

Episcopal House of Prayer Director

The Director reports to the Board of Directors of the Episcopal House of Prayer (EHOP) with the Bishop of the Episcopal Church in Minnesota (ECMN).

The Director provides oversight to the work of the Manager and works collaboratively with the Board of Directors.

Summary

The Director has the primary responsibility for assuring that the Mission and Vision of the EHOP are at the heart of all of its activities. The Director provides guidance for the ministry and teachings of the EHOP in Collegeville and the Twin Cities and other areas of outreach as the need arises. They will provide for programming that advances the EHOP vision to be a contemplative ministry of spiritual transformation in the mystical Wisdom tradition.

The Director serves as the ambassador of the EHOP in the greater community and seeks to expand the ministry and network of supporters.

The Director's work is based in Collegeville with an ancillary office at ECMN.

The Director works with the Manager to provide oversight of administrative/fiscal functions, stewardship of the physical plants, and the appropriate use of the facility by other organizations and individuals.

Responsibilities:

1. Programming -- Plan and promote retreats in Collegeville, the Twin Cities and elsewhere as appropriate.
 - a. Design and implement programming that reflect the mission to support individuals and groups seeking wisdom and spiritual transformation.
 - b. Provide for a balance of ecumenical and interfaith programming that serves participants at all stages of their contemplative journey.
 - c. Serve as a consultant with groups requesting assistance as they plan and institute their retreats at the EHOP.
 - d. Coordinate and oversee all EHOP sponsored programs.
 - e. Work with the Manager to assure that the offerings of the EHOP are adequately advertised.
 - f. Assess the results of programs in terms of mission relevance, attendance, and expenses.
2. Speaking/Teaching
 - a. Inspire and provide wonderful teaching to the community of EHOP.
 - b. Actively recruit and cultivate relationships with other teachers.
 - c. Work in partnership with the Contemplative Body of the EHOP to continue the teachings and practices of that community.
 - d. Be a guide to those on the contemplative path.

3. Outreach and Extended Relationships
 - a. Continue to develop the EHOP community beyond the current constituency.
 - b. Seek new outreach opportunities and new ways of attracting spiritual seekers to the contemplative path.
 - c. Cultivate the visibility and understanding of EHOP in ECMN.
 - d. Provide pastoral counseling to EHOP retreat participants as needed.
 - e. Develop the e-newsletter & website offerings.
 - f. Work in conjunction with the Board to promote the EHOP on social media.

4. Board of Directors
 - a. Work in collaboration with the Board of Directors for the ongoing mission and vision of the EHOP
 - b. Inform the Board of Directors of the current progress and life of EHOP.
 - c. Work with the Board of Directors to identify prospective new Board members.
 - d. Offer leadership in Board of Directors functions.
 - e. Work with the Board on fundraising and grant opportunities.

5. Oversight of the Manager
 - a. Supervise the work of the EHOP Manager.
 - b. Assure mission-aligned use of EHOP as a rental meeting space.
 - c. With the Executive committee, take part in the Manager's annual performance review.

6. Fiscal Resources
 - a. Work with the Board to build and maintain relationships with donors and granting organizations.
 - b. Discern and explore prospective sources of support.
 - c. Participate in budget discussions and fundraising initiatives.

7. Oversight of the Building and Grounds.
 - a. Work with the Manager & B&G to provide a welcoming physical environment in Collegeville.
 - b. Work with partners in the Twin Cities to identify spaces for programming/contemplative sits