



JOB DESCRIPTION St. Anthony Shrine

Job Title: Instructor, Spiritual Direction Training Program

Department: Spiritual Direction

Reports to: Director, Spiritual Direction Training Program

Location: St. Anthony Shrine
100 Arch Street
Boston, MA 02110

FLSA Status: Part-Time, Non-exempt

Prepared Date: April 24, 2025

Approved by: Fr. Tom Conway, OFM

INTRODUCTION

St. Anthony Shrine is a *prophetic Franciscan Catholic community welcoming all people through prayer and outreach*. It is the responsibility of the **Instructor, Spiritual Direction Training Program**, to work in accordance with this Mission.

St. Anthony Shrine, the “Church on Arch Street” is a center for Roman Catholic ministries in Boston, MA, staffed by the Franciscan friars of Our Lady of Guadalupe Province. The central focus of the Shrine’s ministry has remained constant for over 75 years: providing a convenient and prayerful setting for people desiring to praise and worship our God; currently through 21 Masses per week, as well as an extensive schedule for the Sacrament of Reconciliation and a variety of outreach ministries.

All are welcome. St. Anthony Shrine serves a diverse population in both corporal and spiritual ministries.

SUMMARY OF POSITION

Instructors in the Spiritual Direction Training Program (“SDTP”) are responsible for providing instruction and mentorship to adults in training to become spiritual directors. Teachers serve as part of a team, and are expected to collaboratively join in the work of class planning and curriculum revision. Additionally, teachers review student work, post on Google Classroom, and effectively use best practices for on-line/hybrid teaching.

Note: In your materials please include details about your experiences of giving and receiving supervision in spiritual direction, including any formal training you have in the supervision of spiritual directors.

PRIMARY DUTIES AND AREAS OF RESPONSIBILITY

1. With other teaching team members, interview potential candidates and participate in admissions decisions.
2. Collaborate with colleagues to review and revise curriculum as needed, and plan Saturday teaching days.
3. Prepare materials, teach and facilitate during Saturday classes on Zoom.
4. Effectively use Zoom, Google Classroom and other technology to create a vibrant learning environment and supports that meet the needs of adults across the spectrum of learning styles.
5. With teaching team members, plan in-person instructional weekends/retreats for each cohort in session.
6. Support student learning through written and verbal feedback and through providing supervision of student practicum sessions.

REQUIRED QUALIFICATIONS

1. Have a minimum of 5 years experience in providing spiritual direction to multiple directees
2. Currently be in supervision for spiritual direction
3. Enjoy working collaboratively with a team
4. Be tech savvy with email and video conference capabilities
5. Be comfortable working on Zoom
6. Be able to engage students interactively on Zoom
7. Be comfortable working with Google Classroom.

ADDITIONAL RESPONSIBILITIES

In addition to the tasks outlined above, it is a requirement of the **Instructor, SDTP** to:

1. Work cooperatively with all other departments of the Shrine in order to enhance the Shrine's public image, raise the Shrine's public profile and encourage donor and volunteer engagement.
2. Contribute to fostering a culture of philanthropy at the Shrine.
3. Work in a collegial manner with employees and friars, in a manner that is consistent with our Franciscan Values in the Workplace, which are: service, humility, peacemaking, contemplation and collegiality.

ADDITIONAL REQUIREMENTS

1. Able to sit at a computer for extended periods of time.
2. Able to work weekends (Saturdays) as needed.
3. Work well with a diverse group of people and be an effective communicator.
4. Be punctual and able to meet deadlines.
5. Maintain confidentiality.
6. Be flexible and demonstrate sound work ethics.
7. Be respectful, honest, trustworthy and possess cultural awareness/sensitivity.

EDUCATION AND/OR EXPERIENCE

1. Minimum 5 years of experience as a Spiritual Director.
2. Must have completed a course in supervision or have significant experience in supervision.
3. Must have experience teaching.

PHYSICAL DEMANDS

The Instructor, SDTP will spend time sitting in front of a computer, on videoconference, doing repeated tasks.

WORK ENVIRONMENT

Hybrid: Mostly remote (Work from Home), with occasional travel required up to four times yearly for in-person retreats that take place within two hours of Boston, MA.

HOURS

1-2 Saturdays per month for online classes (9am - 4pm), plus an average of 3 to 5 hours per week for class prep, student mentoring, and teaching team meetings. Approximately 22-28 per month.

WAGES

\$40 per hour