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| Job Title | Coordinator Ministry Formation |
| Reports To | Manager or Director, Ministry Formation |
| Collaborates/ Coordinates | Ministry Subsidiary leaders, associates and physicians; other ministry wide functions and subsidiaries |
| Department | Mission |

**Position Summary**

The Coordinator, Ministry Formation provides logistical and work process support for the development of key programs, initiatives, services, tools and resources to achieve the strategies and goals for a Mission Integration’s Centers of Expertise of Formation and Organizational Workplace Spirituality (OWS) and the overall Mission ministry-wide function. At times, this role may also provide direct service delivery. In alignment with and accountable to the overall mission integration executive leadership, is responsible for fostering Catholic identity as a healing ministry of the Church, supporting fulfillment of the Mission and Vision, and integrate the Values in all aspects of organizational culture, service, and community collaboration. Provides input to the development and implementation of processes and services associated with mission integration centers of expertise with specific accountabilities within Organizational Workplace Spirituality and/or Formation and may include implementation support to Ethics, Spiritual Care and/or Ministry Identity stewardship. Fosters integrated understanding of Sponsorship, the health ministry’s origins, relationship to the other ministries within the organization, and shared responsibility for shaping the legacy of the future.

**Essential Functions**

Ministry Integration Collaborative Leadership:

* Works collaboratively with the mission integration leadership to advance overall mission integration as a ministry-wide function.
* Supports others to integrate ministry identity within key areas of assignment and accountability and through specific initiatives, programs, services and priorities of the Formation and OWS Centers of Expertise for Mission Integration.
* Fosters a culture of theological and spiritual reflection, ethical discernment, Mission and Values, and Catholic Identity within teams and areas of responsibility.
* Builds and maintains personal trust and integrity-based relationships with major stakeholders.

Formation/OWS COE Operational Leadership:

* Provides logistical support for mission integration programs, projects, services and sub-projects and the linkages between them in support of Formation and Organizational Workplace Spirituality in service of the strategic mission integration goals of the ministry.
* Provides input to mission integration plans, initiatives and priorities related to Formation and Organizational Workplace Spirituality.
* Contributes to the evaluation of mission integration programmatic performance and supports changes to better achieve service requirements.
* Supports organizational development and acts as a change agent in ways that reflect Ministry identity and advance the strategic Vision for the transformation of healthcare.
* Uses Mission Integration tools for the operational support of assessment and implementation for formation and organizational workplace spirituality
* Supports communications to keep internal and external stakeholders informed about Formation and Organizational Workplace Spirituality.

Organizational Workplace Spirituality:

* Collaborates as directed with colleagues in Human Resources, Education, and Organizational Development, and multiple groups in the ministry to effectively implement and support key initiatives and priorities for Model Community.
* Supports engagement with individuals and groups in creating varied opportunities that enable participants to find meaning and purpose in work, to connect with their own values and to find fulfillment and strength for their commitment to serve.
* Clearly conveys the framework in which spiritual and professional growth are integrated in the realities of daily work and relationships.
* Models an appreciation and valuing of diversity and inclusivity, models appreciation for different faith traditions, beliefs and cultures.

Ongoing Ministry Formation:

* Will provide programmatic and implementation logistical support to various programs, initiatives and opportunities to address the formation needs of associates, including facilitation as needed.
* Promotes the goals of formation to deepen understanding of the Church’s healing ministry which extends the ministry of Jesus as healer, and which is accomplished in and with community.
* Provides feedback upon the design and implementation of, facilitation and evaluation of formation and workplace spirituality programs.
* Supports multiple and engaging ways to foster authentic theological understanding of ministry, the Catholic social tradition, solidarity with those most vulnerable, servant leadership and other defining themes.

**Other Responsibilities**

Ethical Decisions, Policies and Practices:

* Curates resources to leaders in strategic and operational decision-making and activities in alignment with the Mission, Vision and Core Values.
* Promotes and informs others of key ethical policies, which reflect the Catholic identity and how to make application within daily operational activities and decision-making.
* Supports key initiatives and priorities defined by the Ethics Center of Expertise and works collaboratively to advance its goals and objectives.

Spiritual Care:

* Supports a commitment to excellence in Spiritual Care as a hallmark of Catholic healthcare.
* Supports as directed the key initiatives and priorities defined by the Spiritual Care Center of Expertise, and works collaboratively to advance its goals and Objectives.

Solidarity with the Poor and Vulnerable:

* Fosters commitment to solidarity with those who live in poverty and therefore helps shape the culture of the ministry as welcoming and competent in serving those with great need.
* Supports the implementation of all policies, processes and practices for Care of Persons Living in Poverty and Community Benefit.

**Qualifications**

Required experience includes the following:

* Evidence of collaborative, inspirational, influential and engaging servant leadership style.
* Bachelor’s degree required or equivalent work experience.
* Evidence of authentic and mature personal spirituality.
* Evidence of commitment to serving those who are most vulnerable.

Additional experience factors to consider:

* Comfortable in complex health care delivery systems or organizations
* Skilled in working with tension and ambiguity in a dialogical approach
* Possesses a basic understanding of world religions and the ability to articulate Catholic identity and inclusion

**Technical Knowledge, Skills and Abilities**

* Catholic Identity: Supports the Catholic Identity of the ministry. Collaborates with other team members, inviting discovery, reflection and action on the spiritual and theological, ecclesial, ethical and moral and social justice dimensions embedded in day-to-day operations.
* Ministry and Mission: Identifies and articulates the expression of our identity as a ministry which continues Jesus’ healing mission.
* Spirituality, Culture and Model Community: Demonstrates an ability to influence a values’ based culture through workplace spirituality and model community.

**Critical Leadership Competencies**

* Cultivates Partnerships: Initiates and maintains relationships with stakeholders inside and outside the health ministry (e.g., physicians, faith community leaders and community representatives) to advance shared goals; seeks and considers stakeholder perspectives and promotes fairness in dealings with others.
* Demonstrates Financial Acumen. Understands how organization works; knowledgeable in all factors impacting ministry (government, community, markets, technologies, competition); balances financial, operational, clinical and organizational perspectives in executing responsibilities.
* Displays Influence: Creates and executes influence strategies that persuade key internal and external stakeholders to take action that will support mission, organization, and department goals. Proactively communicates the mission and business case to stakeholders.
* Enables Ministry Formation: Leads holistically for values alignment and spiritual balance; explores and develops one’s own spiritual core and giftedness; leads as ministry in service to others; fosters a spirituality of work; actualizes Catholic Social Teaching in all leadership functions and capacities.
* Inspires and Engages People. Passionately and effectively articulates ministry identity grounded and animated by Mission, Vision and Values; assists others in establishing a personal and vocational connection with the Mission, Vision and Values of the health ministry, fosters an environment conducive to the discovery of meaning in service of the Mission.
* Supports Organization Change: Seeks (and encourages others to seek) innovative ways to improve results by transforming organizational culture, systems, or products/services.
* Makes Effective Decisions: Secures and compares information from multiple sources to identify mission, business, community and patient issues; commits to an action after considering the inputs of those impacted by the decision and weighing alternative solutions against important decision criteria and the common good.
* Models Integrity and Values: Genuinely cares about people especially the poor and vulnerable; communicates openly and honestly to foster trust relationships among colleagues and those we serve; recognizes and understands that leadership is a Call to Serve Others and that this service is a Commitment to Life; fosters personal growth and demonstrates reverence.