

The Religious Formation Ministry Programme, Loreto House, Dublin, is a one year course offered by the Association of Leaders of Missionaries and Religious of Ireland (AMRI).

The Programme addresses the task of preparing women and men in a cross-cultural setting for the ministry of leadership and initial/life-long formation in Religious Life, Church and society in the 21st century.

TEAM MEMBER / ASSOCIATE DIRECTOR

JOB DESCRIPTION

JOB PURPOSE

Assist in the running of the Religious Formation Ministry Programme on behalf of AMRI.

DIMENSIONS OF THE POST

- **Work As team**

Team working is fundamental to the role; commitment to working as team – team meetings, supervision, shared reflection, etc.

- **Accompany group**

Recognising the importance of personal presence, with other team members share attendance at lectures, workshops, liturgy, social gatherings etc.

- **Accompany individuals**

Mentoring – regular one-to-one sessions with a section of the group

- **Group work**

Facilitate groups such as:

Pastoral Reflection groups

Liturgy groups

Prayer sharing groups

Participate in Team Participant Process

- **Inputs**

Give inputs to group as appropriate

- **Applications processing**

Communicate with applicants and interviewers

Interview applicants

With team, make decisions about individuals

- **Programme planning**

Advising on developments and possibilities

Review and evaluate Programme

- **General administration**

New Address from September 2024

Clonmore House

St Raphaela's

Upper Kilmacud Road

Stillorgan

Co. Dublin

Tel +35312107921

www.loretohouse.com

Religious Formation Ministry Programme

Loreto House



Share with other team members and support person with responsibility for general administration such as:

- Arranging and monitoring Pastoral Placement
- Checking availability of Counsellors and Spiritual Directors
- Provision of accommodation information
- Selecting groups for group work
- General plant maintenance
- Accounts
- Cleaning
- Catering

The above statements are intended to describe the general nature and level of work being performed by people. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of a team member. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

SKILLS/QUALIFICATIONS:

- Commitment to experiential learning
- An understanding of group processes and skill in facilitating adult groups
- Ability to lead pastoral/theological reflection groups
- Ability to work as a team member – to share responsibility for the programme and for administration
- Experience in counselling and/or spiritual direction
- Some appreciation/understanding of what are the essentials in any formation programme
- Some background in theology, spirituality, scripture, human development processes
- A capacity to relate with people in a cross cultural group – experience of working in another culture desirable
- Experience in programme design, planning and administration desirable

COMMITMENT

The position of team member is a full time position but there can be flexibility to accommodate other activities especially where they enhance work in the programme.

The Programme runs from mid-September to mid-June with a break of approximately two weeks at Christmas and two at Easter. Weekly sessions normally take place from Monday to Friday. Most weekends are free. The director works with the team for two weeks before and after the programme

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dates. The programme this year commences 19th September 2024

During holiday times team members share responsibility for checking house, post, phone etc.

Team members report to the Programme Director.

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