

**JOB POSTING – 2022 November**  
**KEEPER OF THE CENTRE**  
***Sandy-Saulteaux Spiritual Centre***



**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, reserve and 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.

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**Keeper of the Centre Purpose:**

The Keeper of the Centre reports directly to the Keeper of the Circle. The Keeper of the Centre works in conjunction with SSSC bookkeeper, Treasurer and Finance Circle. The Keeper of the Centre is responsible for overseeing the business affairs of SSSC by; analyzing and reviewing

financial data, reporting financial performance, preparing budgets and monitoring expenditures and costs. The Keeper of the Centre is required to present this information to the Keepers of the Vision and Finance circle at regular intervals and provide this information to members of SSSC and non-profit regulatory bodies such as Canada Revenue Agency. The Keeper of the Centre routinely checks SSSC's financial health and integrity.

The Keeper of the Centre is responsible for the management of the facility rental business of SSSC including but not be limited to: hospitality, physical care, kitchen and maintenance staff and facilities management.

The development work of the Keeper of the Centre in conjunction with the Business Assistant will incorporate the expansion of the donor base and funding sources for programs offered and infrastructure needed to support ministry training and cross-cultural programs. The Keeper of the Centre must develop and maintain a strong knowledge of the non-profit industry to know how other non-profit organizations are approaching similar problems. Grant writing is a major part of the Keeper of the Centre's work, so must exercise strong writing, editing and reporting skills.

The Keeper of the Centre will assist in the design and promotion of cross-cultural programming. The cross-cultural educational mandate is vital in expanding the web of clients, constituents, and supporters.

The Keeper of the Centre will work cooperatively as a team member with the Keeper of the Circle, Keeper of the Learning Circle, Keeper of Learning Pathways, Bookkeeper, Business Assistant, Hospitality Coordinator, maintenance person and the Keepers of the Vision to exercise care for the organization and assist the development of a vision of the Centre for the future. Teamwork is vital for proper management of staff relationships and coordination of efforts.

### **Primary Responsibilities:**

#### **Funding Development and Planning**

- Development of donor base and program support expansion strategy
- Public relations, promotion and networking
- In conjunction with the Business Assistant and Communications Circle:
  - Oversee the donor care plan
  - Oversee the Newsletter
  - Oversee planned giving and fundraising
  - Oversee the database and donor relations
- Grant writing and reporting with support from other staff

#### **Resource Centre / Hospitality**

- Management of premises and equipment including oversight of repairs and maintenance
- In conjunction with the Hospitality Coordinator and other staff:
  - Oversee promotion & sales of facility rentals (including rates) in consultation with the Finance circle
  - Planning for large groups and special events
  - Oversee Hospitality and rentals
  - Oversee the Centre calendar

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- Set pricing for teaching, Elder and consulting fees in consultation with the Finance circle and the Keepers of the Vision
- Develop and maintain professional relationships with clients
- Network with other Indigenous and related organizations
- Oversee the development of appropriate promotional material (brochures, web-site, advertising)

### **Cross-Cultural Programming**

- Shared planning and promotion of cross-cultural and continuing education programs (in consultation with Keeper of Circle, Keeper of the Learning Circle, Keeper of the Learning Pathways)

### **Financial** (Relating to the Bookkeeper and Finance Circle)

- Budget:
  - Development of the annual budget with input from the Keeper of Circle, Finance Circle and other staff, and present to the Keepers of the Vision for approval
  - Oversee the preparation of monthly financial statements by the bookkeeper with comparison to monthly budget figures and explanation
- Oversight and management of grants and bursaries (in consultation with Keeper of Circle, Keeper of the Learning Circle, Keeper of Learning Pathways, Program committee and Finance Circle)
- Grant applications preparation, monitoring and reporting
- Ongoing analysis of cost effectiveness of expenditures for programs, property, rentals, physical plant and human resources
- Knowledge of and facility with Sage 50 accounting program
- Assist the bookkeeper with the annual audit of the Centre

### **Human Resources** (Relating to the SSSC Personnel Committee)

- Leadership for casual staff development and training
- Assist in the development of policies for Board approval (casual staff, maintenance, rental, hospitality etc)
- Implementation, monitoring and enforcement of policies
- Performance reviews for casual staff
- Oversight of casual staff work schedules and assignments

### **Support**

- Support reporting and communications to the Keepers of the Vision and all Committees

### **Accountability:**

The Keeper of the Centre is accountable to the Keeper of the Circle. This is a management level position with responsibilities for solving problems and making decisions. It is expected that the Keeper of the Centre will work in close cooperation with all staff. It is the vision of the Keepers of the Vision that the staff will function as a team, sharing responsibilities, care and concern for one another and the Centre. Attendance at evening and weekend meetings is required on a regular basis, some travel is required to attend meetings relating to the work of the Centre.

**Employment Contract:**

The successful candidate will be employed by a full time employment contract.

**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 is a work requirement
- Must possess a valid driver's license and personal transportation for local travel related to the position

**Preferred qualifications:**

- Excellent interpersonal and public relations communication skills – to address general public and client/funding base
- Proven administrative skills in program, financial, 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 personal and professional commitment to foster Right Relationships in cross cultural events, settings and experiences
- Degree in Business Management, Accounting or equivalent
- Familiarity with Indigenous context, culture, and issues
- Familiarity with the ecumenical Christian community

**Salary:** To be negotiated.

**Posting Opens:** November 9, 2022

**Posting Closes:** February 9, 2023

**Position begins:** Monday, April 3, 2023

**Contact:**

Applicants please send cover letter and curriculum vitae to:

**Sandy-Saulteaux Spiritual Centre Search Committee**

% Sandy-Saulteaux Spiritual Centre

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