

SCHEDULE A
Sandy-Saulteaux Spiritual Centre
Keeper of the Learning Circle
Job Description – April 2026

The Keeper of the Learning Circle (KOLC) walks alongside students in their ministry formation, supporting their growth through Learning Circles, field placements, and relationships with community, Elders, and Vision Keepers. Rooted in a holistic, land-based, and relational approach to education—where all are teachers and learners—this role integrates spiritual, cultural, and experiential learning.

Grounded in Indigenous self-determination and the [Calls to the Church](#), this role supports leaders in developing skills that foster hope, healing, and good and right relationship within their communities.

Expectations

- Relationship and community building with ministry students and guests of SSSC.
- Direct support and on-going presence with students.
- Shared access and upkeep to student files.
- Teaches in the Learning Circle.
- Collaborates with the United Church of Canada Indigenous Office of Vocation and Indigenous Candidacy Board to implement and support students to obtain Testamur and navigate the candidacy pathway.
- Primary person to plan the Learning Circles and draft the weekly schedules in collaboration with the Program Team.
- Provides orientation for new students after completing the intake and assessment.
- Reviews the students' submissions of journaling (which can be submitted in many forms) to determine credit for course.
- Communicates with the Indigenous Office of Vocation on readiness and progress of students in the candidacy pathway.
- Lead in collaborating to plan the Annual Ceremony of Celebrations with the Program Team and Ministry Students.
- Supports the Keeper of the Circle for course credentialing with other theological schools.
- Develop self-studies and/or collaborate with resource people for students who may miss a required course for extraordinary reasons.
- Joint visit with students and Vision Keepers in their field placements with the Keeper of the Learning Pathways.
- Collaborates to prepare annual reports to Indigenous Candidacy Board and Indigenous Office of Vocation.
- Develops and supports safe spaces for learning and sharing.
- Collaborates with Program Team to develop syllabi, topics, schedule, and academic plans.

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- Collaborates to determine changing trends of communities and aligns topics to meet needs.
- Plans and facilitates Learning Circles with the Keeper of the Learning Pathways and National Vision Keeper.
- Collaborate on monthly report to the Keepers of the Vision (KOV) with the Program Team.

Qualifications

- While theological education and experience is an asset, we also value deep commitment to Indigenous spiritual practices, history, and teachings. This role is well suited for someone who honors both traditions.
- Strong communication and facilitation skills.
- Valid Driver License with access to a reliable vehicle.
- Police Criminal Record Check & Child Abuse Registry Check, current within the last 3 months.

Accountability

- Reports to the Keeper of the Circle.
- Works directly with the Ministry Program Team.
- Collaborates on monthly report to the KOV with the Program Team.
- Supports the National Vision Keeper to collaborate with the Program Committee.
- Collaborate with the Hospitality Manager and Office Admin when planning events.
- Works as a team with the other SSSC Staff and supporters including the KOV, Elders, friends and partners of SSSC.

Supervisory Duties: None (currently)

Other Employment Information:

This position is established as a three-year term appointment as part of Sandy-Saulteaux Spiritual Centre's Lilly Endowment initiative to strengthen Indigenous ministry formation and theological education. As relationships, partnerships, and funding opportunities continue to develop, there may be opportunities to extend the role beyond the initial term, subject to funding availability, organizational discernment, satisfactory performance, and mutual agreement.

Sandy-Saulteaux Spiritual Centre values relationship-building, community presence, and participation in land-based learning. Preference may be given to candidates who live within the region or who are willing to relocate and become actively engaged in the local community and the life of the Centre.

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- Hybrid or Remote Work
- Computer supplies
- 50% of cellphone reimbursed
- \$1,200 and 15 days per year for Professional Development
- 8 business days per year will be supported to attend ceremony for self-healing and to support relationship building with community partners, Elders, and Knowledge Keepers.

Employment Information

Type: 1.0 FTE

Wage: up to \$ 70,000 per year, plus MERCS and benefits

Start Date: August 31, 2026