

## **Title: Vocation Director**

### **Mission of the Alexian Brothers**

#### **Alexian Brothers – United States Province**

#### **The Alexian Brothers are in search of a full-time Vocation Director.**

Guided by the powerful motto, “*Caritas Christi urget nos*” (*The love of Christ compels us*), the **Alexian Brothers** are a Catholic lay religious order with a centuries-long tradition of compassionate service.

Founded in the early 1300s in Aachen, Germany, the Brothers trace their roots to the Beghards, laymen dedicated to caring for the sick and poor. During the Black Death, they courageously served the afflicted and ensured dignified burials when many turned away. Originally called the “Cellites,” they later embraced the name of **St. Alexius**, adopted the **Rule of St. Augustine** in 1469, and were formally recognized by **Pope Sixtus IV in 1472**.

Today, the Alexian Brothers remain faithful to their mission, echoing Christ’s words in *Matthew 25:40*:

*“Whatever you do for the least of my brothers, you do for me.”*

In ministries across the United States, the Brothers feed the hungry, care for the sick and dying, support the incarcerated and those returning from prison, and walk with the vulnerable and forgotten.

### **GENERAL SUMMARY**

This full-time position supports vocation ministry with the Alexian Brothers. Key responsibilities include vocation promotion, vocation discernment, maintaining detailed records of inquirers and discerners, managing the application process, and preparing reports on vocation trends.

Additionally, the role emphasizes upholding personal and spiritual integrity of the Alexian Brothers by authentically representing the community’s values, mission, and charism, while adhering to the standards of the Catholic Church regarding vocation discernment and safeguarding.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

This role combines accompaniment, vocation discernment, administration, and outreach. Below is a structured outline of the key responsibilities:

#### **Promotion of Vocations**

- Develop and implement a strategy for promoting vocations through events, parish visits, media campaigns, and school outreach.
- Represent the community at vocation fairs, youth events, and conferences.
- Maintain and update vocation materials, including brochures, videos, and the community website.
- Stay well-versed in various aspects of social media.

## **Discernment and Accompaniment**

- Respond promptly and pastorally to inquiries about vocations.
- Provide guidance and mentoring for individuals discerning their vocation.
- Facilitate discernment retreats and “come and see” experiences.
- Conduct initial interviews and screenings to assess suitability.

## **Collaboration and Communication**

- Work closely with the leadership team, including the Provincial and the Formation Team.
- Liaise with diocesan vocation offices, campus ministries, and youth groups.
- Participate in networks for vocation directors, such as the National Religious Vocation Conference (NRVC).

## **Administration and Record-Keeping**

- Maintain accurate records of contacts, applicants, and their vocation discernment.
- Coordinate the application processes, including forms, background checks, and references.
- Prepare reports for leadership on vocation ministry.

## **Formation Oversight (Initial Stages)**

- The Inquiry Phase lasts 3 to 12 months and is managed by the Vocation Director. This is followed by a 3 to 6 month Pre-Application Phase, during which the Vocation Director, along with the Formation Committee, guides candidates through the aspirancy/postulancy phase until they are accepted into formation.
- Collaborate with the Formation Director to ensure a smooth transition into the postulancy program.

## **Personal and Spiritual Integrity**

- Serve as a visible and authentic witness to the Alexian Brothers’ charism, prayer life, and mission.
- Maintain a strong personal prayer life and pursue ongoing formation.
- Uphold the Catholic Church's and Congregation’s standards in vocation discernment and safeguarding.

## **GENERAL**

- Participate with the Alexian Brothers formation team to ensure that the mission, vision, and values of the Alexian Brothers are clearly met
- Support the organizational culture of trust, teamwork and competence in service of the members for the overall success of the NRVC.
- Operate as a consistently professional public representative of the Alexian Brothers at all

events.

- Office hours are from 8:00 AM to 4:00 PM, Monday through Friday. Occasionally, weekend and evening hours may be required. Your flexibility and commitment during these times are greatly appreciated, as they contribute to our collective success.
- Prepare for, attend, assist, and participate in vocation events, with travel expected.

## **EDUCATION**

Undergraduate degree in a related field or related work experience

Master of Arts in Pastoral Studies, Theology, or related field preferred

## **EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES**

- Experience in vocation ministry with general knowledge of vocation promotion and discernment.
- Experience and proficiency in Microsoft Office, website editing, Zoom, and other appropriate office software; ability to learn new technology skills
- Proficiency in digital content strategy
- Communication and collaborative skills; ability to sustain professional relationships
- Ability to create original and professional correspondence; excellent written and verbal skills in English; other language skills an asset
- Highly organized and detail oriented; ability to manage multiple projects simultaneously
- Ability to work independently and productively with minimal supervision
- Professional problem-solving skills and self-control in stressful situations
- Trustworthy, honest, and discreet; practices a high level of confidentiality and integrity
- Demonstrates personal initiative in meeting time schedules
- Consistent access to high-speed internet and reliable cell phone service for off-site job responsibilities, as this position offers the opportunity to work on-site or remotely (if applicable)
- Ability and willingness to accept and respond appropriately to professional evaluation of the position

**Compensation: commensurate with qualifications and experience.**

### **Learn More About the Alexian Brothers**

 Visit us at: [AlexianBrothers.org](https://www.AlexianBrothers.org)

 For more information, contact: [Brotherthomas.klein@alexian.net](mailto:Brotherthomas.klein@alexian.net)

**Brother Tom Klein, CFA**

**600 Alexian**

**Way**

**Elk Grove Village IL 60007**

**847-264-8700**