

Religious Formation Ministry Programme

Loreto House



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). It is now in its 42nd year.

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.

DIRECTOR

JOB DESCRIPTION

The director leads a collaborative team in the running of the Religious Formation Ministry Programme on behalf of AMRI.

DIMENSIONS OF THE POST

- **Team Work**

Facilitates the working of the team as team, working on creating and maintaining a shared vision and ethos – through team meetings, supervision, shared reflection, etc.

- **Accompany the group**

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

- **Accompany individuals**

Mentoring – regular one-to-one sessions with some of the participants

- **Group work**

Facilitates groups such as:

Pastoral Reflection groups

Liturgy groups

Prayer sharing groups

Participates in Team Participant Process

- **Inputs**

Gives inputs to group as appropriate

- **Applications processing**

Takes overall responsibility for

Communicating with applicants and their leaders

Interviewing or arranging interviews for applicants

With team, making decisions about accepting individuals

- **Programme planning**

Plans the programme and arranges the timetable

Keeps abreast of current developments in relevant areas

With the team, reviews and evaluates the Programme systematically

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- **Communication**

Is responsible for communication with AMRI* and with outside bodies, such as Lecturers and presenters and course venue.
Promoting and Advertising the Programme locally and internationally.

- **General administration**

Is responsible for the general administration which is delegated in areas such as:
Arranging and monitoring Pastoral Placement
Checking availability of Counsellors and Spiritual Directors
Selecting groups for group work
Provision of accommodation information
General plant maintenance
Cleaning
Accounts
Catering

This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform that may be required either now or in the future.

SKILLS/QUALIFICATIONS:

- Ability to work as a team leader, sharing and delegating responsibility for the programme and for administration
- Commitment to experiential learning
- An understanding of group processes and skill in facilitating adult groups
- Ability to lead pastoral/theological reflection groups
- 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, with an appropriate (post grad?) qualification in at least one area
- A capacity to relate with people in a cross cultural group – experience of working in another culture highly desirable
- Experience in programme design, planning and administration

COMMITMENT

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The position of director 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 the last week of August to the first week of 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 dates.

In September 2024 the Course will move location to Stillorgan/Kilmacud.

****AMRI appoints a sub-committee for RFMP to which the director reports on a regular basis and which acts as a support for the director and team in the running of the programme.***

The director, as AMRI employee, reports to the AMRI Secretary General.