

**Health Ministry Name  
Job Description**

**Job Title: System Executive Director-D3  
Department: Pastoral care**

**Pay Grade: TBD**

**FLSA: Exempt**

**Reports To: CEO**

**Position Summary:**

The fundamental function of the System Executive Director is to make tangible the Presence and Grace of God through providing strategic oversight for multiple departments within the system.

The System Executive Director participates in a wider dimension of God's healing Presence by providing leadership and education within the health care setting that contributes to shaping a culture that embodies the spirituality, core values and the mission of the system.

This role is lived out at an individual level with patients, families, associates, and physicians, as well as the organizational, community and departmental level.

**POSITION ACCOUNTABILITIES:**

1. Oversees multiple operational departments in several Local Health Ministries, (LHMs) or same department in 4 or more (LHMs).
2. Demonstrates in-depth understanding of all aspects of the department and promotes spiritual care that is informed by and respects cultural religious differences and honors the ERDs.
3. Approves functional strategy for multiple departments.
4. Establishes overall strategic direction of departments.
5. Engages in long-range planning and major initiatives.
6. Facilitates needed contracts with LHMs.
7. Oversees budget process for multiple departments.
8. Oversees Pastoral care leaders of the LHMs as direct reports.
9. Oversees the performance and results of department on a System-wide basis.
10. Works with LHM's administrators and Mission Leaders.
11. Accepts other administrative duties as assigned.

**POSITION QUALIFICATIONS**

**1. Required Certifications, Registration or Licensure:**

- Certification required as recognized by the Spiritual Care Collaborative of APC, NACC, ACPE, CAPPE/ACPEP, and NAJC.



## **2. Minimum Knowledge and Education:**

- Master's degree in theology, divinity, religious studies, pastoral ministry, or spirituality is required.
- Four units of Clinical Pastoral Education required with certification.
- Ecclesiastical endorsement is required.

## **3. Minimum Work Experience:**

- Three to five years of management experience required.
- Five to seven years of clinical experience post certification preferred.

## **4. Required Knowledge:**

- Pastoral theology that is contemporary, functional and integrated into professional practice.
- Current theology, ecclesiology, spiritual and sacramental practices within the Roman Catholic tradition, as well as, other traditions.
- Medical/ethical issues and foundational principles.
- Knowledge of Professional Association's Standards and Code of Ethics and the ability to integrate them into practice.
- Spiritual and emotional issues encountered in the health care setting.

## **5. Required Skills and Abilities: Ability to:**

- Utilize computer applications such as Word, Outlook, Excel, as well as health system computerized documentation systems.
- Be self-reflective, have a clear sense of personal identity, and well grounded in a relationship to God, self and others.
- Build peer relationships and relate to others.
- Articulate ways in which their feelings, attitudes, values and assumptions affect their ministries.
- Function effectively under stress, to cope with crisis situations and to respond creatively to a multiplicity of challenges.
- Use spiritual assessment, planning, intervention and evaluation in the clinical setting.
- Understand and help others discover meaning in the experiences of suffering, grief and loss.
- Understand psycho-social dynamics and cultural/ethnic differences and their affect pastoral care practices.
- Provide intensive and extensive pastoral care to persons in various life situations and crisis circumstances.
- Intervene in chronic and acute situations.
  
- Initiate, deepen and terminate pastoral relationships.
- Skills in utilizing pastoral perspective and competence in a variety of functions, such as worship, teaching, administration, and team building.
- Skills in facilitating decision-making based on an understanding of religious heritage, theological values, behavioral sciences, networking, system thinking, ethical principles, and the individual's own values.

- Evidence of understanding the operational systems in the clinical setting.
- Function as an integral member of an interdisciplinary team.
- Facilitate communications with other disciplines through use of referral systems, chart entries, and other mechanisms in the clinical setting.

APPROVALS	
Human Resources: _____ Department Head: _____	New Entry Date: Revision Date: