



Dear Friends,

We are blessed to have opportunities to serve our Church through *Manual* based activities. Tenacre Foundation is a Ministry of Christian Science Nursing (See *Church Manual*, Article VIII, sect. 31, p. 49 [Christian Science Nurse](#)). We have learned how valuable it is to surround those entrusted to our care with a mental atmosphere that is holy - expectant of healing.

We have a new role for Christian Scientists who would like to serve as Housekeepers, ministering in our Christian Science nursing settings. Our inspiration comes in part from the example of those dedicated and humble students of Christian Science who served in Mary Baker Eddy's home. In a recent publication by Heather Vogel Frederick, *Life at 400 Beacon Street: Working in Mary Baker Eddy's Household* (pp. 118,119), we read the following regarding these housekeepers:

"[Mrs Eddy] taught us to strive for perfection in every little thing we did in attending to practical details in the home life," said Minnie Scott.

One busy practitioner from the Midwest, who arrived expecting to be asked to serve as a metaphysical worker, was caught off guard when Mrs. Eddy invited her to stay as a housekeeper. The astonished woman replied that she thought she had long finished with "*menial* work". Mrs. Eddy regarded her "for a long time and just as though she could see right through her, and then said very gently, "Why, my dear, I did not know that there was any."

We invite you to prayerfully consider serving side by side with other devoted metaphysicians in support of those who are relying on God for healing through their practice of Christian Science. Tenacre offers a living wage and benefits. Training will be provided.

Please call or email Christine Hein with any questions (609.480.6003, chein@tenacre.org). To apply on-line please visit Tenacre.org and click on "more" to find the employment page.

We look forward to hearing from you!

With Christly love,

A handwritten signature in cursive script that reads "Christine".

Christine Hein
Director, Christian Science Nursing
Tenacre Foundation



Christian Science Housekeeper Coordinator

Job Title: Christian Science Housekeeper Coordinator

Ministerial Designation: Religiously Qualified – Non-Exempt

Department: Christian Science Nursing

Reports To: Director of Christian Science Nursing Department

Prepared Date: May 27, 2020

Summary: The Christian Science Housekeeper Coordinator participates in the mission and ministries of Tenacre by promoting normalcy, progress, nurturing, and healing for our Church friends (patients); by coordinating, organizing, planning, and negotiating housekeeping services for the Christian Science nursing settings.

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:

Christian Qualities: Is sincere, unselfish; has spiritual mindedness, humility, and practicality; is prompt, alert, amiable, and truthful.

Nursing Qualities: Naturally caring, nurturing nature, good sense of humor, enthusiastic; loving towards all; is cooperative and humble and expresses the qualities of a nurse, as stated in *Science and Health with Key to the Scriptures*, by Mary Baker Eddy, on page 395:18.

Ethics: Acts and speaks in a manner consistent with the highest ethics and integrity and ethically upholds organizational values; inspires the trust of others; maintains confidentiality; demonstrates respect for all; keeps commitments; respects legal and ethical standards.

Servant Leadership and Teamwork: Supports the camaraderie and unity among all staff and within the Christian Science nursing settings; shows respect for one another's ministry; takes actions that demonstrate an unselfish approach; is comfortable being part of a vibrant, global community and interacts with everyone with ease; builds trust and unity among the Christian Science Housekeepers and listens to their suggestions.

Communication Skills: Communicates and responds to others (one-on-one or with a group) with respect, warmth, empathy, and patience; conversation reflects the highest Biblical standard; replies to inquiries and completes requests, both on a timely basis; follows-up appropriately on requests made of others.

Attention to Detail: Is thorough in accomplishing tasks no matter how small; monitors and checks work; plans and organizes time and resources efficiently, even under the demands of multiple tasks.

Initiative and Flexibility: Able to work independently and establishes trust; can be counted on to get things done on time and correctly; adapts quickly to changing needs and schedules; seeks increased responsibilities and follows through.

Judgment: Gets questions answered from appropriate sources; prayerfully considers the use of proper resources and individuals in decision making and uses Tenacre resources wisely.

Apply Functional Knowledge: Obtains an appropriate level of professional skill and knowledge to keep up with current developments in relevant areas. Learns this information and these skills quickly.

Essential Duties and Responsibilities: other duties may be assigned

Metaphysical

- Expresses purity of thought and action and holds in thought the perfect model: perfect God and perfect man
- Brings a metaphysical readiness and maturity to support Church friends, Christian Science nurses, Tenacre, and the Cause of Christian Science
- Approaches every task from a metaphysical basis and "... resolves things into thoughts, and exchanges the objects of sense for the ideas of Soul..." *Science and Health with Key to the Scriptures*, page 269
- Knows the *Church Manual By-law* for the Christian Science nurse and consistently lets it pervade all work
- Participates in inspirational talks and workshops provided by Tenacre

Coordinating Duties

- Works closely with Christian Science Housekeepers and stays in communication with the Christian Science nursing Setting Coordinators and Setting Support
- Educates new Christian Science Housekeeping staff in all aspects of Housekeeping tasks and is a support and resource while they learn
- Prepares work schedules, assigns tasks, and oversees the quality of work
- Uses office technology including phone, pagers, radio, copiers, Tenacre network, email and internet
- Understands and is familiar with the cleaning products and knows how to use them
- Maintains housekeeping equipment and supplies and oversees their upkeep
- Attends Christian Science Nursing Department meetings

Housekeeping Duties

- Maintains a clean storage area for equipment and supplies; ensures adequate inventory of cleaning supplies
- In collaboration with the Housekeeping team:
 - Maintains, cleans, and tidies Church friends' rooms, bathrooms, and the Christian Science nursing setting's common spaces, including kitchen areas
 - Adapts to a flexible work schedule; may be asked to work weekends on a four to a six-week rotating schedule, and is willing to cover needs that arise spontaneously for the department
 - Safely gathers necessary chemicals, supplies, and equipment; sets up and replenishes cleaning cart
 - Keeps setting stocked with clean linens, toiletries, and other supplies
 - Safely and properly maintains and uses any cleaning equipment, and occasionally lifts items weighing up to 25 lbs
 - Drives utility carts

Qualifications:

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

Education and Experience:

- Member of The First Church of Christ, Scientist
- Primary Christian Science Class Instruction, preferred
- Demonstrated ability to read out loud, write and speak English – all of which are understandable by Church friends and staff
- Demonstrated physical abilities such as bending, stretching, and walking for extended periods
- High School Diploma

- Unexpired driver license
- Experience in a team lead position, preferably in Housekeeping
- Some computer skills; adept at using Microsoft Office and internet