INTERNAL POSTING

A vacancy exists in the following position:

**Director of Spiritual Formation**

**Work Location:** Cardinal Cushing Centers, 405 Washington Street, Hanover, MA 02339

**Reports to:** CEO & President

**Status:** Exempt

**Hours:** Part time flexible hours no more than 10 hours a week

**Summary:**
The Director/Coordinator of Faith Formation at the Cardinal Cushing Centers serves as a collaborative partner with the Cardinal Cushing Centers Leadership Team, Sisters of St. Francis of Assisi, the St. Mary of the Sacred Heart and St. Helen Holy Mothers Collaborative Faith Formation Team, and the staff and students within all programs of the Cardinal Cushing Centers Community in implementing the overall mission and values of the Cardinal Cushing Centers while providing opportunities for spiritual formation for staff and cliental.

**Qualifications:**
- Prior experience working in a Spiritual Formation/Campus Ministry position within a school or parish setting.
- Master’s Degree, preferably in a related field
- Valid Driver’s License

**Certification Provided Through Job Training:**
- CPR
- Safety Care
- First Aid

**Overview of Duties and Responsibilities**
1. Upholds the mission and corporate values of St. Coletta & Cardinal Cushing Schools of Massachusetts

2. Promotes and adheres to the tenets of the Americans with Disabilities Act (ADA)

3. Stay informed about happenings within the Cardinal Cushing Community to establish possible opportunities for integration of Franciscan Values

4. Facilitate monthly spirituality committee meetings

5. Consult with Program Directors to assist with spiritual formation across all programs particularly within Education, Vocational, Residential, & adult services

6. Coordinate yearly School Wide Franciscan Values Festival

7. Attends monthly Department Head Meetings

8. Provide professional development opportunities educating staff on Franciscan Values of the school within education, vocational, and residential programs
9. Provide Spiritual Formation Development Across Campus by facilitating multi-faith spiritual opportunities, being accessible for outreach and communication with Parents to meet the student’s needs

10. Collaborate with St. Mary’s & St. Helens Hoy Mothers Collaborative

11. Coordinate with Residential Staff on transportation for the students participating in religious education at Holy Mothers Collaborative as identified by parents

12. Coordinate with Residential Staff, plans for students to attend Sunday night teen mass at St. Mary’s at least once a month if not more.

13. Oversee coordinating events happening at the Portiuncula Chapel

14. Be a liaison to the Sisters of St. Francis of Assisi

15. Collaborate with the other organizations among the Sisters of St. Francis of Assisi

16. Provide school wide Prayer Services & Prayer Requests and support staff and students when there is a loss, crisis, natural disaster, etc.

17. Provide outreach to staff, clientele, and families requesting prayers

18. Organizing Fall & Spring Day Retreat for Students and the Cardinal Cushing Community

19. Collaborating with staff on-campus that are coordinating Jewish Celebrations

20. Assist with training new staff on the history of the school and what is means to live out the Franciscan Values within our mission and commitment as staff

21. Collaborate with HR to integrate values into the interview process and into staff performance evaluations

22. Assist Family Weekend Events Committee in planning the weekend events
   - Provide Welcoming Reflection Friday Evening Gathering
   - Provide Information about Values & Spiritual formation at informational Table

If you have a positive “can do” attitude and are up to working hard and collaboratively to address challenges in achieving the mission of our organization please forward a resume with a letter of intent to:

   Human Resources
   405 Washington Street
   Hanover, MA 02339
   (781)-829-1216 or resumes@cushingcenters.org

**Deadline of Submission:** Friday, August 28, 2015

Cardinal Cushing Centers is an Equal Opportunity/Affirmative Action Employer