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| Job Title | Mission Coordinator  |
| *The role of mission coordinator in this iteration exists within a facility Mission Committee; the Mission coordinator may be from any department in the facility and works with the corporate Mission department as well as represents their facility as Mission coordinator gatherings.*  |
| Department | Varies per facility |
| CoordinatesCollaborates | Corporate Mission Department Local facility leadership |

**Mission Committee Structure** –facility based

The Mission Committee is a group of staff members who are selected to help develop awareness of and commitment to the organization’s Mission and Core Values. They are to be the backbone for developing a culture that reflects the ministry the founding community.\*

The committee will:

* Be composed of front line staff from across all departments (physical facilities, culinary, social work, etc.). Membership should rotate by 2-3 year terms.
* Meet regularly (usually once a month) to assess and plan mission related activities and programming.
* Be a catalyst for mission integration in each of their departments. They should keep the mission and values up front for employees in order for them to integrate the mission and values into their own work every day.
* Coordinate celebrations/rituals/education for the meaning of Christmas, Easter, Ash Wednesday, Lent, Advent, and patronal feasts.
* Plan creative morale building events relating to mission and values in order to build or encourage a positive culture within the facility.
* Assist the administrator in implementing the Mission and Values Survey and the follow-up Action Plans.
* Raise values questions and justice issues in employee relations and advocate for and highlight the needs of the poor.
* Ensure the integration of mission into the organization’s strategic plan.
* Assist the organization in dealing with change.
* Help articulate the organization’s Mission and Core Values.
* Be a visible symbol of commitment to the healing ministry of Jesus.
* Assist in coordination of the selection of mission and value award nominees and special recognition recipients.

\*It is presumed that buy-in by the CEO and all department heads and managers is crucial. If these key leaders do not actively incorporate the mission and values into their daily practices (e.g. beginning all meetings with prayer/refection; actively practicing the core values), they will not take hold for others.

**Position Summary**

The mission coordinator is an employee of the local facility who has the personal characteristics, professional capacity, and organizational credibility to lead the Mission Committee.

**Essential Functions**

* Represent the local facility at the mission coordinator gatherings (Forums).
* Be the chief liaison between corporate Mission Department and the local facility.
* Have a place on the leadership team of the facility.
* Help to facilitate the implementation of the biennial corporate Mission and Values Employee Survey.
* Assist with staff orientation programs, introducing new employees to Mission and Core Values.
* Assist with the planning and execution of the facility’s Community Benefit/Social Responsibility efforts.
* Work with the facility administrator to establish a budget line for mission related activities that is sufficient to enable implementation of meaningful programs and to travel to corporate mission meetings.
* Oversee ongoing mission activity assessment processes.

**Other Responsibilities**

Standard work of their role within the ministry.

**Qualifications**

* Current employee with organization
* Personal characteristics, professional capacity, and organizational credibility to hold the role with integrity

**Best Practices for Functioning**

* Mission activities are most effective when they dovetail with other facility-wide efforts and initiatives; e.g., to align mission with end-of-life care initiatives, quality improvement initiatives, civic or community outreach initiatives, etc. Standalone activities (such as Christmas toy drives) are good for community building, but will have greater impact if aligned with a larger strategy and purpose. Likewise, mission activities might also align with strategic efforts at developing Community Benefit programs.
* Mission initiatives should also attempt to develop programming beyond activities alone and try to create opportunities for all staff to engage in discussions around the Mission and Core Values. The belief is that by directly engaging staff, the mission and values will take on new meaning and depth.
* To help give greater focus to each of the Core Values, the orginization adopts the practice of focusing on one core value each calendar year and then developing mission activities and programs that support and demonstrate that value (for example, 2012 the focus is on the Core Value of Respect).
* Efforts should be made to use the Mission and Values Survey results to help create programming that meets the needs and experiences of members of the facility staff/community, while also taking care not to “target” any group in a negative way.
* The Mission Coordinator generally should not be the Director of Spiritual Care. While the two positions should function in tandem, mission efforts should be seen as the responsibility of all staff and not simply the domain of those perceived as “religious” or “spiritual.”