



CONGREGATION of the  
**Sisters of Charity**  
of the INCARNATE WORD  
HOUSTON, TEXAS

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## **Spiritual Director and Retreat Facilitator – Ruah Spirituality Center**

**Full-Time (40 hours - exempt); on-site; Benefits Offered including  
Medical/Dental/Disability/Retirement Program/PTO**

The Sisters of Charity of the Incarnate Word, Houston seeks a full-time, Spiritual Director and Retreat Facilitator. The Spiritual Director/Retreat Facilitator works as a member of the Ruah Spirituality Center ministerial team and ministers in collaboration with the Director and other team members. The individual must be fluent in Spanish and able to facilitate group retreats, individual days of prayer, and work with individuals as a spiritual director, both in English and in Spanish.

This coordinator also serves through presence and group ministry to the students who attend ESL classes at St. Austin Center and develops prayer processes and retreats for them. He/she introduces students to the silence and contemplative prayer at the Ruah Center via periodic days of prayer and retreats.

This person must demonstrate the leadership necessary to ensure the mission and Core Values are known and lived and must model the expected behaviors and performance. She/he must work in a collaborative manner with all other departments to ensure the overall mission is achieved.

### **Skills, Experience, Qualifications:**

#### **A. Education/Skills**

- Bachelor or Master degree preferred with concentration in theology, Scripture or Spirituality.
- Certificate from an approved spiritual direction institute and ample background in religious education/spiritual direction/formation.
- Appreciation of the Hispanic culture and of how persons of these different cultures can enrich the faith life of the Church in the U.S.
- Bi-Lingual – must be proficient in both English and Spanish – both written and spoken

#### **B. Experience**

- Proven ability to work with people of diverse ages, ethnic backgrounds and cultures.
- Previous experience coordinating/scheduling courses, seminars or workshops.
- Communication skills – both verbal and written.
- Ability to coordinate multiple schedules.
- Apply effective problem-solving skills, set priorities and resolve issues.

- Knowledge of computer databases (MS Access/ MS Excel preferable).
- Must have the ability to work as a team member supporting the values, goals and objectives of Ruah. A solid understanding of Christian principles, teachings and philosophy is required.
- Must be creative and take initiative in resolving questions about the program.
- Ability to work independently is critical.
- Ability to learn and apply new job duties or procedures and adjust to change.

**C. Licenses, Registrations, or Certifications:**

- Certified Spiritual Director
- Texas Driver's License

**If interested please apply at:**

<https://gen-christushealth-prd.inforcloudsuite.com/hcm/xmlhttp/shorturl.do?key=PML> If you have questions please call, Toni Stanford at 713-928-6053. Only online applications accepted.

**Location:**

6510 Lawndale St.  
Houston, TX 77023