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| Job Title | Spiritual Care Manager or Senior Consultant, Spiritual Care |
| Reports To | Director, Mission Integration |
| Department | Mission |

**Position Summary**

This position is responsible for working collaboratively in the Mission Integration department to enhance and promote spiritual care for residents, guests and associates throughout the Health System. Additional responsibility includes furthering the integration of Mission and Core Values throughout the System in the areas of liturgical and ritual planning.

**Essential Functions**

Promotes the Mission and Core Values of Hospitality, Stewardship, Respect and Justice by bringing the Mission and Core Values into the day-to-day activities of the System.

* Attends department and associate meetings to maintain favorable working relationships among associates and to promote the Mission, Core Values, maximum morale, productivity and efficiency.
* Demonstrates regard for dignity and respect for others as outlined in the philosophy of the System.
* Promotes and contributes positively to departmental and System relationships.

Develops and implements spiritual care activities to assure that spiritual care is fully integrated throughout the System.

* Develops implements and evaluates the spiritual care plan
* Consults with associates and outside experts and formulates spiritual care program scope and content.
* Identifies and coordinates educational opportunities for System spiritual leaders.
* Consults with Administrator/CEO’s and other leaders to gain knowledge of specific skill sets required by spiritual care community staff to better prepare them for changes in policies, procedures, regulations and technologies and enhance their adaptive ability to meet the challenges of leadership and team opportunities within their specific work situations.
* Facilitates spiritual care development in Member and Ministry Partner Organizations. Advises and supports community leadership in furthering spiritual care integration at communities.
* Researches/advises on and enhances the awareness and understanding of the Ethical and Religious Directives for Catholic Health Care Services.
* Collaborates with Mission Integration department associates to develop theme, focus and content of Unified Leadership Team spiritual renewals.
* Keeps current on trends in Catholic health care ministry, spiritual care, liturgy and ritual and mission integration. Researches theological, liturgical and pastoral ministry aspects for health care.
* Assists the Senior Vice President, Mission & Marketing and Director of Mission Integration in the planning, implementation and evaluation of the System Mission and Values Survey process.

Develops rituals and prayer services for organizational events including Leadership Conference, Unified Leadership Team meetings and Spiritual Retreat, Benedictine feast days and others.

* Contributes to and participates in the orientation process of new associates and governance members.
* Guides the process for communities seeking a faith-based name.
* Reviews and updates related listings in the Official Catholic Directory.

Coordinates community chapel planning programs.

* Coordinates diocesan chapel planning consultation.
* Obtains necessary diocesan approval of each chapel program.
* With the local spiritual care associates, assists with the design and implementation of the blessing rituals.

Performs other duties, tasks and/or projects as assigned.

**Qualifications**

* Bachelor’s Degree in Theology or related area of study with a demonstrated ability to articulate theological principles in a manner that is practical, contemporary and functional including the following areas:
  + Fundamental Theology: understanding of the fundamental principles and doctrines of Christian (specifically, Roman Catholic) theology (e.g., Trinitarian God, Christology, eschatology);
  + Liturgical Theology: ability to apply liturgical documents to practical situations and interpret them for health care ministry.
  + Ecclesiology: theoretical and practical understanding of the theological foundations of the Catholic healthcare ministry; ecclesiology as it shapes relations between the healthcare ministry and church; significance and function of sacrament and ritual;
  + Theological understanding of ministry: ability to elucidate theological concepts required to understand mission and organizational values;
  + Healthcare Ethics: Ability to demonstrate ethical decision-making and behavior within the context of the Catholic moral tradition
    - Clinical Ethics: ability to identify values and principles that guide ethical decision-making in clinical cases and to develop pertinent policies
    - Organizational Ethics
      * Business: ability to understand and apply values and principles in issues of management, finance, human resources, and networking
      * Culture: ability to make a moral assessment of unspoken assumptions and habitual ways of acting within an organization and to help shape a culture compatible with gospel values
      * Quality of Work Life: ability to make a moral assessment of conditions affecting the workplace and to shape a just workplace
    - Social Justice/Social Ethics: ability to understand and apply social teachings of the Catholic Church to the healthcare organization’s role as caregiver, employer, community member, and partner
* One or more units of Clinical Pastoral Education (CPE)
* Five to eight years progressive experience in a mission-related environment including coordination of spiritual care (may include pastoral or campus ministry experience) providing practical competence in the following areas:
  + Theological Process: ability to think theologically and to facilitate that process with others
  + Ritual and Liturgical theology, structure, meaning and hermeneutics (interpretations)
  + Adult Learning, Principles/Practices
  + Group Process
  + Organizational Culture
  + Change Management
  + Collaboration
  + Resources and Processes for Leadership Development
* Personal Qualifications
  + - Mature Spirituality
      * Personal: mature awareness of the presence of God in self and in the events of life; discernment of meaning and purpose in relation to one’s ministry
      * Communal: ability to influence/inspire/guide the development of spirituality in the workplace and organization; skill in creating and leading rituals to celebrate/observe significant events in the life of the organization;
    - Mission and values congruence, both intrapersonal and with Mission and Core Values
    - Relationship building
    - Initiative
    - Team orientation
    - Self-confidence/assurance
    - Tolerance for ambiguity
    - Service orientation
    - Strong interpersonal skills and ability to communicate effectively

Preferred

* Master’s Degree in Theology
* NACC certified