



POSITION TITLE: Director of Spirituality and Retreats

DEFINITION OF POSITION: The Director of Spirituality and Retreats works as part of the Program team in the creation, coordination and implementation of spiritually nurturing experiences, programs and retreats. The Director of Spirituality and Retreats plans, coordinates, and offers spiritual direction/companionship, retreats, liturgies and programs in accord with the mission of Mercy by the Sea. The candidate for this position must be a qualified Spiritual Director, have or be able to develop an understanding and appreciation of the history and tradition of the Sisters of Mercy.

ORGANIZATION STRUCTURE: The Director of Spirituality and Retreats is accountable to the Executive Director.

QUALIFICATIONS:

- Bachelor's or Master's degree with concentration in Theology, Scripture or Spirituality. Preference for those with a background in ministry, theology, liturgy or related field.
- Certificate from an approved spiritual direction institute and ample background in spiritual direction/formation.
- A sensibility for diversity and inclusion, a demonstrated appreciation for ecumenical and interreligious diversity.
- Experience with liturgical planning.
- 3-5 years of successful experience in retreat ministry or similar ministry and program development.
- Strong organizational skills, administrative abilities, time management, attention to detail, computer proficiency with standard office applications and software.
- Excellent interpersonal and communication skills, and the ability to work well with people of various ages.
- Active listening skills and the ability to listen for the spiritual needs/trends emerging from the public to create relevant, responsive spiritual offerings that maximize participants' experiences.
- Ability to intentionally develop collaborative relationships with individuals and/or other mission-minded organizations with an eye toward furthering the organization's relevance and thus growth potential.
- Able to maintain strict confidentiality, previous experience in handling sensitive, and potentially challenging situations effectively.
- Flexibility, especially regarding work schedule, this position will require some evening and weekend work and a willingness to adapt to changing situations.
- Enthusiastic leader with initiative, creativity, and humor.
- Work style consistent with the retreat and hospitality ministry.
- Ability to be self-directed and to work collaboratively; ability to work effectively with other retreat center staff members.

- Support of the mission and vision of Mercy by the Sea.

RESPONSIBILITIES:

- Contributes to the creation of a welcoming, compassionate and caring environment for all colleagues, presenters and guests of Mercy by the Sea.
- Participates in planning, preparation, implementation and evaluation of liturgies, retreats, and programs.
- Participates as a member of the Program Team designated with development, coordination and assessment of a robust, balanced schedule of retreats, programs, events, and hosted groups.
- Provide individual spiritual direction/care that honors the spiritual needs of the other.
- Serves as the main resource, coordinator and contact person for the ministry/practice of spiritual direction.
- Coordinates the placement of private retreatants and others who inquire about spiritual direction.
- Oversees the process, selection, and scheduling of affiliate spiritual directors/guides at Mercy by the Sea.
- Offers a gracious, helpful, and welcoming presence to retreat leaders and is attentive to the needs of others.