



Assistant Manager, Haven for Healing and Progressive Living

Job Title: Assistant Manager, Haven for Healing and Progressive Living

Ministerial Designation: Minister of Religion, exempt

Status: Regular Full-time

Department: Christian Science Nursing Ministry

Reports To: Manager, Haven for Healing and Progressive Living

Prepared Date: March 18, 2025

Summary: Participates in the Mission and Ministry of Tenacre as an assistant manager, in collaboration with the manager, to support the team of dedicated Christian Science nurses who daily work to uphold a prayer-filled environment for quick and whole healing. Actively demonstrates practical application of Christian Science principles and Christian Science nursing.

Competencies: To perform this job successfully, an individual should be progressively demonstrating his or her knowledge of the practice of Christian Science as outlined in the *Church Manual of The First Church of Christ, Scientist*, in Boston Massachusetts by Mary Baker Eddy. Additional competencies include:

Servant Leadership and Teamwork: Supports the camaraderie and unity among all staff ministering within the guest setting; maintains trust and respect for one another's ministry. Demonstrates an unselfed approach to working with others.

Communication Skills: Communicates and responds to others (one-on-one or with a group), including guests and fellow staff, in a non-hierarchical manner, with warmth, respect, and patience; conversation reflects the Golden Rule standard. Replies to inquiries and completes requests, both on a timely basis; follows-up on requests made of others; writes effectively with grace and diplomacy.

Ethics: Maintains confidentiality; acts and speaks in a manner consistent with the highest ethics and integrity and upholds organizational values; inspires the trust of others; demonstrates respect for all; keeps commitments; understands lawful and ethical standards.

Judgement: Makes sound, accurate, inspired, and timely decisions; gets questions answered from appropriate sources; includes appropriate people in decision-making process; can manage and complete paperwork and reports without direct supervision; anticipates and balances ministerial priorities; uses time efficiently; is flexible and adaptable to new priorities and ideas, uses initiative appropriately.

Essential Duties and Responsibilities include the following:

- Assists in managing the Haven for Healing and Progressive Living programs including overseeing admissions, departures, and activities for up to 15 rooms; provides oversight to the Christian Science nurses and Resident Aides; ensuring smooth operations, scheduling adequate support staff, and maintaining a healing environment for all individuals involved
- Ministers with spiritual poise; practices spiritual discernment in meeting needs, takes appropriate initiative; honors and respects each individual guest's/resident's abilities and practice of Christian Science; daily gives oneself Christian Science treatment to address any imposition on thought when ministering
- Honors the sacred, confidential relationship of the practitioner and patient; is an advocate for the practitioner's metaphysical treatment and remains free from interfering with the Practitioner/Patient relationship (See *Church Manual*, p. 46:12-17)
- Communicates effectively and with inspiration; demonstrates the ability to communicate with guests, residents, Christian Science practitioners, staff and others with grace and clarity; utilizes office technology skillfully including phones, copiers, computers and software programs
- Guided by the Glossary definition of Church (*Science and Health with Key to the Scriptures* by Mary Baker Eddy, p. 583), ensures all activities are church-focused

Qualifications

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Current membership in The First Church of Christ, Scientist in Boston, Massachusetts
- Primary Class Instruction with a *Journal*-listed teacher of Christian Science; attends yearly Association meetings

- Proficient in all the duties and responsibilities of Christian Science nurse level 3 and above; with fully rounded CSN experience
- Experience commensurate with this position to fulfill the requirements in the By-law for the Christian Science nurse (Manual, p. 49)
- Demonstrated ability to read aloud, write and speak English – all of which are understood by others
- Familiar with and dedicated to ministering within the *Christian Science Nurse Scope of Services*, published by The First Church of Christ, Scientist in Boston, Massachusetts
- Well-rounded experience in serving others and assessing and meeting Christian Science nursing needs; provides evidence of this practice