

CHM Associate Program Co-leader

Job Description, proposed by Associate Study Group, CHMs

The two persons serving as co-leaders will collaborate and organize themselves to carry out the responsibilities of facilitating the CHM Associate Program. Each co-leader is dedicated to the role and responsibilities on a quarter-time basis, equivalent to 40 hours/month. It is expected that the co-leaders will create and manage their own schedules, and work time will flex according to what is occurring and/or planned.

1. Carry out the purpose(s) of the CHM Associate Program, utilizing the resources within the community and associates to nourish spiritual development and build community. Communicate opportunities for connecting with sisters, and for nurturing and enriching the bond between associates.
2. Carry out the processes for education, formation and personal discernment of current and new associates.
3. Provide information to those seeking to become an associate.
4. Create and facilitate an immersion spiritual experience at Our Lady of the Prairie (OLPR) for formation of persons exploring association, and nurturance of current associates' bonds and commitment as a CHM associate.
5. Work cooperatively with the Associate Advisory Committee, providing updates at quarterly meetings and opportunities for input and feedback.
6. Keep CHM associates up-to-date through methods which will reach associates in other geographic areas.
7. Use face-to-face methods and web-based methods to educate and create bonding between associates.
8. Arrange for the purchase and distribution of a reflection publication for use by associates during Lent and Advent.
9. Retain file copies of the association documents.
10. Maintain membership in the North American Conference of Association (NACAR).