



HOLY TRINITY CATHOLIC CHURCH WASHINGTON, DC

Job Description

Title: Director of Ignatian Training Programs

FLSA Status: Non-Exempt

Supervisor: Pastoral Associate for Ignatian Spirituality

Summary of Position: This is a full-time position, responsible for managing, on behalf of the pastor, all aspects of Ignatian training programs offered by Holy Trinity Catholic Church. The incumbent also directs the parish's spiritual direction and Spiritual Exercises ministry and assists in Holy Trinity's retreats program.

Essential Functions

- Direct and manage various programs: including the Explore and Discern seminar, Spiritual Director Training Program, the Faber Training Program and other programs as developed.
- In coordination with the pastoral associate, respond to requests for an Ignatian retreat, day of reflection or a talk on Ignatian Spirituality and/or the Spiritual Exercises.
- Supervise an ecumenical team of spiritual directors through regular in-service opportunities and peer group supervision.
- Meet with individuals who are seeking spiritual direction or the Spiritual Exercises and refer them to an appropriate, trained spiritual director or an appropriate 'giver' of the Exercises.
- Participate as a member of the Ignatian Retreat Team; when needed serve as a retreat director for the retreats in daily life.
- Offer six information sessions annually on the Spiritual Exercises
- Maintain professional competencies by maintaining a regular prayer practice, engaging in monthly individual spiritual direction, making a silent retreat at least annually and participating in monthly peer supervision and individual supervision as appropriate.
- Manage annual budget and Ignatian restricted funds to maximize benefit to parish and programs; acknowledge donations to the program; dispense and track stipend payments to spiritual directors and other participants of training programs. Purchase supplies as needed.

- As time permits, offer ongoing individual spiritual direction and/or give the Spiritual Exercises in the 19th Annotation format.

Qualifications and Competencies:

Education, Training and Experience:

- Masters in theology, ministry or related field
- Practicing Roman Catholic
- Trained and experienced in facilitating prayer groups
- At least 3-5 years experience in spiritual direction and the Exercises, including:
 - Completed the Spiritual Exercises (19th or 20th annotation format)
 - Extensive knowledge of and experience in Ignatian Spirituality
 - Trained and experienced in giving the Exercises and in training others
 - Experience in a pastoral position in a parish, university, retreat house or hospital
 - Trained and experienced as a spiritual director and able to train others
 - Uses discernment when making decisions

Interpersonal Skills:

- Skilled in bringing diverse individuals together for a common mission
- Strong listening and speaking skills.
- Ability to motivate and manage volunteers.
- Able to draft short articles on related topics.
- Able to collaborate amiably with colleagues and parishioners
- Able to exercise judgment and discretion in dealing with individuals.

Administrative Skills:

- Requisite organizational and computer skills (word processing, spreadsheets, email.)
- Ability to manage a budget and track expenses.

WORK CONDITIONS AND PHYSICAL DEMANDS:

Occasional evening and weekend work is required.