

**Guild for Spiritual Guidance
Consultant Position
Apprentice Program Interim Director**

The **Guild for Spiritual Guidance (GSG)**, a New York (501)(c)(3) not-for-profit corporation, provides two programs—the **Apprentice Program** and the **Graduate Program**. In its 30+ year history, the Apprentice Program has remained true to its roots as a two-year spiritual formation certificate program. It is designed to prepare participants within a contemplative, interfaith community for a ministry of assisting others, both formally and informally, to discern the presence of Spirit in their lives within the context of contemporary society. The Founders and former staff of the Guild represent many of the leading contemplatives and spiritual guides of the United States. The Interim Director, Apprentice Program will be taking his/her place within this esteemed lineage.

The Apprentice Program includes the study of three strands: Teilhard de Chardin, Carl Jung, and the Mystics (primarily from the Judeo-Christian tradition), as well as skill-building activities (e.g., “Holy Listening”) to enhance this ministry. Integral to the entire GSG experience is the community created by shared study and open exchange of each other’s personal experiences and spiritual journeys within a loving environment. There have been 285 participants (seventeen classes) who have graduated from the Apprentice Program and become members of The Guild for Spiritual Guidance Graduate Program, two full-community themed retreats per year based on the three strands, as well as ongoing community sharing.

Responsibilities:

The person selected to fill this position will work collaboratively in a team with the Steering Committee (aka the Board of Directors), the Interim Administrator and the Director of the Graduate Program but with wide individual latitude to:

- 1) Review and design program curriculum and apprentice experiences including the creation of a written syllabus and program design
- 2) Support the successful recruitment and retention of at least 25 participants for the program including the cultivation and relationship development of referral sources
- 3) Assist in recruiting and selecting new staff for the program
- 4) Guide and facilitate the transformational learning and development of the Apprentices
- 5) Work with program staff to insure the three strands are being referenced and related to one another in presentations and apprentice experiences
- 6) Complete fiscal, record keeping, reporting and logistical tasks necessary for the program
- 7) Complete other work tasks that may be requested as well

Additional information to the above overview:

The Interim Director will:

- ◇ Guide and facilitate the transformational learning and development of the Apprentices; for example, by facilitating/processing all Apprentice meetings

- ◇ Make recommendations regarding program policies and procedures
- ◇ Assist in developing appropriate outreach materials and strategies for the program
- ◇ Network both within and outside GSG to expand Apprentice recruitment and opportunities for Apprentice success as well as find best practices for a program in spiritual guidance
- ◇ Work with Cultivators (presenters of class content) and the Processor to compile and document all materials used and all activities carried out as part of the program activities.
- ◇ Coordinate all program faculty (cultivators and processor).
- ◇ Coordinate training sessions, workshops, and other related events for Apprentices
- ◇ Submit billings from consultants and vendors as procedure indicates.
- ◇ Maintain and manage inventory of all program-related materials.
- ◇ Input information into appropriate databases; prepares information tracking and analysis reports and program status reports.
- ◇ Ensure that all Apprentice files and program files are kept in compliance with GSG and funders' standards.
- ◇ Participate in Apprentice and program evaluative reviews
- ◇ Prepare and ensure the accuracy and timeliness of program & financial reports as well as statistical information for both GSG management and funder use.
- ◇ Satisfactorily perform other duties, as assigned.

Qualifications:

The person selected needs to maintain a deeply contemplative life and practice, possess the spiritual gifts necessary to fulfill this role and its responsibilities, and be capable of spiritual leadership of deep listening to Apprentices and others without imposing his/her own viewpoint. We seek someone trained in the art of spiritual guidance who demonstrates knowledge of the three strands of the Apprenticeship Program at GSG: the Mystics (primarily from the Judeo-Christian tradition), Carl Jung, and Teilhard de Chardin, and who has experience training others in developing skills that form the basis for the ministry of spiritual guidance.

The person we seek needs to be able to demonstrate the administrative skills (with the support of the Interim Administrator) to identify and recruit Apprentices, Cultivators, Processors and Retreat Leaders as well as to cultivate and maintain contact with Apprentice referral sources.

He/She needs to feel comfortable working within a team using a consensus decision making approach as well as utilizing the internet and telephone as communication methods.

The educational requirements are flexible depending upon life experiences and other learning experiences. We are seeking someone who has a strong intellect and respect for and some familiarity with the three strands. It would be beneficial if this person also had training in group facilitation and curriculum development for adults.

Location, Hours and Compensation:

The person selected will work about 10 hours per week, from a home office, with the exception of the 10 monthly, 24 hours Apprenticeship Program retreats; participant and staff selection interviews and Guild Steering Committee Meetings. The minimum salary is \$10,000 per year.

SUBMISSION PROCESS: Applicants are invited to email: (1) A letter proposal outlining their qualifications; (2) A current resume; and (3) Three professional references to: Alice DeNormandie, Co-Chair, Search Committee at ADeNormand@aol.com. Deadline for applications is June 15th, 2010.

INTERVIEWS will be held at the end of June with an anticipated start date of September 2010.