



Christian Science Nursing Activities Coordinator

Job Title: Christian Science Nursing Activities Coordinator

Ministerial Designation: Minister of Religion-exempt, Full Time

Department: Christian Science Nursing

Reports To: Director of Christian Science Nursing Department

Prepared Date: January 22, 2020

Summary: The Activities Coordinator participates in the mission and ministry of Tenacre by promoting normalcy, progress, nurturing, and healing for our Church friends by designing and providing quality metaphysical and enrichment activities for all Tenacre Christian Science nursing Church friends.

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: Remains open to other peoples' ideas and tries new things; expresses enthusiasm and optimism; fosters an inspired focus with the work of the Christian Science Nursing activities team.; comfortably leads and facilitates group events.

Teamwork: Supports the camaraderie and unity among all staff and within the Activities team; maintains trust and respect for one another's ministry; takes actions that demonstrate an unselfish approach; is comfortable being part of a vibrant, global community and is at ease interacting with everyone.

Innovation -- Develops innovative and inspired approaches and ideas for activities.

Planning and Delegating: Skillfully develops and implements realistic project plans and schedules others effectively; delegates wisely, matching responsibility with team members' strengths; supports and oversees delegated responsibilities.

Communication Skills: Communicates and responds to others (one-on-one or with a group) in a respectful manner with warmth, respect, 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; is comfortable addressing groups of people.

Teaching Skills: Enjoys teaching and can give instructions that are easy to follow.

Artistic and Creative Ability: Is creative and imaginative and harnesses one's own, team member's and other's gifts and talents in supporting Church friends.

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.

Quality Management: Demonstrates accuracy, thoroughness, orderliness, and attention to detail; has skills in project management and planning events.

Judgment: Gets questions answered from appropriate sources; is flexible and adaptable to new priorities and ideas; uses initiative appropriately.

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.

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.

Essential Duties and Responsibilities: Other duties may be assigned

Organizes and creates events for Church friends

- Works in harmony with the Activities team members and the Christian Science nurses by providing inspirational and enrichment activities for all Christian Science nursing Church friends
- Provides a wide variety of functions that embrace the needs and abilities of all Tenacre Church friends
- Helps facilitate planned group activities; reads aloud to Church friends individually, or in groups; supports normalcy in daily living
- Coordinates daily group Bible Lesson readings and leads Bible study in CS nursing settings
- Provides monthly hymn sings in the Chapel
- Collaborates with Christian Science Nursing Services to better understand what will support normalcy, enrich the Church friend's experience, and support their spiritual growth; responds in loving, cheerful, approachable and appropriate ways
- Plans for special events and trips off property
- Draws on and utilizes talents for activities from staff and friends throughout Tenacre
- Works jointly with the Manager of Church Friend relations and with the Tenacre Events Coordinator for some of the Tenacre community events
- Offers ideas for activity programs; might work independently to take responsibility for specific events; ensures that all preparations are completed
- Utilizes simple Christian Science nursing skills to support Church friends' participation in activities

Administrative

- Organizes and works with the Activities team to plan, schedule, and communicate activities; works with Christian Science nursing setting teams, other service teams, and the Tenacre community regarding the timing of events
- Works from 8:30 am to 5 pm five days a week, including an occasional weekend day
- Coordinates with other departments to gather or purchase all supplies needed such as periodicals, craft materials, and music
- Generates and distributes to the CSN settings and Tenacre community a weekly calendar of events
- Evaluates the effectiveness of programs and activities offered
- Offers ideas for activity programs; might work independently to take responsibility for specific events; gathers all material and completes all preparations needed
- Monitors appropriateness of materials, movies, conversation, and other venues, and takes responsibility for maintaining an uplifting tone consistent with the theology of Christian Science
- Keeps the team's schedule current in the computer; rearranges staffing schedule as needed
- Plans vacations with Christian Science Staff Manager ahead of time according to the department's considerations, so there is coverage for the activities schedule

Oversees the Volunteer Program at Tenacre

(In conjunction with the Manager of Staff for Christian Science Nursing Services)

- Is involved with assessing applicants
- Mentors the volunteers and incorporates them into the activities schedule
- Sets their tasks, educating them, and overseeing their work
- Assists in orienting them to Tenacre and the program
- Does a wrap-up at their departure time

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
- Demonstrated ability to read out loud, write and speak English – all of which are understandable by Church friends and staff
- Versed in piano playing or another musical instrument, preferred
- Christian Science Nursing Assistant course or comparable experience or classes
- Current Driver's license; can safely drive cart, car, and van
- Able to drive a Tenacre bus, preferred
- Clean Driving record
- Experience in creating and managing activities for groups of people, preferred