



Director of Companions on the Inner Way

Position Description

ABOUT COMPANIONS ON THE INNER WAY

Companions on the Inner Way is a multi-day retreat offered twice a year to provide a deep opportunity for body-mind-spirit integration. Each retreat is built around a focused retreat topic presented by a respected leader in the field, small groups engaged in *lectio divina* prayer, worship, art and body work to integrate what is being presented, and ample sabbath time to reflect and rest. Companions began in the early 1980's as an outreach program of San Francisco Theological Seminary for people to address their personal spiritual growth. In 2004 became a ministry of Seventh Avenue Presbyterian Church, San Francisco.

POSITION CHARACTERISTICS

The year-round Director position ranges from part-time to full-time, averaging approximately 12 hours per week overall. Depending on need, the position becomes full time in the weeks leading up to and during the two retreat weeks (early March in Southern California; early August at Lake Tahoe), then becomes part time to varying degrees in between. The Director meets regularly with core staff and coordinates with extended staff and volunteers for particular retreats. The Director meets monthly with the pastor of Seventh Avenue Presbyterian Church, quarterly with the Session (governing body) of SAPC and meets several times a year with Companions Advisory Board. The new Director will spearhead Companions moving forward to the future with imagination and love to create the invitation to the next generation of Companion attendees.

POSITION RESPONSIBILITIES

Retreats

Event Planning: Work with the core staff to develop the detailed plans for each retreat. Organize and coordinate registration, staffing, and materials, and have the ability to use Google Drive to facilitate planning.

Communication: Promote retreats via individual contact and multimedia. Needed skills include: ability to create and send campaigns via MailChimp, ability to update website (using a simple user interface), familiarity with social media platforms such as Facebook and Instagram.

Event Direction: Be present at each retreat to welcome and register participants, supervise the retreat, coordinate staff, and manage facility issues and arrangements.

Between Events: Evaluate each retreat, provide for acknowledgments of volunteer assistance, financial donations, and other contributions to the retreats, meet with the core staff monthly for evaluation, future planning, discussion of topics and presenters for future retreats, and community building. Meet with the advisory board for long range planning; secure presenters and retreat facilities for 1-3 years in advance.

Strategic Planning

Review current Companions program and format. Reimagine programming and format to create an invitation to the next generation of Companion attendees.

Finances

The Director will be the steward for the financial health of Companions. This will include creating and maintaining the budget with Advisory Board and Companions Treasurer for the entire program, seek grants and donations, provide scholarships as needed, provide financial oversight and reports with the Companions Treasurer and SAPC Bookkeeper.

QUALIFICATIONS

Experience attending, leading retreats and contemplative practices, an in-depth awareness of the contemplative nature and perspective of Companions on the Inner Way retreats; strong organizational, administrative and IT skills; experience with new program development and promotion, ideally, residential location in the greater San Francisco Bay Area to facilitate presence in the offices of Seventh Avenue Presbyterian Church.

START DATE

The position will start in the summer of 2022 with the new Director shadowing the current Director in the last stages of planning the August 2022 retreat and in conducting that retreat. The current Director will be paid through the end of the year as training continues and materials are transferred. As of year-end 2022, the position will be fully handed over to the new Director.

COMPENSATION

The following includes required employer contributions, FICA/Medicare, and benefits offered by Companions, *CA Disability/Family Leave and *Health Insurance Benefit.

Base salary	\$16,200.00
FICA 6.2%	\$ 1,004.00
Medicare 1.45%	\$ 235.00
*EDD/FL 1.1%	\$ 178.00
*Health Benefit	<u>\$ 2,400.00</u>
Total	\$20,017.00

APPLICATION PROCESS

Send a letter of interest that speaks to your awareness of the nature of Companions, your vision of what it is and may be, and the nature of your sense of invitation to be the Director of this program. Include a resume of relevant experience.

Applications will be received and considered until July 1, 2022. Applications can be submitted to Gail De Bellis: gdebellis@seventhavenuechurch.org or mailed to Seventh Avenue Presbyterian Church, 1329 Seventh Avenue, San Francisco, CA 94122