

# Director of Spiritual Life St. Bernadette Catholic Church

15500 El Camino Real, Houston, TX 77062

## **Summary:**

St. Bernadette has an opening for a full-time Director of Spiritual Life. The Director of Spiritual Life is a full-time position whose primary task is to oversee the continued development and implementation of a comprehensive parish ministry of spiritual formation with particular attention to spiritual formation for all ages. The Director is a full-time member of the Pastoral Staff and is accountable to the Pastor.

## **Responsibilities:**

Maintain and develop spiritual life programs for all ages including:

- Work with Director of Confirmation on retreats and spiritual development
- Young Adult Spiritual Development
- Young Families/Parental Support and Spiritual Development
- Middle of Life Spiritual Development Support
- Spiritual Life among the Elderly
- Facilitate the Spiritual Life Committee to assist in activities

Coordinate Spiritual Direction at the parish and in the Clear Lake Area

- Support the Ministry of Spiritual Direction in the parish
- Encourage and Support development of current and new spiritual directors
- Connect with local Bay Area Spiritual Directors

Maintain existing faith building and support groups

- Serve as Coordinator of various parish spiritual life groups
- Lead a regular, annual assessment and evaluation of each group in collaboration with group leaders

Encourage Leadership Development

- Facilitate and Utilize Spiritual Life Committee and its Ministry in the parish
- Personal Ministry Development
- Monthly Staff Spiritual Life Formation/Prayer at Meeting

Organize Retreats/Days of Prayer

- Evaluate and Develop Men's/Women's One Day Retreats
- Assist parish staff and key volunteers in preparing ministry retreats
- Explore and offer connections to offsite retreats
- Coordinate Week of Spiritual Direction Retreat

Plan Events to Celebrate the Jubilee Year of Hope

- Coordinate Jubilee Year of Hope Lenten Mission
- Lead Spiritual Life Committee in their sponsorship of Jubilee Year
- Lead Parish Staff in Jubilee Year experiences
- Work with parish staff to bring Jubilee Year to all ministries

Fulfill duties as a member of the parish staff

- Work with a faith-filled team
- Maintain an annual Budget

**Qualifications:**

- Bachelor's degree or higher preferred.
- 5+ years' experience in Pastoral Ministry as an employee or volunteer
- Faithfully practicing Roman Catholic with an active spiritual life
- Certified Spiritual Director, in process of certification or willing to begin the process
- Exceptional Microsoft Office Suite skills required
- Fully compliant with Archdiocesan policies and Safe Environment policies

Complete job description available upon request. Please send resume and cover letter to Kathleen Keating at [keatingk@stbchurch.org](mailto:keatingk@stbchurch.org) with the subject line of Spiritual Life