

Nebraska Synod ELCA
Position Description
Director of Seeking the Spirit Within

Seeking the Spirit Within is the Nebraska Synod, ELCA's response to an ever-increasing need for qualified individuals to provide spiritual direction and facilitate spiritual retreats. Our understanding is that the root of Christ's mission anywhere at any time is spiritual leadership.

Spiritual direction is an ancient form of strengthening and encouraging one another in our personal relationship with Jesus Christ. The spiritual director helps a person notice how God is moving in the everyday events of their lives and encourages them to respond to God in ways appropriate for the individual.

Our vision includes the following:

- Developing a culture of spiritual growth so that we might more effectively serve for the sake of the world
- Deepening the understanding of prayer and spiritual practices
- Increasing vocabulary to articulate spiritual experiences
- Understanding the principles and practices of discerning God's voice
- Deepening the understanding of self, others and God

Position Responsibilities

1. Spiritual direction formation program (Cohort)

- General Oversight of programs
- Partner with instructors, supervisors and Advisory Board to develop/oversee:
 - Curriculum -to research existing spiritual direction programs and practices offered in the USA and develop new programs. Also, ability to explore partnerships with other Synods/Universities/Organizations to offer/expand spiritual direction options and programs.
 - Participant interviews, instruction and supervision
- Manage online dialogue board
- Serve as the spiritual leader for the program
- Serve as the primary educator for the cohort, modeling and conveying experiential knowledge of contemplative practices
- Pastoral care for participants
Admin Support provided for: scheduling, application process, expense vouchers

2. Reflective Practices (quarterly supervision of certified spiritual directors)

- Partner with supervisors and Advisory Board to oversee:
 - Provide and train supervisors
 - Arrange for peer supervision of supervisors
- Admin Support provided for: scheduling, applications, communications, expense vouchers, maintaining Basecamp project

3. Retreats

- With instructors, supervisors and Advisory Board:
 - Collaborate with planning committees to plan the content and retreat schedule
- Admin Support provided for: scheduling date, communications, registration & marketing, coordination of site arrangements, food, expense vouchers

4. Drink From the Well/Sip From the Well

- Oversee curriculum/content
- Recruit facilitators in collaboration with the Advisory Board

Admin Support provided for: marketing, communications, media platform selection, registration, expense vouchers

5. Communications, Marketing

- Oversee StSW “brand”, collaborate with Board and Synod staff for effective communications, “marketing” and development
- Respond to questions, inquiries, requests for information, provide content for newsletter or other regular communications means (blog, etc.)

Admin Support provided for: updating website, social media (with volunteers), setup and distribution of newsletter or other means (blog, video, etc)

6. Synod Assembly/Synod Council

- Prepare and submit annual report for Assembly Bulletin of Reports
- Prepare report(s) for Synod Council meetings as requested
- Partner with Advisory Board and volunteers to:
 - Coordinate with Assembly Planning Team for involvement of spiritual directors at the assembly
 - Prepare and staff display(s) for ministry fair or display area

7. Congregational Pastor Call Process Spiritual Direction

- Oversee content, process and training in coordination with Bishop’s Assistants and spiritual directors

Admin Support provided for: expense vouchers, maintaining Basecamp project

8. Invitations from Ministries/Organizations/Congregations

- Be the “face” of StSW in the Synod
- Respond to requests for presentations, workshops, event display tables, retreat facilitators; speakers

Admin Support provided for: facilitation/scheduling, expense-related matters, sending advance PR materials and communications

9. Synod Staff Presence & Participation

- Develop strong working relationships with Synod staff and be able to identify opportunities for Spiritual Direction in the work of the NE Synod. Attend staff meetings and retreats and assist as needed or requested.

10. FundRaising and Development

- Seek out fund-raising opportunities, available grants and request donations to StSW as appropriate.

11. Financial Responsibility

- Collaborate with the StSW Treasurer and Synod Director of Finance to develop and monitor financial results and implement tuition due dates in coordination with the NE Synod fiscal calendar.

12. Advisory Board

- Collaborate agenda with board chair, participate in meetings as ex officio board member
- With Board, provide opportunities for ministry evaluation and visioning, maintain communication between meetings as necessary, offer suggestions for Board recruitment

Admin Support provided for: scheduling meetings

Expectations and Requirements

1. Faith in Jesus Christ
2. Deep experiential knowledge of spiritual practices and spiritual direction
3. Regularly meeting for personal spiritual direction with a spiritual director who is not affiliated with the Nebraska Synod
4. Ability to travel within Nebraska and to other locations
5. Willing to relocate within driving distance of the Synod office in Omaha, NE

Skills Necessary

1. Characteristics/qualities:
 - a. Passion for and commitment to the ministry of spiritual direction
 - b. Contemplative leadership
 - c. Respect, empathy and compassion for others
 - d. Healthy boundaries
 - e. Authentic person with authentic faith

2. Skills/Abilities
 - a. Communication – interpersonal, written, spoken, listening
 - b. Technology
 - c. Organization and administration
 - d. Collaboration/capable of delegating
 - e. Public speaking
 - f. Creativity and adaptability

3. Experience/training
 - a. Experienced in Christian spiritual direction
 - b. One-on-one spiritual direction and small group spiritual direction
 - c. Supervision of spiritual directors
 - d. Organizing and delivering educational/formational content

This position will have a workspace/office at the Nebraska Synod office in Omaha, NE but may work from a home office within driving distance of the Synod office.