

**JOB POSTING
KEEPER OF THE CENTRE
Sandy-Saulteaux Spiritual Centre**

Closing Date for Applications: February 29, 2016

Vision of the *Sandy-Saulteaux Spiritual Centre*

The Sandy–Saulteaux Spiritual Centre is a place of spirit where First Nation, Métis, Inuit and Christian spiritual beliefs are respected, shared and understood. In the circle, First Nation, Métis, and Inuit women and men are nurtured for leadership roles in The United Church of Canada, other denominations, and in their communities as lay, diaconal and ordained ministers. From the strength of Elders’ wisdom, the Sandy–Saulteaux Spiritual Centre will foster teachings of respect, healing, and connectedness to be shared: for the benefit of individuals; for restoring balance and wholeness among peoples and with all of creation; and for nurturing a prophetic voice.

Mandate of the Centre

- To uphold and teach the liberating gospel of Jesus, the Christ.
- To provide culturally specific theological education and preparation for both lay and ordered ministry that respects both Christian beliefs and traditional First Nation, Métis, and Inuit spirituality and values.
- To encourage ecumenical and interfaith participation at the school.
- To honour the diversity of cultures, languages and traditions of the communities.
- To develop a strong focus on ministry with, and in, urban First Nation, Métis, and Inuit communities.
- To honour and carry out traditional ceremonies.
- To use a community-based model for First Nation, Métis, and Inuit Christian ministry preparation in changing contexts.
- To honour a learning circle model that enables everyone to have a voice, be respected and included, bring their particular experience and perspective, and to listen.
- To provide a learning context that addresses healing from the effects of racism, colonization, the inequitable attribution of cultural value, residential schools legacy, and the “60s (70s, 80s, 90s, 00s, CFS) scoop”.
- To promote right relations through cross-cultural healing and learning between First Nation, Métis, and Inuit peoples of diverse identities and non-Indigenous* peoples and communities.
- To support ministry personnel serving First Nation, Métis, and Inuit communities, with continuing education and support.
- To provide a retreat and educational facility for organizations and individuals desiring time on the land.

Primary Responsibilities: The Keeper of the Centre is responsible for overseeing the retreat business, facility management, and business affairs of SSSC. Essential is the ability to thoroughly understand financial statements and reports, to analyze financial data, report financial performance, prepare budgets and monitor expenditures and costs. Preparation of sound business and financial plans as well as networking with the broader philanthropic community and supportive public is central. The position is also responsible for the management of the retreat business of SSSC including but not limited to hospitality, physical care, casual staff and facilities management.

Competencies:

- Ability to work effectively as a member of a team
- Ability to communicate effectively interpersonally and electronically
- Ability to plan, schedule and organize gatherings, courses, and events
- Ability to work to a deadline
- Ability to work effectively in intercultural situations and highly ambiguous contexts
- Knowledge of United Church of Canada polity, ethos, and candidacy process is an asset
- Ability to travel as a work requirement
- Must possess a valid driver's license and personal transportation for local travel related to the position.

Specific Duties and Responsibilities

Please access the website for a fuller job description at <http://sandysaulteaux.ca>

Accountability

Accountable to the Keeper of the Circle.

Preferred qualifications:

- Excellent interpersonal and public relations communication skills
- Proven administrative skills in program, finances, grant writing, human resource and policy management
- Creative problem solving skills and ability
- Preferred familiarity with the organizational structures of the United Church and of the Indigenous ministries of the United Church of Canada.
- Deep commitment to foster Right Relationships in cross cultural settings
- Degree in Business Management, Accounting or equivalent
- Familiarity and facility with Simply Accounting software
- Familiarity with First Nations context, culture, and issues
- Familiarity with the ecumenical Christian community
- Aboriginal heritage preferred

Salary Range: to be negotiated.

Posting opens: December 8, 2015

Posting closes: February 29, 2016

Contact: Applicants please send cover letter and curriculum vitae to:

Sandy-Saulteaux Spiritual Centre Search Committee
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