



ST. IGNATIUS COLLEGE PREPARATORY

Adult Spirituality Minister

REPORTS TO: Assistant Principal for Mission

STATUS: EXEMPT, PART TIME OR FULL TIME based on the business needs of the school

SALARY RANGE: *\$80,000 - \$130,000 (subject to candidate experience)

*Salary will be prorated based on full time vs part time status.

MISSION STATEMENT:

St. Ignatius College Preparatory is a Catholic, Jesuit school serving the San Francisco Bay Area since 1855. Through a rigorous and integrated program of academic, spiritual, and co-curricular activities, St. Ignatius challenges its students to lead lives of faith, integrity, and compassion. Students are enriched by a diverse and loving Christian community and are called to become life-long learners who develop their individual talents for the greater glory of God. With a commitment to intellectual excellence, leadership, service, and justice, we strive to be men and women for and with others, responding courageously to the opportunities and challenges of our time.

PRIMARY ROLE:

SI seeks an Adult Spirituality minister responsible for ministering to the adult members of the SI community, supporting them in their apostolic work, personal spiritual development, and alignment with our Ignatian identity.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES:

- Organize and Execute programs of formation for Faculty/Staff
 - Faculty Staff retreat
 - Ministry mornings
 - Ignatian evenings
 - Orientation program for new Faculty/Staff and potentially for Board members
- Create new programs, responsive to the stated needs of the adult community
- Offer pastoral presence at SI parent functions/meetings

- Provide spiritual direction and pastoral care for faculty, staff and SI wider community by responding to individual and/or community spiritual needs on an as-needed and ongoing basis
- Offer the Spiritual Exercises yearly for faculty/staff/alumni/parents in multiple forms, including but not limited to the 19th Annotation
- Organize and execute optional formation/prayer programs for faculty/staff/parents. Examples include:
 - Advent and Lenten Lunches
 - Media and Spirituality socials and Arrupe Evenings
 - Ignatian Guild day-long retreat
 - Father's Club retreat evening
 - Spiritual book reading series
 - Summer retreat grant distribution
 - 4-8 week Parent Retreat in Ignatian Tradition
 - MOMS (Ministry of Mothers Sharing) program
 - *Taste of Senior RS Elective* parent classes
- Interdepartmental Cooperation
 - Support DEIB work at SI and in the Jesuit West Province
 - Actively seek personal DEIB growth opportunities
 - Work with Campus Ministry and the Advancement Department to plan and execute all aspects of adult liturgies on campus.
- Province Cooperation
 - Spiritual Direction for various opportunities, (possibilities include *Companions on the Way* program or retreats at El Retiro.)
 - Collaboration with spiritual formation leaders in Province schools.

A SUCCESSFUL CANDIDATE IN THIS POSITION WILL BE ABLE TO DEMONSTRATE:

- Knowledge of Ignatian Spirituality
- Strong desire to collaborate and build community
- Spiritual Direction training/experience/certification
- Liturgical expertise and collaboration with the Jesuit Community
- Ability to relate to a variety of people and needs
- Skill in Presentation/Listening/Organization
- Ability and desire to be available for urgent pastoral needs
- Maintain professional relationships with others in similar work within the Province or Archdiocese
- Maintain confidentiality in pastoral work

Minimum Qualifications/Education Requirements

- Practicing Catholic
- Jesuit High School, University, parish or province experience
- MA in Theology, Pastoral Ministry or equivalent
- Available for evening and weekend events

PHYSICAL REQUIREMENTS:

- Physical requirements include the ability to lift up to 30 pounds, kneel, crouch, crawl, climb, walk, balance, etc. as well as visual acuity and hearing in order to perform the essential functions
- Ability to travel
- Ability to sit for extended periods of time
- Valid CA driver's license
- Reasonable accommodation will be made to support individuals with disabilities to perform the essential functions and other duties

SI OFFERS A COMPREHENSIVE AND RICH EMPLOYEE BENEFITS PROGRAM WHICH INCLUDES:

- Company paid Medical Insurance Contributions for single, two-party and family plans at a rate of 75%
- Fully paid insurance for Dental, Vision, Life, AD&D coverage for single, two-party and family plans
- Flexible Spending Plans for insurance plans plus for child care coverage
- Tuition remission program
- Student Loan Reimbursement (up to \$2,000 annually)
- Annual Retirement Savings Contributions
- Professional Development Resources

SI FOSTERS A DIVERSE AND INCLUSIVE COMMUNITY:

St. Ignatius College Preparatory strives to be a just, inclusive, and Catholic, Ignatian community where all students, faculty, staff, parents and alumni feel seen, heard, valued, and loved and experience full acceptance. We are committed to hiring, supporting, and retaining a diverse faculty and staff. We see our determination to offer diversity, equity, inclusion, and belonging not as a destination to be reached, but a continuous, life-long journey together.

HOW TO APPLY:

Interested applicants should submit a resume using this link: [SI Mission Department Application Form](#).

Pre-employment background screening is required for all positions. St. Ignatius College Preparatory is required by law to conduct FBI and DOJ background checks, TB clearance, and mandated child abuse prevention training for all employees