



DIRECTOR OF THE CENTER FOR SPIRITUAL DIRECTION (PART-TIME)

Department: Seminary

Reports To: Dean of Faculty

Position Summary: The Director of the C. John Weborg Center for Spiritual Direction (CSD) works with the Dean of the Faculty and the faculty to advance the mission of North Park Theological Seminary including the commitment to diversity, equity and inclusion through the Center for Spiritual Direction.

Essential Responsibilities:

1. Certificate in Spiritual Direction
 - a. CSD Courses: Leadership of all five courses in the certificate
Lead professor for the summer intensive courses 7501, 7503 and 7505
Support and oversight for adjuncts teaching 7502 and 7504 on-line
 - b. Prepared to work 60+ hours each of the two summer intensive weeks in July (14 days total) overseeing all aspects of the intensives including personnel and instructional materials.
 - c. Work closely with the Seminary Admissions team to publicize the CSD, including intentional focus on people of color, and co-lead the annual admissions committee meeting.
 - d. Maintain strong connections to the Seminary Administrative Manager for issues such as: student registrations and payments, creation of certificates, room reservations and all networking with the NPU community.
2. Center for Spiritual Direction: The CSD includes many components in addition to the Certificate program.
 - a. Create and Manage the annual budget for CSD
 - b. Oversee the Lois and John Weborg Fund
 - c. Maintain the L. Grace Nelson library
 - d. Supervise the spiritual directors who regularly use the four seminary spaces to see NPTS students, local pastors, and Chicago area directees.
 - e. Offer bi-annually the one-week Supervision Workshop for seasoned directors

- f. Offer continuing education events through “Thriving Spiritually”
 - g. Lead pilgrimage
 - h. Update the list of trained supervisors for 7504
 - i. Maintain relationship with Center graduates
 - j. Performs other related duties as assigned.
3. Administrative Leadership of CSD
- a. Coordinate with the SPFM team at NPTS
 - b. Attend periodic faculty/staff meetings
 - c. Connect with the Association of Covenant Spiritual Directors ACSD and spiritual direction leadership in each conference
 - d. Field requests from the public for information and resources and directors
 - e. Attend networking meetings such as Spiritual Directors International SDI
 - f. Strong relationship building skills both internally and externally
 - g. Practice regular review and revision of CSD courses
 - h. Oversee new initiatives to enhance CSD programming mindful of new areas of practice in the field
 - i. Ensure the correct use of electronic tools and platforms at NPTS

Essential Qualifications:

- 1. Masters level in a field of Christian Spirituality/Ministry
- 2. Trained as a spiritual director with 10 years of experience
- 3. Trained as a supervisor with 5 years of experience
- 4. Administration training experience
- 5. Effective communicator both orally and written
- 6. Faithful personal practice of monthly spiritual direction and regular peer supervision.

Effective Date: February 2020

NOTE: Nothing in this job description restricts the supervisor's right to assign or reassign duties and responsibilities to this job at any time.