



St. Francis Xavier
Missoula's Jesuit Parish
420 West Pine Missoula, MT 59802
(406) 542-0321

Director of Spirituality

St. Francis Xavier Parish is a fully conscious Jesuit parish searching for God's will on a continuous basis. It is a church responding to the evolving needs of our people and our society, especially in the areas of education, sacramental ministry, spiritual development, faith formation, evangelization and social justice

POSITION TITLE: Director of Spirituality

POSITION STATUS: Part-Time (10 hours/week)

REPORTS TO: Pastor on a regular basis to discuss mission and direction

I. POSITION GOAL

The Director of Spirituality provides leadership, administration and ongoing preservation of the Ignition charism at Saint Francis Xavier Parish. It is the responsibility of the Director of Spirituality to oversee the volunteers who support the function of this ministry and to disseminate information to the entire ministry with regard to mission, visioning and growth of the ministry.

II. POSITION CONTENT

1. Addresses, encourages and assists in the shaping of a parish vision in the area of Spirituality.
2. Actively promotes, develops and applies priorities and direction as stated in the Parish Mission Statement in the area of Spirituality through short and long range planning.

3. Oversees communications and PR for programs related to Spirituality. Challenged to continue outreach to the parish and the greater community for participation in our spiritual ministries, especially through the annual Spiritual Exercise in Everyday Life (SEEL) retreat.
4. Coordinates the Discernment and Formation Program for the training and certification of new spiritual directors. Provides ongoing formation and development opportunities for the volunteer spiritual directors.
5. Required to be a certified spiritual director or to be certified the first year of employment.

III. RESPONSIBILITIES

1. Routine communication with the ministry members
2. Oversees the annual Spiritual Exercises in Everyday Life (SEEL) retreat.
3. Promotes the SEEL retreat. Coordinates the application process and the onboarding of retreatants.
4. Leads the spiritual directors and other members of the spiritual ministries group.
5. Arranges routine supervision for the spiritual directors and coordinates stipends.
6. Expected participation in parish activities/events (planning, setup, marketing, cleanup, etc.)
7. Plan and coordinate the annual Novena of Grace, which includes sourcing the presenter(s) and volunteers, scheduling, making travel arrangements, and providing for stipends.
8. Represent St. Francis Xavier Parish with the other spiritual ministries of the Jesuits West Province.

IV. PHYSICAL DEMANDS

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Able to lift 20 pounds
- Able to walk up two flights of stairs
- Competent in the use of Microsoft Office Suite
- Must comply with a background check and Virtus training
- The Director of Spirituality is required to sit, talk, and hear

- The Director of Spirituality is occasionally required to walk, stoop, kneel or crouch

V. DIOCESAN COMPLIANCE

St. Francis Xavier is a parish of the Diocese of Helena and thus all employees are required to comply with diocesan policies and procedures.

Please submit your resume by contacting:

Fr. C. Hightower, S.J., Pastor, at hightowersj@sfxmissoula.org or
Colin McCormack, Parish Administrator, at cmccormack@sfxmissoula.org or
call the parish office at 406-542-0321.