



## Senior Director of Christian Science Nursing

**Minister Title:** Senior Director of Christian Science Nursing

**Designation:** Minister of Religion, Exempt

**Status:** Regular Full-Time

**Department:** Christian Science Nursing

**Reports To:** President/CEO

**Prepared Date:** January 25, 2024

### Summary:

- The primary focus of the Senior Director of Christian Science nursing is the fulfillment of Tenacre’s mission to heal and the availability of Christian Science nursing for mankind – both at Tenacre and elsewhere.
- Participates in the Mission and Ministry of Tenacre by:
  - The practice and demonstration of Christian Science
  - Providing vision and direction for continually improving and expanding our ministries to reflect the highest standard of Christian Science nursing and the full potential of Christian Science nursing for mankind
  - Supervising and working in collaboration with Tenacre’s Christian Science nursing ministry, including meeting with Christian Science Nursing Department, Christian Science Nursing Homecare, Haven for Healing, and Activities Teams
  - Participating in group meetings called by the President
  - Collaborating with all other departments to uphold an effective healing environment for Christian Science Nursing at Tenacre
  - Representing Tenacre’s Christian Science Nursing ministry in the field when needed
  - Collaborating with Christian Science organizations in the field, in accord with the *Manual By-law Christian Science nurse* - remaining aware of changing needs in the field and facilitating changes needed at Tenacre

### Competencies:

- **Religious Ministry:** 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.

- **Leadership:** Takes initiative; servant leadership; ably makes decisions and includes appropriate people in decision-making process; seeks to inspire others to take progressive steps in our ministry.
- **Vision:** Understands how the actions of our ministry match the vision of the organization and our religion; articulates clearly our vision and purpose to others; suggests activities that would broaden our impact.
- **Communication:** Responds to others with warmth, respect, openness, diplomacy; has excellent phone, writing, and grammar skills; helps develop speeches and slideshows.
- **Facilitating:** Helps facilitate discussions between managers and staff members; helps facilitate discussions between managers and helps them resolve issues when differences arise; workshops metaphysical work-based ideas with staff.
- **Planning/Organizing:** Manages multiple demands; prioritizes and uses time efficiently; is highly organized, thorough, and accurate; manages multiple projects simultaneously and meets deadlines.
- **Teamwork:** Brings multiple people and viewpoints together to find common ground towards articulating and implementing ideas together. Has patience with the changes that occur throughout this process.

### **Management and Administrative Functions**

- Reports directly to the Tenacre President/CEO and follows through on all assigned tasks and projects
- Recommends and shepherds ideas which fulfill Tenacre's mission and make Christian Science nursing more widely available to mankind
- Recommends to the President services to be provided to the Tenacre community - including coordination and prioritization
- Oversees and makes recommendations for actions regarding visa situations for religious workers; monitors and assists in visa activities for staff members
- Keeps the President informed and apprised of Christian Science nursing activities, concerns, and opportunities at Tenacre; may field requests to the Administration for the President and offer perspective, recommendations, and/or additional options
- Supervises the managers of Tenacre's ministries and supports Christian Science Nursing ministry by:
  - providing oversight of Admission Committees; serving on hiring committee for all staff within the Christian Science Nursing Ministries and approves pay changes; helping resolve staff discipline issues; helping streamline processes and recommend technologies; shepherding legal questions that arise in the work
  - attending and often facilitating meetings with the Christian Science Nursing ministry, keeping apprised of progress, issues, and areas for development

- meeting with each manager on a weekly basis to hear their current priorities; providing and acquiring feedback for managers; having annual progress conversations
- Maintains annual oversight and communication with Department of Community Affairs (DCA) for all licensing issues; serves as “Operator” of license
- Discerns changing needs for the ministries to streamline processes to allow for ease of productivity and efficiency of carrying out responsibilities, remaining up to date with processes and facilitating changes as needed
- Reviews requests for individual and project purchases over a certain amount with the President, in keeping with Mrs. Eddy’s admonition for “wisdom, economy, and brotherly love”
- Serves on additional committees as needed in the daily operations of Tenacre
- Collaborates with Tenacre’s publishing activities, offering guidance and direction in light of Christian Science nursing perspective
- Helps to represent Tenacre in the wider community, attending conferences, public meetings and events; helps recommend content for external ads
- Helps process of compiling and organizing reports to the Trustees for quarterly meetings; attends meetings of the Tenacre Board of Trustees, VF Corporation and Barbey Trust meetings as appropriate
- Collaborates and helps oversee the Whole Guest Task Force, which allows Christian Science nurses to take initiative on projects that will improve the experience of guests
- Helps organize the annual Staff Development Month for the Christian Science Nursing ministry
- Oversees house Christian Science practitioner schedule

## **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.

- Member of The First Church of Christ, Scientist in Boston, Massachusetts
- Primary Christian Science Class Instruction by a *Journal*-listed CSB.
- Previous management experience at a Christian Science nursing organization
- Excellent writing and communication skills
- Excellent facilitator
- Excellent public speaker
- Adept computer skills, particularly with the internet and Microsoft Office software