**Bellarmine Jesuit Retreat House**

**New Position: Director of Ministry, starting Spring of 2025**

**Position Purpose and Scope**

The Director of Ministry provides vision for the ministry of Bellarmine Jesuit Retreat House as it offers programs and retreats grounded in the Spiritual Exercises of Ignatius Loyola, in service of its mission; promoting the spiritual development of people of faith. This position involves generating and managing program initiatives, serving as Director of the Ministry Team, and participating with team members in providing Bellarmine’s program events.

This position as Director of Mission and Ministry is full-time. The Director is a member of the Leadership Team, and reports to the Executive Director. The work is 70% administration and 30% ministry work.

Spiritual Leadership

* Vision for the ministry programs of Bellarmine in alignment with the values and priorities of the Society of Jesus, including the Universal Apostolic Preferences, the [Guidelines for Those in the Ministry of the Spiritual Exercises](about:blank), and Bellarmine’s sponsorship by the Midwest Province of the Society of Jesus.
* Be attentive, through prayer and discernment, to what God is calling us to at Bellarmine
* May serve on the Mission and Identity Committee of the Board of Directors

Core responsibilities

Program Management

* Plan and calendar a robust portfolio of retreat center programs and their presenters for approximately 30 weekend retreats, 12 spirituality programs, virtual programming, and 2 week-long directed retreats, all grounded in the Spiritual Exercises of St. Ignatius
* Assign ministry staff for all retreats and programs, including creation and management of the yearly ministry roster
* Be present and provide hospitality and tech support during retreats and programs
* Monitor and respond to retreatant feedback, noticing and sharing emerging themes
* Ensure the retreatant experience provides for the retreatants to encounter God
* Collaborate with ministry leaders at Jesuit retreat houses around the country

Formation for Ministry Professionals

* Develop and lead formation programs for staff and network of adjunct spiritual directors
* Oversee the spiritual director referral network and referral processes
* Support the faculty of the Spiritual Direction Internship
* Identify and help to address the needs for a training program for spiritual direction peer supervisors

Supervision

* Oversee the spiritual direction internship, and training/formation for spiritual directors and retreat facilitators
* Manage all individuals providing ministry at Bellarmine. Ministry staff currently includes two full-time Jesuits, four part-time Jesuits, and 13 part-time Spiritual Directors
* In tandem with the Director of Women’s Ministry, generate a work covenant as to the relationship of all adjunct staff members to Bellarmine’s programming
* Provide for the professional and spiritual growth and development of all persons engaging in ministry at Bellarmine

Qualifications

* A trained Spiritual Director in the tradition of Ignatian spirituality and communal discernment, with experience providing and receiving regular spiritual direction
* A degree in Religious Studies, Theology, Divinity or Biblical Studies or related field, Masters preferred
* Experience working and collaborating with varied constituencies and demographics.
* A few years supervisory experience
* A few years of professional ministry experience

Requirements

* A servant leader who is outgoing, warm, kind, flexible and responsible.
* Excellent and timely communication
* Strong technology skills using Word, PowerPoint, Excel, Zoom and Google Docs.
* Availability to be present at Bellarmine for staff meetings, keep some regular office hours and to connect with retreat participants. Schedule includes both weekday hours, evenings, and weekends.
* Willingness to support the outreach, growth, and fundraising efforts of Bellarmine