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| Job Title | Manager, Ministry Formation  |
| Reports To | Director, Ministry Formation |
| Department | Mission |
| Collaborate/Coordinate | Ministry subsidiary leaders, associates and physicians; other ministry wide functions |

**Position Summary**

The Manager, Ministry Formation is accountable for the direct delivery and facilitation of programs, services and resources for Formation and Organizational Workplace Spirituality Centers of Expertise with the Mission Integration ministry-wide function. Creates, evaluates and revises work plans and delivery processes needed to directly provide programs, services and resources to Formation and Organizational Workplace Spirituality. 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. Contributes to the development and implementation of processes and services associated with accountabilities within Organizational Workplace Spirituality and/or Formation and may include collaboration with Ethics, Spiritual Care and/or Ministry Identity stewardship. Fosters integrated understanding of Sponsorship, the health ministry’s origins, relationship to the other ministries of the organization, and shared responsibility for shaping the legacy of the future.

**Essential Functions**

Ministry Integration Leadership:

* Works collaboratively with the ministry market mission integration executive leadership to advance overall mission integration a ministry-wide function.
* Collaborates with others to integrate ministry identity within key areas of assignment and accountability and through specific initiatives, programs and priorities of Formation and Organizational Workplace Spirituality.
* 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 Operational Management:

* Provides direct delivery of programs, services and resources to achieve objectives, goals and outcomes associated with Formation and Organizational Workplace Spirituality.
* Manages a variety of Formation and Organizational Workplace programmatic services and initiatives and the linkages between them in support of the strategic mission integration goals of the ministry.
* Development of work plans to successfully achieve objectives and goals.
* Evaluates mission integration performance and implements 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 specific System-wide and local resources as appropriate for continual planning, decision-making and assessment.
* Manages communications and keep internal and external stakeholders informed about mission integration.

Organizational Workplace Spirituality:

* Participates collaboratively with colleagues in Human Resources, Education, and Organizational Development, and multiple groups in the ministry to effectively deliver and support key initiatives and priorities for Organizational Workplace Spirituality in service of Model Community.
* Promotes integration of workplace spirituality, formation and values-based behaviors at the service of a culture of High Reliability and Person-centered care
* Engages 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.
* Effectively promotes and serves as a consultative resource for the widespread use of the Integral Model for Workplace Spirituality as a tool for delivery site, departmental, or team assessment, visioning and planning how spirituality shapes and permeates all aspects of daily work and operations.
* Plans and uses opportunities such as orientation, recognition programs, rituals and training programs to strengthen the values-based culture.
* Promotes diversity and inclusivity, models appreciation for different faith traditions, beliefs and cultures.

Ongoing Ministry Formation:

* Will facilitate various programs, initiatives and opportunities to address the formation needs of associates, leaders, providers and others.
* Facilitates 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.
* Supports, contributes to the design of, facilitates and evaluates formation and programs.
* Creates 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:

* Connects leaders to Ethics resources 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:

* Fosters excellence in Spiritual Care as a hallmark of Catholic healthcare.
* Supports 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.

Organizational Capacity for Mission:

* Assists in the implantation and facilitation of programs and initiatives which enable individuals and groups to animate and express the Mission through one’s role and daily work; lead specific initiatives or efforts with mission integration extenders within specific locations or specific health ministry.

Assists in the development of individuals and groups to share in advancing mission integration.

**Qualifications**

Required experience includes the following:

* Preferred experience in Mission Integration or ministry.
* Evidence of collaborative, inspirational, influential and engaging servant leadership style
* Well formed in the Catholic tradition, or experience working in a Catholic ministry;
* Bachelor’s degree required. Master’s degree in theology, divinity, religious studies, pastoral ministry, or spirituality is preferred.
* Evidence of authentic and mature personal spirituality
* Effective in using adult learning models and good facilitation to engage persons in formative experience.
* Evidence of commitment to serving those who are most vulnerable.

Additional experience factors to consider:

* Experience in contemporary health care delivery systems and ethical issues facing the field
* 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: Serves as an effect agent of change, an ability to identify and articulate 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.
* Ethics and Discernment: Exhibits competent, shared responsibility in substantively knowing and applying Church teaching and the Ethical and Religious Directives for Catholic Health Care Services in relation to clinical, organizational and business ethics, and for discernment in decisions.