

# **JOB DESCRIPTION**

## **Job Title: Director of Pastoral/Spiritual Care**

### **MISSION STATEMENT**

As partners in ministry, we commit to further the mission of the Sisters of the Holy Cross.

We strive for excellence in all we do while using our resources wisely.

We are called to live and minister in right relationships as we witness to gospel values and build just and caring communities.

### **CORE VALUES**

**Respect:** Recognizes the dignity, value and uniqueness of each person as created and loved by God.

**Hospitality:** Welcomes strangers, guests and partners in ministry with kindness and consideration.

**Compassion:** Compels us to stand with and embrace others in their suffering, that together we may experience God's liberating and healing presence.

**Service:** Works with and for others by sharing our gifts and talents to accomplish the mission.

### **Main Function:**

The Director of Pastoral/Spiritual Care serves the faith community of the Sisters of the Holy Cross in Notre Dame, IN. Schedule includes weekdays with periodic evenings and weekends.

### **Essential Functions:**

1. Ensure that pastoral/spiritual care is available to each sister in Saint Mary's and Rosary Convents. Serve as a resource for sisters in Augusta, Moreau and All Saints Convents.
2. Visit current residents to establish a relationship. Provide an initial visit to each sister returning to Saint Mary's as a resident.
3. Create and maintain a list of spiritual directors available to the sisters and assist sisters in securing a director when appropriate.
4. Maintain positive relationship and on-going engagement with guias, nursing staff, and companions to promote person centered living.
5. Integrate pastoral/spiritual care within the total care of residents, as coordinated by guias, by responding to requests for spiritual care and by participating in resident care conferences and daily morning huddles.
6. Provides orientation to pastoral/spiritual care to newly hired staff and continuing education regarding the spiritual dimension of care.
7. Plan and coordinate periodic retreat days with a speaker on topics of interest, during liturgical seasons or other times of the year.
8. Plan and coordinate the annual retreat, including offerings of directed retreat and off campus retreat as well as the conference retreat.

9. Coordinate services with the priest chaplain to provide residents in Saint Mary's Convent with pastoral visits and opportunities for the Sacrament of the Sick on a quarterly basis, as well as opportunities for the Sacraments of Reconciliation and Room Blessings.
10. Coordinate with guias and religious superiors of the convents the planning for remembrances with friends and staff after a sister has died.
11. Coordinate a Spiritual Enrichment Committee and other ad-hoc committees as needed to plan, communicate and evaluate pastoral/spiritual care programs.
12. Coordinate monthly meetings for the Pastoral Care Team in order to ensure the integration of pastoral/spiritual care with other services. Team members include Director of Pastoral/Spiritual Care, Convent/Rosary community leadership, Division Director of Resident Services, Director of Liturgy, Representative of clinical staff, priest and sisters.
13. Orient and supervise volunteer chaplains who visit residents in the convents.
14. Design and implement a process annually to receive feed-back related to spiritual care from those served.
15. Prepare and monitor an annual budget to support the spiritual care program and maintain fiscal oversight for expenditures.
16. Submit Spiritual Enrichment Committee minutes for the annual report to archives.
17. When requested, assist sisters with end of life wishes and funeral planning.
18. Work in collaboration with the community leadership, the Liturgy Department and the Volunteer Coordinator in developing annual calendar of events.
19. Serve as a resource to staff for individuals and departments in providing services such as staff retreats, in-services, etc.

### **Qualities/Characteristics:**

1. Understands, embraces, and appreciates the mission, ministries, and history of the Sisters of the Holy Cross. As a partner in mission, implements and supports spiritual care to meet the needs of the individual sisters and the community as a whole.
2. Is an effective communicator in both written and oral communication.
3. Is personally flexible and adaptable in responding and meeting the needs of the sisters. Is present for community gatherings, liturgies, and social functions as needed.
4. Has the ability to work collaboratively.

### **Minimum Qualifications:**

#### **Education**

Bachelor's degree required. Master's degree in Theology, Pastoral Care or in a related field preferred. Clinical Pastoral Education (CPE) preferred or an openness to pursue training in a CPE Program. Knowledge and understanding of the Sacramental and Liturgical life of the Roman Catholic Church and the diverse spirituality among its members. An understanding of vowed religious life lived in community.

### **Experience**

Minimum of three (3) years of pastoral/spiritual ministry required. Experience working with the elderly preferred.

### **Responsibility**

Normally is given scope of task to be completed and allowed to take necessary steps to achieve desired results upon supervisory approval. Failure to follow proper procedures could result in financial loss and/or reflect negatively on the Congregation.

### **Personal Interaction**

Work requires giving/getting information while maintaining a cooperative and harmonious atmosphere. Requires communication with those within and outside the organization. Maintains confidentiality.

### **Equipment Utilization**

Work requires practical knowledge of sophisticated office equipment including computer, scanner, fax, and copier. Excellent web search skills are required. Must be familiar with the following software programs: MS Word, MS Excel, MS Outlook, MS Power Point, YouTube and have the capacity to learn AV equipment and new programs as necessary.

### **Hazards or Fatigue**

Ordinary care and caution must be exercised while performing work activities. Occasional muscle fatigue, eyestrain, backache and headache may be present after prolonged activity. Respect and follow visitation restrictions and quarantine notices when posted.

### **Planning and Organizing**

Works both on a day-to-day plan and a long-term project plan. Schedules routine tasks, taking into account any accumulated backlog. Anticipates daily workflow. Awareness that flexibility is required if a crisis or other priorities for the sisters arise.

### **Budgeting**

Ability to prepare, analyze variances, and interpret financial budget information for annual budget.

### **Other:**

Sisters of the Holy Cross, Inc., is an equal opportunity employer. In order to protect the right to equal employment opportunity, this organization does not discriminate against individuals on the basis of race, color, age, sex, national origin, creed, or qualified individuals with disabilities. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

**The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all of the job-related duties, responsibilities, or activities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.**