



Position: Director of Ministry Services

Reports To: Bishop

Date: April 2019

Ministry Position Overview

The Director of Ministry Services, reporting to the Bishop, possessing a strong and clear sense of what support is required at the parish level, will oversee the delivery of pastoral services to parishes from the pastoral offices at the Catholic Pastoral Centre (CPC).

Ministry Position Summary by Areas of Responsibility

Management of CPC Ministry Offices

The Director of Ministry Services, will manage and oversee the service delivery offerings from the ministry offices of the CPC.

Duties Include:

- Management of the appointed Staff to these offices
- Developing and managing professional development plans for Staff
- Developing and oversight of fulfillment of Office Mandates
- Budgeting for expenditures and reviewing quarterly with direct reports
- Evaluating pastoral service delivery offerings for both frequency and quality
- Responding to pastoral service delivery requests from Pastors and parish level staff/volunteers

Support & Liaison of Volunteer Diocesan Pastoral Offerings

The Director of Ministry Services, will liaise with the volunteer service delivery offerings including areas like: Reverence for Life, Marriage Support, Grief Support and Retrouvaille

Duties Include:

- Membership/participation at board/council meetings by appointment
- Reporting salient issues/requests to the Bishop
- Responding to ministry service delivery requests from boards/council

Diocesan Events

The Director of Ministry Services, working collaboratively with the Bishop and the Director of Operations will plan and execute Diocesan-wide training and formation programs and events.

Duties Include:

- Setting themes/agendas
- Budgeting for revenues and expenditures
- Booking speakers
- Managing logistics (facility, hospitality etc.)
- Overseeing promotion and registrations
- Evaluating effectiveness of Diocesan-wide events

Working Conditions

- Preferred full-time position
- Primarily regular office hours with occasional evening and weekend responsibilities
- Dedicated office space
- Remunerated monthly according to the Managerial/Professional Salary Grid of the Roman Catholic Diocese of Saskatoon (Parish Level II)
- Benefits and pension in accordance with the Diocesan Personnel Policy

Job Specification

- Confirmed practicing Roman Catholic in good standing with the Church
- Relevant post-secondary education in theology, philosophy, education and/or business
- 3-5 years employed experience in managing budgets and direct reports
- Employed experience at a parish level is an asset
- Public speaking ability
- Access to reliable transportation and ability to travel