**POSITION OPEN:**

**Director of FIND - School for Spiritual Direction and Formation**

October 15, 2023

The Board of Directors of the FIND School for Spiritual Direction and Formation announce an exciting opportunity for a ministry in the Episcopal Diocese of Texas. Having served fruitfully for twenty years as the FIND Director, Kathleen Phillips is stepping down. After reviewing and revising the qualifications and responsibilities for the position, the Board is now posting the opening and is ready to receive applications.

*The part-time position pays a stipend of $7200 annually and allows for up to $2000 in reimbursable expenses.*

Application can be made by responding in writing to:

The Rev. Dr. David Scheider

2750 Hester Way

Salado, TX 76571

In your application, please include an abbreviated curriculum vitae with all contact information and other history that may be pertinent to this position. Also include a statement describing the way you fulfill the qualifications listed below.

Applications for the position are due by January 15, 2024. The Search Committee will review applications and begin interviews with applications by January 15 – February 15, 2024. The new Director assumes duties by April 1, 2024.

Please join us in praying for the right person to recognize and respond to God’s call, and for the Search Committee to have God’s wisdom in their decision.

Sincerely,

Rev. David Scheider

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**Program Director**

**Qualifications and Job Description**

The FIND School for Spiritual Direction and Formation was created in 1997 by the Episcopal Diocese of Texas. Students represent most Christian denominations, including both clergy and lay people. The three-year program is designed for busy adults. Classes meet once a month on Saturdays and are held at Middleway Urban Monastery in Bryan, Tx. <https://www.schoolforspiritualdirection.org>

**Position Summary:**

The Program Director reports to the Board of Directors and manages two part-time staff persons. Primary duties include delivering a comprehensive curriculum, scheduling monthly classes with faculty and students, planning annual discernment, and graduation retreats, and recruiting students who have heard a call to spiritual direction and formation. The director attends in prayer to the movement of the Spirit in the world and how FIND is called to respond. This position is a part-time, stipendiary position with no benefits.

**Qualifications:**

Required:

1. Experience of at least 5 years as a spiritual director. Be under spiritual direction and supervision.
2. Be an Episcopalian, active and in good standing in a local congregation.
3. Experience in leading non-profit and/or educational organizations.
4. Have diplomatic skills and the ability to work collegially with the faculty, students, staff, and board.
5. Be a person of prayer who is committed to the charism of spiritual direction.

Preferred Experience:

1. Training and formation of spiritual directors and formation leaders in congregations.
2. Managing faculty and curriculum, and student recruitment.
3. Developing curriculum for adult learners.
4. Delivering courses in a blended (in person and zoom) environment.

**Responsibilities:**

1. Cultivate student prospects through communications with Episcopal dioceses and congregations, and with synods of other denominations. Attend diocesan meetings as appropriate to recruit students.
2. Collect applications from prospects and schedule their pre-retreat interviews with faculty members.
3. Recruit and schedule faculty for monthly classes (three cohorts run concurrently) and annual retreats.
4. Create the annual schedule of classes, communicate with faculty and students.
5. Oversee monthly classes, ensuring classrooms and technology are available as needed (September-May)
6. Plan and manage annual discernment retreat for prospective students at Camp Allen, a retreat center of the Diocese of Texas (July).
7. Plan and manage annual retreat and graduation for current and graduating students at Camp Allen. Communicate with bishops of the Diocese for Saturday commissioning Eucharist (June).
8. With the faculty, review and update the FIND curriculum annually as needed.
9. Update and maintain the FIND School of Spiritual Direction and Formation website.
10. Work closely with the FIND Board and Treasurer to ensure program quality and fiscal responsibility. Submit stipend requests for faculty and other expenses to the FIND treasurer.
11. Coordinate with the board of Middleway Urban Monastery on monthly classes.
12. Supervise the part-time FIND Assistant to the Director who reports to this position.
13. Supervise the part-time IT expert who reports to this position.
14. Be physically present at Middleway Urban Monastery on program Saturdays.
15. Oversee development and management of budget with FIND board.
16. Complete requirements for Safeguarding and background check for the Episcopal Diocese of Texas.
17. Engage with the FIND board in strategic planning in response to change in the delivery of course content, changes in the role of spiritual directors in religious and secular contexts.