee for Student Climate Related to LGBTQ students as invited by the Office of Student Affairs; attend all regular meetings of the committee and provide pastoral/theological counsel to the Vice President for Student Affairs on all matters pertaining to LGBT student life; throughout the 2017-18 academic year.
- Continue to train all new and continuing staff of the Gender Relations Center so as to assist them in providing programming and support for LGBT students that is welcoming and inclusive while remaining consonant with Catholic teaching; throughout the 2017-18 academic year.



**Addendum to the *Curriculum Vitae* of  
Janice M. Poorman  
2016-2017**

**Presentations and Retreat Talks**

- “The Beloved Waiting in the Heart of Darkness: Experiences of Longing and Hope in the Spiritual Life;” for students in the Echo Community during their Winter Retreat on praying with the Psalms; January 2017.
- Designed and facilitated the “Peer Review Retreat” for all Second-year Master of Divinity students; December 2016
- “The Call to Right Relationship and Inclusive Community Emerging from Trinitarian Faith;” Invited “Ted Talk” for the Moreau First Year Experience, University of Notre Dame; November 2016.
- “Ministering to LGBT Persons” and “What About the “T;” Presented as part of a panel during a formation evening for the lay cohort of the Master of Divinity Program; November 2016.
- “Generating Your CV, Composing Your Cover Letter, Navigating Your Job Search Process, Interviewing, and Negotiating Your Salary for a Ministry Position;” a two-part workshop for first and third-year Master of Divinity students; Fall 2016.
- “Person as Relation: What the Doctrine of the Trinity Reveals about Right Relationship;” for students in the Echo Community during their Summer Retreat; 2016.
- “Conversion and Communion: Fostering Goals for Ministry that Emerge from our Trinitarian Faith;” for students in the Echo Community during their Summer Retreats; 2016.
- “Theological Reflection in Dialogue;” a workshop for Ministry Supervisors, new Echo Apprentice Catechetical Leaders, and new Echo Teacher Apprentices, as part of their orientation and training; July 2016.
- “Abiding and Abounding Grace: The Way of the Wounded Healer;” a Scriptural exploration of a theology of grace for ministers; presented to students in the Echo Community during their Winter Retreat; January 2016.

**Publications for the Master of Divinity Program**

- “Handbook for Field Education Supervisors: 2016-2017,” edited this booklet to assist ministry placement supervisors in understanding expectations of supervisors, format of student Learning Contracts, suggestions for supervisory session for students at every level, and guides for assessment of students.

- “Ministry Placements for Field Education: 2016-2017,” added multiple ministry placements and amended multiple site descriptions to incorporate new supervisors and their contact information, as well as new student responsibilities for continuing ministry placements.
- *Student Handbook: 2016-2017*; Revised multiple sections in this four part, forty-six page document to assist MDiv Students in understanding Program requirements, policies, and expectations, particularly concerning “Academic/Theological Formation and Curriculum for Seminarians and Lay Students,” and “Field Education/Pastoral Formation.”

### **Publications and Service for Other University Offices**

- “Being and Becoming Allies;” presented this talk and assisted in the Instructor Training for the Moreau First Year Experience; January 2016.
- “Attending to the Psychological and Pastoral Care of Transgender, Transsexual, and Intersexual Persons While Remaining Faithful to Notre Dame’s Catholic tradition;” Wrote this document and presented and facilitated a workshop for all counselors within the University Counseling Center, August 2016.
- “Our Call To Be Brothers and Sisters: A Pastoral Approach for the Inclusion and Support of LGBT Members of The Alumni Association of the University of Notre Dame;” wrote this document for “in-house” pastoral/theological training of staff; Presented and facilitated a workshop for all directors and Board members within the Alumni Association, March 2016.
- “Inclusive Community: A Pastoral Approach for Service to Transgender, Transsexual, and Intersexual Students at the University of Notre Dame;” wrote and amended this document for “in-house” pastoral/theological training of personnel within units reporting to the Office for Student Affairs; Presented and facilitated a training workshop for Student Affairs personnel using case studies on these same pastoral approaches; February 2016.