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| Job Title | Director, Mission Services  |
| Reports To | Senior Vice President, Mission and Ethics |
| Collaborates  | organizational ministries, co-sponsors where applicable, founding communities, SVPS of sponsorship, EMT and health system office leaders,local system EMT leaders and staff, mission leaders, community leaders |
| Department | Mission |

**Position Summary**

The Director, Mission Services is responsible for system-wide leadership and oversight of the following areas: (1) Mission Orientation, including consistent application of system-wide standards, processes, and tools, and periodic review and revision, (2) Intro to BSHSI program, including engagement of system and local system executives, facilitation of program, logistics coordination, and periodic review and revision, (3) Pastoral and Spiritual Care Services, including the collaborative establishment of system-wide standards and measures, support and development of local system teams, and implementation of national best practices, (4) collaborating with the Mission Department, Center for Ministry Leadership, and local system Mission Leaders in developing and implementing programs and resources, specifically related to mission, values integration, ministry formation and Catholic identity.

The incumbent will also collaboratively contribute to Mission Department programs and initiatives, and assist department colleagues as needed in their responsibilities.

**Essential Functions**

1. Oversees consistent application of the system-wide Mission Orientation process, including periodic review and revision.
2. Oversees and leads Intro to BSHSI program for orientation of all new executive employees, including periodic review and revision.
3. Provides Mission Orientation for all new health system office employees.
4. Develops and delivers specialized programs and resources related to mission, values-integration, spirituality and faith formation for system and local system co-workers.
5. Leads the system-wide coordination of Pastoral and Spiritual Care Services, including the collaborative establishment of system-wide standards and measures, support and development of local system teams, and implementation of national best practices.
6. Assists in processes and programs for the recruitment, orientation and continual development of Pastoral and Spiritual Care leaders.
7. Oversees the development and delivery of special prayer services, and prayer leadership programs and resources.
8. Assists with the coordination of the Mission Fund review process.
9. Assists with the preparation of the Mission Department annual plan, budgets, and annual report, and relevant alignments with Strategic Quality Plan initiatives.
10. Supports projects requested by the Senior Vice Presidents of Sponsorship.
11. Assists with the development of curricula, and serves as faculty for programs offered by the Institute and Center for Ministry Leadership as appropriate.
12. Serves on system-wide and health system office workgroups.
13. Serves on Catholic Health Association committees and other national committees as assigned.
14. Performs other duties as assigned.

**Qualifications**

* Master’s degree from an accredited institution of higher learning in Catholic theology, religious studies, or spirituality
* Three (3) to five (5) years of demonstrated experience in faith formation or values-based adult education
* Leadership experience, particularly in organizations committed to faith formation and cultivation of a learning environment
* Knowledge of the Catholic health ministry and traditions, with a special emphasis on Catholic social teaching
* Committed to embracing and sharing the values of Health System
* Effective communicator who has the ability to work collaboratively with diverse internal and external constituencies
* Effective negotiator who has the ability to advocate effectively and build consensus
* Outstanding public speaking and presentation skills
* Strong sense of service orientation and skilled at relationship building
* Effective research, analytical, judgment, and problem solving skills
* Computer skills: Microsoft Office suite (Word, PowerPoint, Excel)

*Preferred*

* Health care experience
* Working knowledge of the Ethical and Religious Directives for Catholic Health Care Services