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| Job Title | Director, Ministry Formation |
| Reports To | Subsidiary VP Mission Integration/Chief Mission Integration Officer or In-Market VP Mission Integration |
| Supervises | Manager, Ministry Formation and/or Coordinator, Ministry Formation |
| Collaborates/ Coordinates | VP of Theological and Spiritual Formation, Ministry Subsidiary operational leadership, other Ministry Wide Functions |
| Department | Mission |

**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 Collaborative Leadership:

* Collaborates with executives and other leaders to integrate ministry identity within key areas of assignment and accountability and through specific initiatives, programs, services and strategic priorities for Mission Integration as a ministry-wide function.
* Clarifies the direction and tactics for mission integration to align with the overall strategic direction 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:

* Directs and coordinates a variety of mission integration projects and sub-projects and the linkages between them within the Organizational Workplace Spirituality and Formation Centers of Expertise in support of the strategic mission integration goals of the ministry.
* Contributes to the development of, leads, evaluates and facilitates mission integration plans of Formation and Organizational Workplace Spirituality initiatives and priorities related to the ministry market, regional health system or a specific ministry subsidiary.
* Evaluates mission integration performance and implements changes to better achieve service requirements and financial results.
* Directs the functional and technical aspects of the Formation/OWS Centers of Expertise.
* Supports organizational development and effectiveness, acting as a change agent in ways that reflect Ministry identity and advance Mission, Vision and Values.
* Uses System-wide and local processes and resources as appropriate for continual planning, decision-making, implementation and assessment (e.g. ISOFP, standards of excellence, annual budget, etc.)
* Uses Mission Integration tools with ongoing theological reflection for the operational assessment and planning for mission integration
* Manages communications and keeps internal and external stakeholders informed about mission integration and especially Formation and Organizational Workplace Spirituality.

Organizational Workplace Spirituality:

* Participates collaboratively 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.
* In particular leads efforts to foster the integration of workplace spirituality, formation and values-based behaviors at the service of a culture of High Reliability and Person-centered care, as well as in all community involvement and in Access initiatives.
* Supports and utilizes opportunities such as orientation, recognition programs, rituals and training programs to strengthen the values-based culture.
* 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.
* Enables an organizational capacity for each person to animate and express the Mission through one’s role and daily work, clearly conveying 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.
* Promotes diversity and inclusivity, models appreciation for different faith traditions, beliefs and cultures.
* Works collaboratively with the Workplace Spirituality Center of Expertise to ensure alignment and coordination with strategic priorities and COE standards of excellence.

Theological and Spiritual Formation:

* Provides input to the development of a comprehensive plan for ongoing ministry formation across the ministry.
* Holds accountability for operationalizing the plan through implementing, leading, project managing or facilitating various programs, initiatives and opportunities to address the formation needs of leaders, managers, associates, physicians and volunteers.
* 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 programs and
* Creates multiple and engaging ways to cultivate authentic spiritual maturing, virtue and values; to foster theological understandings of the human person, vocation, community and ministry; to promote practices of reflection, servant leadership and solidarity with those most vulnerable.
* Works collaboratively with the Theological and Spiritual Formation Center of Expertise and the Vice President of Theological and Spiritual Formation to ensure alignment and coordination with strategic priorities and COE standards of excellence.

**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.

**Qualifications**

Required experience includes the following:

* At least 3 years’ experience in a significant leadership role with operational decision-making responsibilities.
* Evidence of collaborative, inspirational, influential and engaging servant leadership style.
* Well formed in the Catholic tradition, or experience working in a Catholic ministry.
* Minimum Bachelor’s degree in Theology or related field required.
* Preferred Master’s Degree in Theology, Spirituality, Ethics or applicable field of study or willingness to obtain a Master’s degree beginning in the second year of employment.
* 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 poor and 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.

**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.