



ROLE DESCRIPTION

Spiritual Life Director

April 2017

OVERALL FUNCTION

As a member of the Community Leadership Team the Spiritual Life Director shares responsibility for the overall growth and direction of L'Arche Portland. The Spiritual Life Director promotes L'Arche spirituality throughout the community, oversees daily life formation, and provides pastoral outreach based on L'Arche values to the wider Portland metro area.

KEY RESPONSIBILITIES –

SPIRITUAL & PRAYER LIFE

- Support the planning of monthly Community Nights and Prayer Nights, including Taize Prayer.
- Identify and introduce potential Spiritual Accompaniers to Assistants and Core Members. Provide spiritual direction to daily life members who seek support directly from the Spiritual Life Director.
- Provide resources that support L'Arche spirituality and enrich the prayer life of both individuals and people sharing life together in homes.

DAILY LIFE FORMATION

- Lead orientation of new Assistants and Core Members in their understanding of L'Arche spirituality.
- Coordinate weekly formation program that supports all Assistants in their individual and collective journey and exploration of sharing life in L'Arche
- Coordinate and facilitate annual Daily Life Retreat for our daily life members.
- Support the planning of Team Retreats.

PASTORAL OUTREACH

- Coordinate and facilitate L'Arche Retreats for the wider Portland community on L'Arche values and spirituality.
- Create and coordinate formation opportunities for extended community members.
- Provide inclusion formations for faith communities on welcoming and fully including people with intellectual disabilities.
- L'Arche Presents: Speak to groups, including faith communities and school/universities, about the values of L'Arche. Create talking points and themes that can be shared by others.
- Cultivate relationships with faith communities and people of faith throughout the Portland area, and create opportunities for interfaith dialogue based on L'Arche values.
- Participate in and lead formations and retreats for L'Arche USA & International.

REQUIREMENTS FOR THE ROLE

- Relevant education/training in spirituality
- Embraces the mission and values of L'Arche; previous L'Arche experience preferred
- Experience leading retreats and providing spiritual accompaniment
- Good management and organizational skills
- Strong interpersonal, oral and written communication skills
- Ability to work both independently and collaboratively, while providing guidance to others
- Good boundaries, self-awareness and stress management
- Ability to maintain confidentiality
- Pass criminal background check
- Drivers license

HOURS: 20 hours/week

HOURLY WAGE: Based on qualifications and experience

PREFERRED START DATE: Summer

HOW TO APPLY:

- Required materials:
 - Cover letter
 - Resume
- Submit materials to:
 - Andrew Noethe, Executive Director
 - andy@larche-portland.org
- Emailed questions and inquiries about the position are also welcomed
- Qualified candidates will be invited to interview as soon as we receive application materials. The role will be filled when as we identify the right candidate.