



Office of Vocation and Mission Engagement

The purpose of the Office of Vocation and Mission Engagement is to share the energy of the Charism of Charity - to make God's love known in the world. In this way we will move the Mission forward.

Through the efforts of this Office we will engage in the works of Charity by energizing adults and young people to be part of the Mission and Ministry of the Sisters of Charity of Saint Elizabeth.

This Office will incorporate vocation promotion, discernment and formation in the Vincentian/Setonian Tradition. Opportunities will be offered to those who look to the Sisters of Charity of Saint Elizabeth for inclusion as vowed members, Seton Associates, partners or volunteers.

This office will be coordinated by two people, who together, will review its purpose and functions and decide how best to work together to meet them.

June 2020

Office of Vocation and Mission Engagement

Title: Coordinator of the Office of Vocation and Mission Engagement

Principal Function: This Office represents the embodiment of the core mission of the Sisters of Charity of Saint Elizabeth. Its purpose is to invite and engage people into the Vincentian/Setonian charism. The two Coordinators will provide hands-on ministry opportunities to serve people who are marginalized. They are responsible for the discernment and formation of women who are exploring a call to Religious Life. They are also responsible for the discernment and formation of women and men responding to a call to become Seton Associates of the Sisters of Charity of Saint Elizabeth.

Duties and Responsibilities:

Provide opportunities for women to explore a call to serve as a Sister of Charity of St. Elizabeth and to accompany prospective candidates and new members

Accompany prospective and active Seton Associates on their journeys

Coordinate the high school initiative of the Seton Associates, "Towards Boundless Charity"

Develop orientation, reflection, discernment and formation processes in the charism of Charity

Develop an Advisory Board to strengthen the work of the Office of Vocation and Mission Engagement

Explore and facilitate hands-on ministry programs for high school and college students, adults, Sisters, Seton Associates, volunteers and partners in ministry

Foster the development of leadership opportunities

Develop a marketing plan to reach potential participants and invite them into the charism of Charity

Qualifications: College degree required; advanced degree in the area of human services, theology, or ministry preferred. Appreciation for the Vincentian/Setonian charism and values.

Special Skills: Excellent interpersonal communication, teamwork, collaboration, adaptability, management and leadership skills, knowledge of and creativity in the use of social media.

Hours/week: Full time position