

# Mary's Mantle

## **Mary's Mantle Job Opening**

**Position Title:** Spiritual Coordinator

**Status:** Part-Time (Hourly)  
10-15 Per Week (depending on program need)

**Shift:** Flexible (Some occasional evenings and weekends)

### **About Mary's Mantle**

Mary's Mantle is a residential program rooted in the Catholic faith. The home is designed to accommodate four expectant mothers at a time who are at least eighteen years old, regardless of their religious affiliation. Mary's Mantle is a safe haven where expectant mothers can fully realize their potential as daughters of a loving God.

### **Summary**

The Spiritual Coordinator will oversee the implementation of the spiritual program of the Mary's Mantle program. This includes support to the Residential Program, After Care Program and staff of Mary's Mantle.

**Responsibilities** (Include but are not limited to):

#### Overall Ministry

- Assist in growing and preserving the Catholic identity of Mary's Mantle
- Schedule Clergy to celebrate Quarterly Mass at Mary's Mantle
- Maintain a database of resources for spiritual program goals, including Clergy/Ministry contacts, books, DVDs, music, and prayers
- Provide for at least two days of reflection/retreat per year for staff
- Provide individual spiritual support and resources to staff
- Provide Executive Director with monthly summary of spiritual program
- Be a member of the Mary's Mantle Spiritual Committee

#### Residential Program

- Maintain a strong Catholic home environment in the Residential Program
- Provide for at least two days of reflection/retreats per year for residents
- Develop individual spiritual goals with each woman in Residential Program and document monthly progress in case file.

- Conduct a spiritual workshop or assist in planning a spiritual activity at least twice per month
- Assist in the arrangement of Sunday Church attendance for the women in the Residential Program

#### After Care Program

- Assist After Care workers in the spiritual care of the clients in the After Care Program, including assisting with finding church “homes” for the After Care clients
- Provide phone support and prayer with clients in crisis
- Find and share spiritual opportunities (retreats/concerts/community events) for clients
- Provide for at least one day of reflection/retreats per year for After Care clients

#### **Physical requirements:**

Normal business environment; ability to operate keyboard; ability to communicate verbally and in writing.

#### **Job Qualifications:**

- Minimum of High School diploma. Ability to work with a diverse group of individuals with respect and an open mind.
- Experience in women’s ministry, young adult ministry, or leading spiritual groups is preferred.
- Valid driver’s license.

Interested applicants should send cover letter and resume to Katie Montes at [katie.montes@marysmantle.net](mailto:katie.montes@marysmantle.net). Please highlight in cover letter why you are interested in working in a Catholic Maternity home.