

Job Description of Director of Sacred Heart Retreat Center

Type of Employment:

Full-time position

Type of Work:

Managerial

Mission of the Facility:

To provide a place of meeting to support the ministries of the Diocese of Gallup
To create an environment of respite, conducive to encounter God,
particularly in the beauty of his creation.

Responsibilities:

1. Management of the property (15 acres) and 10 buildings of Sacred Heart Retreat Center and its utilization.
2. Hiring of persons for the part-time position of housekeeper and maintenance I coordination with the Chancery; directs and supervises their work and signs their work time sheet weekly.
3. Schedules various retreats, educational events and spiritual gatherings at the Retreat Center, takes reservations, receives payments, coordinates payment for retreat facilitators and contracted services, manages invoices and receipts.
5. The groups who meet regularly at the Retreat Center include:
 - ! Deacon & Lay Ministry Formation – usually 3rd weekend of the month, Friday through Sunday. They need classroom(s), bedrooms, chapel and meals.
 - ! Clergy Conference Days – Tekakwitha Hall, as scheduled by Bishop or Committee. Bishop's secretary co-ordinates for snacks and lunch.
 - ! Deacon Candidate Christmas party – Saturday of December 3rd weekend
 - ! Bishop's Christmas party for Chancery staff – last day before break
 - ! Wednesdays of Lent, 6 pm, Stations for Survivors of Abuse with Bishop Wall
 - ! Wednesdays of Advent, 6 pm, Rosary for in reparation for those harmed by sexual abuse
 - ! Spiritual Directors' Peer Group – first Monday of the month, 1:30 pm
 - ! Sisters' Council – 3 Saturdays/yr, usually Jan-May-Sept-10 am-3 pm.
6. After groups leave Director checks all bedrooms, dining room, kitchen, classrooms to see that windows are closed, fans and appliances are turned off, thermostats are turned down, food is stored properly.
7. Assist housekeeper (or volunteers) with cooking for certain events sponsored directly by the Diocese (such as the Formation weekend) to include plans, menus and purchase of groceries for these events and preparation.

8. Support non-spiritual events, i.e., professional development conferences are held in our Conference Halls (usually 8 am-5 pm), to provide access and hospitality; assist with meals, usually by caterers, pot-luck or going out.
9. Maintain physical security and safety in coordination with employees and contracted services in all seasons.
9. Attend to the care of items for Mass and the Chapel, i.e., laundering linens as needed, ordering hosts, wine, sanctuary lamps, candles, etc., watering the plants.
10. Purchase or order needed housekeeping supplies, and other maintenance items in coordination with the Finance Department of the Diocese.
11. Director lives on campus and feeds the cat am and pm.
12. Promote the utilization of the Center in both the church and secular communities to help provide financial support for the maintenance and repair of the facility by using all available means to include printed materials, mailings and electronic media.
14. Other duties as necessary to accomplish the mission of the center working in close communication with the Bishop and his staff.

Requirements

Working experience and training in Spiritual Direction and/or retreat facilitation
Ability to handle moderately heavy equipment and supplies
Knowledge of building maintenance
Ability to manage clerical activity and simple book-keeping.
Facile with computer and modern communication equipment
Experience as a supervisor

Supervision:

Works directly under the Chancellor of the Diocese of Gallup and indirectly with the Bishop

Schedule of Work:

Irregular schedule based on the needs of the Center and the scheduled activity
Frequently required for weekend events.

Salary and Benefits:

Negotiable but, at a minimum, would include a salary plus:
Lodging at the Center with utilities
Personal Time Off & Vacation time per Diocese policies.

