

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

The Keeper of the Learning Pathway (KOLP) walks alongside students, Vision Keepers, and community partners as a guide, companion, and bridge to the journey into ministry. This role holds the Indigenous pathway to ministry in a good way - ensuring that each student's learning journey is supported, understood, and nurtured within a circle of relationships.

The KOLP guides students in reflecting on their experiences, developing goals, and discerning their call, while supporting processes such as Prior Learning Assessment and Recognition (PLAR), which honour lived experience and storytelling as valid pathways of 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

- Assist in developing supportive peer relationships, engaging past graduates by identifying opportunities for meeting and continuing education.
- Foster and maintain regional and provincial relationships.
- Implementing continuing education offerings for individuals from other theological schools and organizations.
- To engender a culture where spiritual leaders continue lifelong learning and are renewed and equipped for leadership in a constantly changing landscape.
- To encourage lay members of congregations in Community of Faith where the student is practicing their ministry, to see themselves as partners in leadership development and in the stewardship of leaders.
- Collaborates with the Keeper of the Learning Circle and National Vision Keeper to prepare individuals for PLAR.
- Lead in supporting Supervised Ministry Education by orientating Vision Keepers when starting to support a student.
- Provides opportunities for supporting the Vision Keepers and how they provide support to Students.
- Completes interviews with Vision Keepers.
- Primary person to recruit new students in collaboration with the Program Team.
- Completes intake, assessment, and identifies sponsorship opportunities with potential new students.
- Motivating student success and marking milestones.
- Assist in partnership with the United Church of Canada Indigenous Office of Vocation and the Indigenous Church to enable students to practice their calling in field placements with sufficient supervision.
- Take registrations and prepare visiting students for the Learning Circle.

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- Orienting students and a student's circles of support to the Learning Pathway.
- Provides online and logistical support for Learning Circles.
- Ordination/Commissioning and helping students see what is expected of them and what they can expect to occur over their journey to ministry.
- Being a pastoral presence for students and providing trauma informed care and support.
- Shared access to students files and upkeep.
- Employing new ways of liberating and imagining different forms of spiritual leadership and how it connects with collaborative ministries.
- Co-writing and reporting on the students' pathway, updates to the Indigenous Office of Vocation, Field Placements, etc.
- Maintains communication and collaboration with the Indigenous Office of Vocation and Indigenous Candidacy Board.
- Under direction of the National Vision Keeper and in collaboration with the Program Team, works with the Program Committee to support the work in the Ministry Program.
- Oversees the logistics for theological partnerships, summer programming, and credit recognition and sharing such as, but not limited to the Masters of Divinity at other theological schools.
- Collaborate with Program Team to identify Elders and resource people for the Learning Circle through relationship.
- Provides the direct support in the spirit of hospitality for Elder and resource people while in the Learning Circle.
- Support the implementation of resources developed with the Indigenous Office of Vocation that clearly communicates the pathway and Testamur.
- Being proactive in cultivating a pathway towards decolonizing spiritual ecology by working with others.
- Participation on external committees and boards must align with vision of SSSC and is at the discretion of the Keeper of the Circle.
- Accept mentorship from the National Vision Keeper and others.
- Attend regional ministry meetings.
- May cooperatively develop and teach in the Learning Circle.
- Communication on Student Progress with First Nations Education Authorities (Where applicable for students); including assisting students to apply for funding following admission.
- Helping with the Administrative arrangement of Student Counselling.
- 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).
- Collaborates to develop the annual plan, weekly schedules, and syllabi for Learning Circles.

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- Aligns the Student Handbook with Testamur and the Indigenous Candidacy Pathway.
- Support students to complete documentation to obtain funding and to request reimbursement for travel.
- Accepting inquiries and onboarding new ministry students
- Oversee the Candidate Aid Grant Budget and opportunities to support learners to obtain funding and/or bursaries to support their educational journey.
- Supports collaborating to plan the Annual Ceremony of Celebrations with the Program Team and Ministry Students.
- Collect data and evaluate the learning outcomes for the Ministry Training.
- Works in collaboration to recommend changes to the curriculum based on the data and feedback collected.
- Identify and recommend ways in which the program or its elements can be more sustainable.
- Works in collaboration to recommend changes to the curriculum based on the data and feedback collected.

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.
- Experience with an online learning platform.
- 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 National Vision Keeper and Keeper of the Learning Circle.
- Collaborates on monthly report to the Keepers of the Vision with the Program Team.
- Supports the National Vision Keeper to collaborate with the Program Committee.
- Collaborates with the Hospitality Manager and Office Admin when planning events.
- Works as a team with the other SSSC Staff and supporters including the Keepers of the Vision, Elders, friends and partners.

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

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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.

- 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