



# CANADIAN MARTYRS CATHOLIC CHURCH 加拿大殉道聖人天主堂

## **Job Description: Pastoral Manager**

### **Job Summary**

Under the authority of the Pastor, the Pastoral Manager (PM) is a dedicated senior staff member who assist the Pastor in the pastoral aspect of the parish governance. Demonstrating strategic leadership and governance management competencies, the PM will assist the Pastor to set the vision, establish pastoral goals, and oversee the implementation of strategic priorities. With the spiritual guidance from the Pastor, the PM will develop pastoral programs to help parishioners to discover their gifts and charism, to use them effectively for the common good. This position fosters organizational health of the Parish, manages conflict resolution, leads, and facilitates effective communications, promotes collaboration and stewardship development. When delegated by the Pastor, the PM represents the Parish to establish professional alliance and build intentional relationships with external communities, including the Archdiocese, other parishes, and church ministries.

### **Roles and Responsibilities**

#### **VISION & MISSION**

- With a heart for the Eucharist, the execution of all job-related duties will be inspired by the Holy Spirit and guided by living out God's vision for our Parish.
- Provide consultation and advice to the Pastor, to assist the Pastor to define the vision and articulate the mission of CMCC.

#### **LEADERSHIP AND GOVERNANCE MANAGEMENT**

- Knowledgeable with Archdiocese policies and guidelines for parish governance.
- Provide consultation and advice to the Pastor on issues and processes related to operationalizing the Parish mission and governance of the Parish.
- Demonstrate effective leadership, work collaboratively with the Senior Leadership Team (SLT) to deliver the Parish vision, mission, and objectives.
- Provide information and insight to the SLT and Finance Council in fulfilling their advisory and oversight responsibilities.
- Ensure CMCC operations are aligned with RCAF requirement and standards.
- Represent CMCC to attend Archdiocese meetings.

## **STRATEGIC AND OPERATIONAL PLANNING**

- Develop and lead strategic planning with the Pastor and the SLT.
- Translate the strategic plan into operational plans to achieve the vision, mission, and strategic objectives of the Parish.
- Continually seek and pursue new opportunities to fulfil the Parish vision, mission, and strategic objectives.
- Monitor and report on the progress of the strategic and operational plans. Recommend changes and adjustments as appropriate.

## **SPIRITUAL CULTIVATION & PASTORAL PROGRAMS**

- Provide insights and oversight to Parish programs, conduct program reviews.
- Introduce pastoral programs with topics related to liturgy, discipleship, evangelization, and faith formation.
- Engage clergy and layperson speakers to deliver spiritual retreats and related training to advance the Parish vision and mission.
- Foster the discernment of gifts and charism to empower stewardship development and promote ministry involvement in the parish.
- Cultivate a Christ-centered parish culture, strengthen families by growing in faith.
- Make every Sunday matter. Foster the experience of God's merciful love.
- Develop parish leadership to staff, ministry coordinators, and parishioners by facilitating spiritual retreats and by providing faith formation development opportunities to them.

## **HUMAN RESOURCES**

- Develop and update pastoral ministry job descriptions to reflect current needs and future development of CMCC.
- Supervise pastoral ministry staff and conduct performance management.
- Maintain confidential employee and volunteer files.
- Foster organizational health of the parish, demonstrate strong interpersonal skills, conduct effective conflict resolution.
- Provide feedback and mentorship to ministry coordinators and key volunteers.

## **PUBLIC RELATIONS AND PARTNERSHIP MANAGEMENT**

- Representing the parish to foster intentional relationships with external communities and partners, including the Archdiocese, other parishes, and church ministries.

## **SPIRITUAL AND PROFESSIONAL DEVELOPMENT**

The Pastoral Manager will meet regularly with the Pastor for professional and pastoral mentorship and guidance.

The Pastoral Manager will attend applicable leadership professional development and faith formation studies, discipleship, and evangelization programs, available through the Archdiocese, post-secondary institutions, catholic ministries, spiritual retreats, conferences, and events.

## **QUALIFICATIONS & REQUIREMENTS**

- Preferred postgraduate degree in the discipline of Leadership or Business Administration in Executive Management.
- Undergraduate degree in relevant fields from a recognized university in Canada.
- Minimum of 10 years of leadership and management from professional work experience.
- Minimum of 10 years of pastoral experience in adult faith formation (such as RCIA) and liturgical ministries.
- Letter of recommendation from pastor of personal parish.
- Fluent in English and Cantonese. Basic Mandarin will be helpful.
- Proficiency with Windows, MS Office, Google applications, virtual conference platforms, and social media applications.

## **CATHOLIC VALUES**

- Desire for holiness and passion in liturgy, discipleship, and evangelization.
- Commitment to and a sound understanding of Catholic doctrine and practices.
- Active Catholic faith life abides by the teachings of Catholicism.
- Experience in working with diverse communities of individuals who are at various stages of spiritual growth and development.
- Music background with experience in liturgical and music ministries will be an asset.

## **OTHER COMPETENCIES: BACKGROUND, SKILLS, AND KNOWLEDGE**

- Proven senior leadership competencies with strong organizational skills.
- Lead effective change management processes with desired outcomes.
- Demonstrate strong interpersonal skills, political acumen to interface and tactfully manage conflicting interests with internal and external stakeholders.
- Ability to lead diverse teams which include planning, directing their work, managing performance, resolving conflict, mentoring, and coaching of potential leaders.

## **EMPLOYMENT CONDITIONS**

- Full Time position, evenings and weekends are required for this professional portfolio.
- Travel may be required.
- Must be legally entitled to work in Canada.
- A satisfactory Safe Environment Screening.
- If the candidate is married, a copy of the Church marriage certificate is required.
- A formal work performance review will take place at the end of a 9-month probationary period, followed by an annual review and/or as required.