



## DIRECTOR OF PASTORAL SERVICES - ARCHDIOCESE OF WINNIPEG

The Archdiocese of Winnipeg is seeking a Director of the Pastoral Services Department. The Director's primary responsibility will be to support and coordinate the staff of the Pastoral Services Department with particular focus on how they, as a team, can assist with the implementation of the pastoral proposals of the recent Archdiocesan Synod. The Director is responsible to the Archbishop and must work closely with Archdiocesan staff, pastors, parish staff, and pastoral councils.

### **This will include the following areas:**

- *Lead regular staff meetings*
- *Assist and advise individual staff in the exercise of their work responsibilities.*
- *Hiring and orientation of new staff*
- *Conduct annual staff performance reviews*
- *Coordination for Archdiocesan Pastoral Council*
- *Administrative oversight of certain programs of the Archdiocese*
- *Liaison and collaboration with pastoral services offices of the Archdiocese of St Boniface*
- *Respond to requests related to Pastoral Services from parishes, deaneries and other dioceses as well as individual inquiries*

### **Qualifications:**

- *A practicing Catholic*
- *A good understanding of the mission and ministry of the Catholic church*
- *Experience in pastoral ministry at the parish and diocesan levels*
- *Open to grow in faith and ministry*
- *Post-secondary education especially in area of pastoral ministry or theology would be an asset*
- *Ability to assume administrative and supervisory responsibility and to support and assist others*
- *Good communication skills both oral and written*
- *Strong networking and collaborative skills*
- *Able to follow a flexible work schedule and to travel outside the city*

This is a **full time position** with benefits. If you are interested in learning more about this opportunity, please forward your resume, the names of three references (one of whom should be your pastor) by **February 28, 2020**, to the:

### **ARCHDIOCESE OF WINNIPEG**

Attention: Director of Pastoral Services Position

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