

SPIRITUAL ADVISOR JOB DESCRIPTION

The Spiritual Advisor provides an important role within the National Council of Catholic Women on its different levels: local affiliation; Deanery, Vicariate or Area; Diocesan; Province and National. At every level, the Spiritual Advisor supports the work of the Council and is to give spiritual advice to the Council Officers and the membership he/she serves, as well as other advice that may be requested by the Council Officers. The title of Spiritual Advisor is given to a person appointed by the local bishop.

The Spiritual Advisor fulfills his/her role in the following ways:

- Regular attendance at Council Meetings,
- Attendance at other events that are sponsored or supported by Council,
- Witness to the work of Council whether at the local, Diocesan, Province or National levels,
- Attendance at Diocesan and Province Conventions,
- Attendance at the National Convention,
- Willingness to work with the women of Council to ensure that the women fulfill the mission statement of the National Council of Catholic Women: **the National Council of Catholic Women acts through its members to support, empower and educate all Catholic women in spirituality, leadership and service. NCCW programs respond with Gospel values to the needs of the Church and society in the modern world,**
- The offering of a day of recollection, or some spiritual event for the women each year to engage them in spiritual growth,
- To provide a spiritual presence at all gatherings of the women of Council ensuring that all meetings begin and end with prayer, and that the Council never loses sight of the spiritual dimension of the NCCW,
- Inform Council on matters of importance and updates on special events occurring in the local diocese,
- Represent the (arch) bishop to the women of Council.

Through the fulfilling of his/her role, the Spiritual Advisor becomes an important and necessary asset to the women of Council. His/her presence is instrumental to NCCW so that the work of Council will continue.

The Spiritual Advisor Directory gives the names and contact information for all Spiritual Advisors on the different levels in the National Council of Catholic Women: local affiliation; Deanery, Vicariate or Area; Diocesan; Province and National. This enables communication to be maintained between the Chair of Spiritual Advisors and the Spiritual Advisors, as well as communication between the Spiritual Advisors, and between the Spiritual Advisors and the membership. **The Spiritual Advisor may opt out of sharing his/her contact information for the Directory; however, it is encouraged to send contact information to the Chair of Spiritual Advisors so that he/she may stay informed with communications from the National level.**

Each year at the NCCW Convention, there is a Spiritual Advisors' meeting at which various matters come up for presentation/discussion. There can be items that require a vote, and voting takes place at the meetings. Although all Spiritual Advisors present have a voice, only Diocesan and Province Spiritual Advisors have a vote. The rationale: this allows for a greater representation from throughout the United States as there will only be one vote per Diocese and/or Province. **If the Diocesan and/or Province Spiritual Advisor is not able to attend Convention, he/she can designate in writing a Spiritual Advisor to act as his/her delegate at the meeting for any vote. The letter must be signed and given to the Chair of Spiritual Advisors prior to the meeting at Convention.**