

From: [POMERVILLE, ANDREW](#)
To: [Employees - All](#)
Subject: Louisville Institute restructure
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Attachments: [Outlook-logo.png](#)

Good afternoon, folks,

I sent a message yesterday that went to students and faculty. Unfortunately, this message was inadvertently not sent to the non-faculty staff members. I apologize for that oversight. I hope this helps bring everyone up to speed.

Good evening, students,

Your student body president, Callan Kennedy, requested a forum to speak about the recent restructuring of the Louisville Institute. I am happy to do so and found a time that is not perfect but should work for many of you. I will provide a recap after the forum to share the content of the meeting the next day.

We are inviting you to attend on October 23 at 4:30 in Nelson 119 (and online - link in an invitation to come soon). Food will be provided since we will then move into the Greenhoe Lecture at 6:00 pm that evening.

There are many aspects of personnel decisions that I cannot share but I will attempt to offer what I can about the restructure and what this means for the Louisville Institute as we go forward.

This restructure was not undertaken lightly or without substantial conversation and consideration with the LPTS board of trustees and the Lilly Endowment. We spoke to leadership in the other organizations in the Lilly ecology group and took lessons learned from their own reorganizations and restructures that have occurred in the past 15 years. Some organizations have experienced this same type of restructuring multiple times in this season. Positions we created in the LI reorganization that mirror positions of successful Lilly funded institutions, including the Calvin Worship Institute, the Center for Congregations, the Forum for Theological Exploration, the In Trust Center, and Leadership Education at Duke Divinity.

Some of the information about these changes is public and I am able to share it with you here. The details of employee agreements must be kept confidential but I can answer some of your questions about the future of the Louisville Institute.

A staffing analysis of LI began more than a year ago and started before I began my tenure at the

seminary. The results of that analysis helped guide this decision. The search for the permanent executive director of the Louisville Institute is underway. A search committee composed of four LI Advisory Board members began this process and is finalizing their selection of a search firm in the next 10 days. We spoke with 7 firms and narrowed the selection down to 4 firms who will be presenting to our search team the week after our LPTS board meeting.

This national search is underway at the same time we are implementing our new continuation grant for LI. The 2025-2027 Continuation Grant increases the budget of LI from \$10M to \$18M. The increased funding reflects the hope for increased reach and impact of LI. The staffing analysis demonstrated need for positions dedicated to the mission of LI that would both leverage the connections to and resources of LPTS. Thirty five years ago, LPTS did not have the same capacity to support LI that we currently have. There are natural places to share responsibilities that have not been explored. These new positions give us this opportunity.

There is misinformation floating online about how this change was implemented yesterday. The following statements are true and I hope help folks understand what was offered to LI staff people:

- All staff in positions that were eliminated were offered individual severance agreements.
- All staff are eligible to apply for the new positions and were encouraged to consider this option.
- Staff who are rehired keep their separation payments.
- Positions were posted immediately and hiring begins as soon as qualified applications are received. The positions are open to the public but former LI staff are eligible for rehire.
- Benefit continuation is handled through the PC(USA) Board of Pension and we are actively working with them to ensure information and support is available.

Some aspects of former positions are now able to be absorbed into existing seminary offices. In particular, the LI database management and IT functions can be handled by RFX, event planning can be shared by our event coordinator team, budget management can be handled by our business office, social media management and communications can be shared under our new VP for Communications and Strategic Initiatives. These shifts were not possible five years ago but are now available as effective, efficient ways of managing administrative functions of LI through our current, upgraded positions. Our goal is to effectively steward our Lilly Continuation Grant in the embedded model at LPTS. This embedded relationship is important to Lilly and we seek to create an environment of interdependence between LI and LPTS.

The new positions are listed on our website and are as follows:

- Executive Director (not posted yet, is being run by an executive director search team, composed of the board of advisors for LI and administered by an external executive search firm)
- Senior Director for Fellowships and Research - will be hired by the new executive director - this position is currently being filled by a contractor from Auburn Seminary, Dr. Erica Ramirez
- Grant Program Manager (2-3 positions) - the grants will be split between these two managers, with the potential to hire a third manager. These folks are responsible for streamlining grant and contract transactions through all aspects in the grantmaking lifecycle including application, due diligence, approval, recording, knowledge management, and reporting. The Grant Program Manager will develop, initiate, maintain and revise policies and procedures for the general operation of grants management and contracting activities to provide high-quality and ethical service to staff, board, grantees, and other partner organizations.
- LI Communications/Event Coordinator - this position is similar to one that exists on the Communications team and will benefit from the additional resources and personnel on that team. This coordinator is responsible for LI social media, branding, and marketing and will work on the communications team for the seminary.
- Hybrid Administrative Assistant for LI and Student Success/Enrollment - this position will be split between these two departments and serve a purely administrative support role for each. This solution was provided by the staffing analysis. This adds to the capacity of both sectors.

The goal of this restructure is to faithfully support LI to fulfill its mission to "award grants and fellowships to those who lead and study North American religious institutions, practices, and movements, advancing scholarship to strengthen church, academy, and wider society."

I hope you will reach out to me with any other questions you might have before our forum.

Take care, folks, and have a good evening,

Andrew

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