

**Position Posting**  
**Pastoral Associate, Ignatian Spirituality and Faith Formation**  
**Church of St. Ignatius Loyola, New York NY**

The Church of St. Ignatius Loyola in New York NY, is looking for a professional Pastoral Associate who will organize and direct the programs and ministries of the parish that relate to Ignatian Spirituality and Faith Formation.

The Church of St. Ignatius Loyola is a large urban Jesuit Catholic parish of the Archdiocese of New York that is home to more than 8,000 parishioners and 34 active ministries dedicated to prayer, community-building, and social justice. Located between Central Park and Park Avenue on Manhattan's Upper East Side, the church attracts a diverse mix of New Yorkers and families from across the tri-state metropolitan area. Since its founding in 1851 and the transfer of its administration to Jesuits in 1866, the Church of St. Ignatius Loyola has grown into a highly active, multicultural symbol of unity and leadership to evolve, expand and meet the challenges and spiritual needs of a rapidly changing world.

**Position Summary**

Organizes and directs the programs and ministries of the parish that relate to Ignatian Spirituality and faith formation. Liaises the leadership of those ministries of the parish that promote Ignatian Spirituality. Develops and implements faith formation programming, including retreats, for the different constituencies of the parish. Provides spiritual direction, as needed. Collaborates with the spiritual directors of the parish and provides or directs them to resources for their continuing education. Collaborates with the other pastoral associates of the parish and leaders of parish ministries to promote the mission and apostolic priorities of the parish. Liaises with the USA EAST Province Office of Ignatian Spirituality.

**Essential Functions**

- **Ignatian Spirituality**

Develops and coordinates new and on-going programs that are focused on Ignatian Spirituality. Creates and manages a schedule of regular presentations/lectures on Ignatian Spirituality. Develops, organizes, and supervises workshops on Ignatian Spirituality. Supports and collaborates with the leadership of *Meeting Christ In Prayer* and *Holy Listening* ministries.

Engages in spiritual direction. Identifies new spiritual directors. Meets on a regular basis with those who offer spiritual direction at the parish. Identifies continuing education programs to spiritual directors of the parish.

Promotes and facilitates collaboration with the parish staff and the ministries of the parish.

Liases with the USA East Province Office of Ignatian Spirituality in the development and enhancement of opportunities for parishioners to experience and learn about Ignatian Spirituality on an on-going basis.

- **Faith Formation**

Develops a comprehensive program that captures and expands the current faith formation activities of the parish for adults, youth, and families.

Works with and supports the leadership of *Lay Ministers' Enrichment* and *Family* ministries in their programming. Develops a faith formation program for the parish staff. Offers guidance in faith formation programming to the ministries of *LGBT Catholics & Friends*, the *Parish Women's Faith Group*, and *Ignatian Social Justice*.

Offers guidance to Saint Ignatius Loyola School and the IREP on how to integrate Ignatian Spirituality and faith formation into their curriculums.

- **Retreats**

Develops, organizes, and supervises a schedule of parish retreats, both at the parish and at retreat centers, that are tailored to the different populations of the parish community.

Supports and offers guidance to the retreats coordinated by *LGBT Catholics & Friends* and *IREP*.

### **Essential Skills**

- Demonstrates strong interpersonal skills
- Excellent oral, written, and graphic communication skills
- Proven experience in program development and effective implementation
- Administrative skills, including budgeting, recruiting, and organizing
- Strong background in Catholic theology
- Ability to mentor people of all ages in their faith formation
- Openness to share one's personal journey of faith to others
- Mastery of technology skills to create documents and presentations
- Demonstrated ability to adapt personal skills to a new environment
- Self-motivated with the ability to work in a multi-task environment
- Team player

### **Qualifications**

- Degree in theology, divinity, or pastoral ministry from a Catholic college or university  
Preference will be given to candidates with an academic degree or certificate from a Jesuit institution or with experience and knowledge of Ignatian Spirituality

- A strong Catholic faith commitment and a willingness to communicate it with joy
- Experience (minimum of 5 years) with spiritual direction and programs of faith formation at a Catholic parish or Catholic retreat center.

### **Working Conditions**

- Weekdays, some evenings and weekends as required

### **Reporting**

- This position reports directly to the Pastor.

### **How to Apply**

Please send (either electronically or by hard copy) a copy of your resume and a letter that elaborates on your qualifications for the position and why you have an interest in it to Dennis J. Yesalonia, SJ, Pastor, Church of St. Ignatius Loyola, 980 Park Avenue, New York, New York 10028. [yesaloniad@saintignatiusloyola.org](mailto:yesaloniad@saintignatiusloyola.org)