

**Job Description: Keeper of Learning Pathways
Sandy-Saulteaux Spiritual Centre
The United Church of Canada**

Position Title: Keeper of Learning Pathways

KEEPERS OF LEARNING JOINT DUTIES

Keepers of Learning Working Collaboratively in a Team

The Keepers of Learning (Keeper of Learning Pathways and Keeper of the Learning Circle) will need to work together attuned to the flow of the program's calendar, both as Learning Circles approach and during busy times of reporting to ensure the many details and logistics are covered. The ebb and flow of this work is that there are busy times and less busy times; high levels of cooperation and communication are needed to work as a team that displays the principles of Indigenous leadership. They will need to develop an ability to troubleshoot in times of crisis and work to meet goals amidst challenges and complexities. For example, while a duty may primarily belong to one position; in preparation for busy seasons, these positions ought to show reciprocal care for each other in helping to meet reporting needs, circle logistics, and to prioritize student needs in the rhythm of the school's calendar. In this way, the Keepers of Learning set the tone for forms of reciprocal community care of all who enter the circle.

In light of this, below are the shared responsibilities of the Keepers of Learning:

- Teaching in Learning Circles where appropriate
- Budget & Finances (With support from Keeper of the Centre)
- Relationship & Community Building - Talking/Listening/Sharing Circles/Meals/Being Present
- Being a Pastoral Presence to Students
- Shared access to student files and upkeep
- Co-Writing & Sending Reports
 - Program staff write reports for students who they are in primary relationship with, this may change from year to year on a student's pathway.
 - Reports are/may need to be sent to Indigenous Office of Vocation (IOV), Student's Community, Student's Field Placement, National Indigenous Council (NIC).
 - Keepers of Learning will need to work with these community partners to develop a form of reporting style that works (i.e. take advantage of the opportunity to create our own report style in the wake of the church re-structuring process).
 - This Reporting style should include a mode to receive reports back from community, field placements, Vision Keepers, IOV, NIC as feedback for students.
- Orientation/Intake/Assessment for New Students and Student's Learning Pathway - Team effort with Keepers of Learning and Keeper of the Circle (Principal's position)
- M. Div. Course Accreditations from SSSC Circles - Communication with Emmanuel & VST - Team effort with Keeper of the Circle being primary person of communication.
- Communications with IOV
 - The Keepers of the Learning report on both student progress and student readiness; they also both weigh in on a student's field placement site. Clear, trusting, and open communication that involves all parties will need to be established and respected.

- SSSC Ceremony of Celebration (Student-led, with support from the Business Assistant and Bookkeeper, Keeper of the Circle, and Keeper of the Learning Circle)
- Staff Support for the SSSC Program Committee (A policy making body whose purpose is to oversee the development and implementation of all programming). The Program Committee approves New Student Applications and SSSC Financial Bursaries. It is concerned with 5 Key areas, some of which are more closely supported by each Keeper of Learning:
 - Policy (Policy Development, including Student Handbook & Student Policy & Procedures)
 - Curriculum (Including Input on teachers and elders for upcoming learning circles)
 - Recruitment
 - Outreach/New Programming
 - Student Life

KEEPER OF THE LEARNING PATHWAY JOB DUTIES

At SSSC, a student's learning pathway involves another goal alongside the goal of ordination or commissioning: this is a student's personal reconciliation and healing. A student's pathway involves all of the circles of support and ministry as places to grow and develop alongside the learning circles. In the learning circle, and the circles on a student's pathway, there is always a give and take flexibility that makes room for each one's gifting and energies to have their influence; and a student's pathway should move increasingly toward Indigenous Testamur. Student learning pathways should be marked by care, discovery, celebration, and support. The building and maintaining of trust is essential for the pathway to function well. Ultimately, student's must take leadership and responsibility of their learning pathway, but the Keeper of Learning can function as an extremely helpful guide and support that helps navigate complex systems, requirements, and the sometimes challenging demands of a student's holistic learning pathway and the ways this rubs with a colonial structure's systems and demands. Below are the primary responsibilities of the Keeper of the Learning Pathway:

- Cultivating a robust understanding of the requirements and rhythms of a student's pathway.
- Orienting students and a student's circles of support to the Learning Pathway;
- Developing Resources with the IOV that clearly communicates the pathway to Ordination/Commissioning and helps students see what is expected of them and what they can expect to occur over their journey to ministry.
- Supporting relationships with Guest Students & School Partnerships (i.e St. Andrew's College, The Centre for Christian Studies, etc.)
- Vancouver School of Theology–SSSC M. Div. Partnership (Logistics for VST Summer School – Applications, Bursaries, Lodging)
- Communication on Student Progress with First Nations Education Authorities (Where applicable for students); including assisting students to apply for funding following admission.
- Communication with Anglican, Roman Catholic, or other denominations; Support for the building of ecumenical relationships with the centre.
- Helping with the Administrative arrangement of Student Counselling.
- Supporting conversation with IOV and SSSC students to facilitate the set-up of field placements (These are set up by the IOV).
- Advising/Meeting with Students during the Learning Circle to touch base on student progress and upcoming requirements or expectations; shepherding students through Pathway and walking alongside them in their journey between learning circles (can look many different ways)

- Planning Student Travel Logistics for Circles & National Indigenous Spiritual Gathering (With contracted SSSC Travel Services)
- Approving Student Travel Expenses (With Keeper of the Centre)
- Supporting students with outstanding Journals where required in communication with Keeper of the Learning Circle; Keeping Notes on the Learning Circle Sessions toward this goal and to keep a record for the planning of future circles.
- Updating Transcripts in communication from the Keeper of the Learning Circle who grants credits
- Updating student files with new transcripts, Annual Theological School Reports, attendance, etc.

Required Education & Demonstrated Experience:

- Master's Degree in ministry or theology or related field required; doctoral degree preferred
- Clarity on own spiritual self-identification (including affiliation with a religious tradition) and comfort with spiritual pluralism and traditional indigenous spiritual practices
- Track record of teaching excellence
- Student Services Experience an asset
- Record of public speaking and published writing an asset
- Online Course Instruction Experience an asset

Accountability:

- Accountable to the Keeper of the Circle (Principal's position)
- Regular reporting to the Keepers of the Vision/Board

Please follow the process outlined below and submit the required documents:

1. Review this job posting carefully.
2. Contact Sandy-Saulteaux Spiritual Centre for our orienting documents for this position.
3. After careful review of all documents please explain in a succinct Cover Letter why you are qualified to fulfill this position including:
 - Statement on indigenizing theological education,
 - Statement on own research, teaching interests, and administrative skills,
 - Statement of teaching philosophy.
4. Curriculum Vitae.
5. Writing sample or video link to recorded public speaking/teaching.
6. Only those who are selected for further response or interview will be contacted.

Appointment Type:

Dean (joint authority with the Keeper of the Learning Circle)

Appointment Status:

Full-time, permanent

Tenure Status of this position:

Not applicable; the Centre does not have an academic charter or accreditation with Association of Theological Schools (ATS)

Statement of Faith Required:

None; Understanding of the structure and polity of the United Church of Canada an asset

Organizational Budget & Staff FTEs:

The Centre has an overall annual budget of approx. \$600,000, and 4 FT and ~10 PT staff.

Compensation & Benefits

Salary Range \$60,000 to \$70,000 depending on qualifications and experience.

[Group benefits](#) including extended medical and [defined benefit pension](#). Professional development allowance no less than posted current UCC minimum (2021 min. rate is \$1,474).

Interested applicants should forward required documents to connect@sandysaulteaux.ca .

Position posted December 1, 2021 until filled.