

SSVP South Africa - National Spiritual Advisor		
Functional Duties and Responsibilities		
Revision No 4 - January 2023		
Issued for Online Members Usage		
Item #	Management Function	Duty, Responsibility, Instruction or Action
1	<b>Background and Qualities</b>	<b>The SSVP SA National Spiritual Advisor is a priest, permanent deacon, religious or Catholic lay person who undertakes the role and responsibility for the spiritual growth, development and life of the National Council and Central Councils in accordance with the mission and ministry of the Society of Saint Vincent de Paul in South Africa. This document describes the duties and responsibilities at each level of the Society applicable to the role.</b>
1.1	<b>Awareness Workload</b>	Upon being offered the role of Spiritual Advisor for SSVP SA, the potential advisor should make themselves aware of the requirements set out in this document and confirm that they are willing to accept the position based on fulfilling these requirements to the best of their ability
2	<b>Appointments</b>	<b>Recommend/appoint Spiritual Advisors as required in order that SSVP members are imbued by a Christian and Vincentian Spirituality</b>
2.1		Appoint National Spiritual Advisors for SSVP South Africa East and West and meet periodically to discuss and agree the Spiritual Direction that the Society should be led in
2.2		Search for Spiritual Advisors required at all levels of SSVP and recruit those most qualified and suitable for the specific role at each level of the Society
2.3		Emphasise the need for succession plans for Spiritual Advisors throughout SSVP in thought, action and example.
2.4		Meet with the outgoing and incoming National Presidents to discuss the current Spiritual Direction of the Society worldwide and in SA to agree an approach for the incoming national Presidents term of office
2.5		Advise and assist the incoming National President in the choice of new Spiritual Advisors for SSVP SA
3	<b>Spiritual Guidance and Preparation</b>	<b>The Spiritual Advisor's task is that of spiritual animator. The Spiritual Advisor is to help the development of the spiritual life of the members and to enable them to better understand the meaning of charity and its practical application toward those in need.</b>
3.1	Example	Spiritual Advisors play an important role in promoting the work of the Society. They give inspiration and challenge for the adoption of works in keeping with changing times and need.
3.2	Example	Demonstrate a commitment to the call and pursuit of Christian holiness and be a personal witness to growth and development in their own spiritual life.
3.3	Guidance	A knowledge of and commitment to Jesus Christ and the role of the gospels as an integral part of Vincentian spirituality.
3.4	Guidance	A knowledge of the spirituality, values and lives of St. Vincent de Paul, Blessed Frederic Ozanam and St. Louise de Marillac.
3.5	Example	A commitment to the value of lay ministry in the fulfilment of the mission and teachings of the Catholic Church and to the Rule, mission and ministry of the Society.
3.6	Guidance	Plan and execute special prayers and formational sessions, such as days of recollection, prayer services
3.7	Guidance	Obtain, prepare and read - or assign to be read - spiritual reading for each meeting which relates to the mission of the Society.
3.8	Guidance	Lead discussion/reflection after each reading and ensure that all meetings are conducted in a spirit of Christian charity.
3.9	Guidance	Provide resource material for the membership to assist in their personal spiritual development.
4	<b>Leadership</b>	<b>Provide an example of Christian/Catholic Servant Leadership in action to all SSVP members</b>
4.1	Obedience	Adheres to the requirements and actions set out within this document always within a Vincentian and Christian Spirit
4.2	Leadership	The lead role of the National Spiritual Director guides the activities of the Exco and the National Council in Spiritual matters, nurtures and encourages members and office bearers at all levels of the SSVP structure to act in accordance with their roles and responsibilities mindful of our Christian ethos to grow together in a Vincentian Spirit
4.3	Delegation	Delegates required actions to the appropriate office bearers or the appropriate Central Council Spiritual Advisor as and when required to ensure that SSVP and Christian Spirituality is optimised
4.4	Prioritisation	Concentrates service and actions to meet National and Central Council needs and delegates the District Council and Conference Spiritual Guidance to others
4.5	Discernment and Communication	SSVP Servant Leadership requires inclusive listening and the discernment of the sometimes hidden complexities of the issues raised. In SSVP we walk with the poor and each other together wherever and whenever possible. Conflict is managed with Christian empathy and understanding and never to gain the advantage for our personal viewpoints. The democratic collective will of the group is to be adhered to with Christian humility with the Servant Leader only deciding actions that are deadlocked.
4.6	Spiritual	Jesus provided the perfect example of Servant Leadership in the washing of the feet of his Apostles. Jesus then sent his Apostles out to do his work as we are sent today to serve the poor in humility knowing we have God's blessing. Vincentians have a special invitation from God to give expression to the Beatitudes in our lives through works of charity serving in hope for a future that is not here yet. Vincentians align our hope and faith with the development of a personal and group prayer life that allows time to listen to God, hear his wishes and act on them.
5	<b>National and Central Council Management</b>	<b>Provide Spiritual input and support the National Council Members and Office Bearers including:</b>
5.1	Attendance	Attending National Council meetings and/or preparing readings and Spiritual Guidance material for meetings
5.2	Attendance	Attending Central Council meetings and/or preparing readings and Spiritual Guidance material for meetings upon request
5.3	Guidance	Provides Spiritual input into the yearly national planning diary for all levels of SSVP and for the compulsory and recommended activities
5.4	Special Masses	Collaborate with the Central Council Spiritual Advisor in setting up programs for the spiritual development of the Conferences such as days of recollection, prayer services.
5.5	Festivals	Arrange for, in conjunction with the Central Council Spiritual Advisors and officers, retreats, days of recollection, special spiritual study opportunities, the feast of Blessed Frederic (September 9th), Ozanam Sunday, etc.
5.6	Planning Meetings	To help design, plan and execute special prayers and formational sessions, such as days of recollection, prayer services, etc.
6	<b>Training Management</b>	<b>Meet with the National Training Officer periodically</b>
6.1	Planning	Agree the required training modules to be presented in accordance with National Council agreements
6.2	Planning	Ensure that the training Modules content make SSVP members aware of their specific duties and responsibilities as members, office bearers and Spiritual Advisors
6.3	Planning	Organise and ensure that the training Modules content make SSVP members aware of the history of the Society including its Patron St. Vincent de Paul, its founder Alexander Wilmot and the details of the founding of the Society
6.4	Planning	Organize training sessions and materials for Conference Spiritual Advisors.
6.5	Planning	Collaborate with the Council Spiritual Advisor in setting up programs for the spiritual development of the Conferences such as days of recollection, prayer services.
6	<b>Compliance Management</b>	<b>Meet with the National Council as required/requested to address any Spiritual concerns that have arisen</b>
6.1	Liaison	Ensure that the SSVP SA "Rule", constitution and development documents are not in conflict with Christian management practices and/or CGI Spiritual requirements
6.2	Liaison	Make arrangements to review/advise any identified Spiritual problems and solutions with the SA National Council
6.3	Liaison	Emphasise the requirement for all SSVP office bearers at all levels of the Society of SA to be responsible for operational compliance with "The Rule" and their individual office bearer responsibilities. Emphasise that SSVP members are to hold office bearers to account for the actions taken and their own responsibilities to act in accordance with SSVP member's portfolio and "The Rule".
7	<b>Development Management</b>	<b>Meet with the National Development Officer as required to address any concerns with Spirituality elements of development projects</b>
7.1	Liaison	Confirm which Spiritual initiatives are to be pursued in the coming year
7.2	Liaison	Review the progress of the initiatives and identify any corrective actions required
7.3	Liaison	Confirm the required input from other SSVP members and office bearers are required to enable correction actions