

Vocation Office Manager

Envision the Role as Ideal:

Where every person who makes contact with the vocation office feels welcomed, is treated as a child of God and is provided the services they require each time they contact the office.

Purpose Statement:

We, the vocation office, using discipleship and patience are re-evangelizing a culture to become a vocation friendly culture.

The purpose of the Vocation Office Manager is to use organizational skills and inspiration to manage office operations and call forth the gifts of others so that every person who interacts with the vocation office lovingly receives the services required and that every piece of communication is handled in a highly effective manner.

Values:

Discipleship

Everyone who participates in vocation work, potential and current seminarians are asking "what does God want with my life?" Those who work in the vocation office must be seeking the answer to that question as well. Vocation work is a ministry given to a follower of Jesus Christ to help the Catholic Church continue in her mission of giving the sacraments to her children.

Behaviors

- 1) Is willing to talk about where God is in his/her life on practical matters.
- 2) Continues to reflect in action and conversation that vocation work is the work of the Holy Spirit and is not something we control.
- 3) Is a woman of prayer demonstrated by Mass and talks about importance of prayer.

Confidential

Every person the Lord calls to seminary has been affected by original sin. It is of utmost importance, the vocation director learns as best he can how these people are affected by sin. Because of the close proximity the vocation office manager has to this information and because everyone has the right to a good name and reputation, the vocation office manager will discuss nothing about a potential or current seminarian with anyone besides the vocation director. All conflicts and disputes happening within programs and events is also not to be discussed with anyone besides the vocation director.

Behaviors

- 1) Does not talk about potential or current seminarians outside of the office
- 2) When visitors or co-workers call or come into the office, no information is given about a current or potential seminarian unless the vocation director has delegated that particular task of answering a question or clarifying.
- 3) When a program volunteer vents to the vocation office manager, she will listen and not take sides nor try to solve the conflict and will say so to the person venting.

Welcoming

When someone interacts with the office, the vocation office manager will treat them as if they were the only person she has to interact with that day. The person has been heard and treated with respect and dignity.

Behaviors

- 1) No rushing or hurrying the person through their need or conversation.
- 2) Inviting them to sit in the office while they wait or while they visit.
- 3) Making sure basic needs are taken care of when they will be there a while:
coats, bathroom, something to drink.

Friendly

In vocation ministry, building relationship is essential. The Vocation Office Manager, sees it as part of her responsibility to engage in conversation that humanizes the individual rather than simply taking care of the person's immediate concern or need. Humor and small talk with individuals who contact the office is welcomed and encouraged.

Behaviors

- 1) Ask questions about the person that lets them know we believe they are valued.
- 2) Allows sense of humor and light-heartedness to be part of the conversation.

Honesty

Everyone who works in vocation ministry is trying to learn how to encourage the right candidates. The Vocation Office Manager will have the freedom to conduct herself in word and deed in an honest, sincere, forthright manner.

Behaviors

- 1) Offers fair critiques of people and situations praising what is good and criticizing what needs improvement, sometimes without being asked.
- 2) Will not do anything that goes against her integrity or what she believes is best for the Church in the long run.

Organized

The Vocation Office receives many communications and much paperwork each day. The Manager will handle, file, and retrieve the information while knowing what still needs to be handled and what has been handled.

Behaviors

- 1) Will work with the vocation director to create a better system of effective communication knowing if information has been handled or not.
- 2) Will work with vocation director so he can find information when she is not in the office.