



# Loyola High School

OF LOS ANGELES

## **POSITION: Director of Ignatian Formation and Adult Spirituality**

**REPORTS TO:** *Ann Holmquist, Vice President for Mission*

**WORK SCHEDULE:** This full-time position typically works Monday–Friday, an average of 40 hours each week between August 1<sup>st</sup> and July 1<sup>st</sup> each year. Includes some evenings and occasional weekends. Works closely with the VP for Mission.

### **POSITION PURPOSE:**

With a primary focus on the Spiritual Exercises and Ignatian ways of proceeding in Jesuit education, rooted in our Catholic identity and inclusive of our diverse community, the Director accompanies adult constituents along their path as Ignatian practitioners and educators. The Director, having already made the Spiritual Exercises of St. Ignatius, plans and facilitates adult spirituality programs and ongoing Ignatian formation for faculty, staff, current and past parents, and alumni.

Reporting to and collaborating closely with the Vice President for Mission, the Director leads events and activities that invite and encourage ongoing spiritual formation and offer a consistent message throughout the Loyola community.

### **Essential Functions**

Incumbent works full-time in the Mission Department, specifically, in the Office for Ignatian Formation and Adult Spirituality, whose primary aim is to accompany adults in the community in the ways they embrace and practice the Catholic identity, Ignatian heritage / spirituality, and Jesuit mission of Loyola High School.

The specific accountabilities of the Director of the Ignatian Formation and Adult Spirituality include (but are not limited to):

- a. Active daily presence on campus and availability (hospitable and intentional sense of initiative and invitation) to the entire adult community of Loyola High School.
- b. Coordinate the 19th Annotated Retreat (a form of the *Spiritual Exercises* done during a person's everyday life). This is offered to all faculty and staff members. It is also made available to Board members, parents and alumni when possible.
- c. Offer and provide spiritual direction to any and all faculty/staff members, parents and alumni, channeling those persons who are open and ready into a full experience of *The Spiritual Exercises*.
- d. Coordinate and facilitate Faculty/Staff opportunities for recollection and prayer throughout the school year, the ongoing Ignatian Educator Formation program, and the annual Faculty/Staff Retreat, as well as retreats/days of reflection for specific departments or affinity groups.
- e. Coordinate and recruit participants for the optional/invitational faculty retreats/formation days such as the LA Religious Ed Congress, the Jesuits West Province Programs & Summer Retreats. Search out and implement new opportunities in concert with VP.
- f. Coordinate and host Ignatian Evenings for parents, alumni, faculty and staff members. The purpose of these evenings is to educate the community in the Ignatian tradition of Jesuit schools.

- g. Coordinate and host Ignatian Conversations once a month (4:30-7:00 p.m. on 2<sup>nd</sup> Wednesdays) for board members, parents, alumni, faculty and staff members.
- h. Collaborate with the Assistant Principal in charge of Faculty PLC's to reserve specific weeks during the year to offer programming such as the Busy Person's Retreat or other programs mentioned below.
- i. Coordinate Faculty/Staff, parent and alumni prayer and reflection groups, particularly during Advent and Lent and as follow-up opportunities to colloquia, symposia, or based upon special interests (*Challenge/Desafio; Meeting Christ in Prayer; The First Spiritual Exercises*, etc.).
- j. Plan and coordinate Faculty Masses, which typically precede faculty meetings or the beginning/ending of the school year, on retreat, or special occasions, and as requested.
- k. Coordinate the Mother's Guild morning of recollection (Advent), the Mother's Guild Spring Retreat Day, and the Dad's Club Day of Prayer.
- l. Introduce/sustain intentional Ignatian "ways of proceeding" in the school culture. For example, coordinating the daily Examen in Advent and Lent, focusing the articulation of retreat programs with attention to Ignatian principles, and encouraging participation in Jesuits West Province or Jesuit Schools Network sponsored programs.
- m. Support the work of the Vice President's Spirituality Council (led by the VP for Mission) that will use feedback from the recent Provincial's Sponsorship Self-Study, Visit and Report to support and enhance the spiritual health of Loyola's community and address how to better serve faculty and staff (and thereby our students) with regard to spiritual formation that advances Loyola's mission as a Jesuit school.
- n. In collaboration with the Assistant Principal for Student Life, support the staff of each ministry office in their spiritual journey, toward further inclusion, empowerment of students and faculty in their spiritual work, and development of leadership teams to sustain present programs as well as introduce/create new programs. That is, minister to the ministers.
- o. Participate in programs coordinated by Campus Ministry and Community Service, such as serving as a leader for retreats, service reflection groups, and urban plunges – stay attuned to and participate in Loyola's mission of inspiring young men for a life of faith, scholarship, service and leadership.
- p. Attend weekly Mission Department Meetings, Administrative Staff meetings, etc.
- q. Assess and evaluate all programming on a regular basis to determine effectiveness of offerings. Engage in ongoing reflection and discernment so as to best serve adults' needs and desires for formation and direction.
- r. Bring new ideas and fresh approach(es) to serving the spiritual well-being and Ignatian Catholic identity of Loyola High School.
- s. Open to serve on behalf of Loyola when asked by the provincial's assistant for secondary education to aid with province wide programs in faith formation.
- t. Assists VP with providing leadership, direction and supervision to the Office Coordinator who supports the Mission Department with all administrative duties.
- u. Other tasks as assigned by the Vice President for Mission.

**Education, Specific Knowledge, Skills and Abilities:**

- Bachelor Degree and 5-7 years' experience in adult ministry or equivalent combination of education and work experience.
- Ideal candidate will have made the *Spiritual Exercises of St. Ignatius*.

- Certificate in Spiritual Direction and/or Masters in Spirituality or relevant field, a plus.
  - Possess calming demeanor, high degree of confidentiality, be well organized, practice sound judgment, and demonstrate ability to multi-task with projects of varying degrees of priority.
  - Fresh perspective, willingness to try new things, innovative thinking, personal initiative, and action-oriented follow-through.
- 

**Application Process:**

Candidates should apply using Loyola's electronic application found on our website at <https://www.loyolahs.edu/current-openings/>. Candidates are expected to upload an updated resume and cover letter at the completion of the eApplication. Applications will be accepted until position is filled.

Loyola High School is proud to be an equal employment opportunity employer.