

Job Posting

Diocese of London – Diocesan Centre

Director of Pastoral Services

Posting Date: April 30, 2025

Closing Date: May 28, 2025

Led by the Most. Rev. Ronald P. Fabbro, CSB, the Roman Catholic Diocese of London (DOL) serves approximately 450,000 Catholics across beautiful Southwestern Ontario. Our geographic area covers 21,349 square kilometers from Windsor to Woodstock, Goderich to Port Dover, and communities in between. Our area comprises the nine counties in the southwestern section of Ontario, namely, Middlesex, Elgin, Norfolk, Oxford, Perth, Huron, Lambton, Chatham-Kent and Essex counties. Please visit www.dol.ca to learn more about our mission.

The Diocese is currently recruiting for a full-time Director of Pastoral Services.

This is a Senior Leadership position based on thirty-five (35) hours per week, primarily Monday to Friday. As part of the compensation package the Diocese offers participation in the standard benefits plan including life insurance and long-term disability coverage, paid vacation and sick time, and participation in the Diocese's pension plan.

POSITION SUMMARY:

Reporting to the Moderator of the Curia, the Director of Pastoral Services, a member of the Diocese of London's Senior Leadership Team, works collaboratively with Families of Parishes' pastoral teams to develop and support the Bishop's pastoral vision for the Diocese. The Director is responsible and accountable for ensuring the encouragement and coordination of programs and events that support the works of evangelization, catechesis, justice, and charity in the Diocese.

SUMMARY OF DUTIES:

- Ensures the efficient and effective operation of the Pastoral Services department in program implementation including providing direction, advise and/or support to others within the DOL to support catechesis, evangelization, justice, charity and the promotion of best practices for prayer and sacramental preparation.
- Supervises, directs, guides, trains, delegates, evaluates performance, assigns tasks, plans and leads the diocesan Pastoral Services team to achieve short-term and long-term organizational goals.
- Manages and is held accountable for ensuring responsible financial budgeting for pastoral services.
- Accountable for the effective operation of various outreach ministries including migrant worker ministry, deaf ministry and the refugee office.
- Encourages, assists and supports Families of Parishes Pastoral Councils to implement the Bishop's pastoral vision.
- Ensures oversight and alignment with the Bishop's vision in all Families of Parishes.
- Supports Pastors including facilitating and/or coordinating regular Pastoral Leaders meetings.
- Supports various diocesan committees, councils and/or commissions.
- Liaises with various lay associations within the Diocese.
- Represents the Diocese of London at various meetings and/or conferences (i.e., CCCB, ACBO)
- Other duties of a similar nature as assigned by the Moderator of the Curia.

QUALIFICATIONS AND REQUIREMENTS:

- University degree in Religious Education or Theology. Specialized education and knowledge in evangelization is an asset.
- Previous experience serving in a diocesan ministry, administration and/or on a parish team.

- Active and practicing Catholic with a strong understanding of the Catholic faith, the Catholic Church and the Diocese of London's mission, tenets, culture, and values. Must have respect for diocesan leadership, clergy and parishioners.
- Exceptional interpersonal and relationship-building skills to collaborate effectively with pastors, volunteers, parish staff, senior leadership, committees, etc.
- Excellent leadership, supervisory and team management skills.
- Advanced skills in effective facilitation and public speaking.
- Strong organizational, project management skills and attention to detail.
- Excellent verbal and written professional communication skills.
- Must have advanced and collaborative problem-solving skills.
- Proven proficiency in computer applications for Microsoft 365.
- Creative thinking, effective delegating and advanced listening skills.
- Welcoming, approachable, friendly and professional representative of the DOL at all times.
- Ability and willingness to travel both within and outside of the DOL. Valid and current driver's license as applicable in Ontario.
- Ability and willingness to work non-standard hours including evenings and weekends.

A police record check as deemed suitable by the Diocese of London will be required of the successful candidate.

Please note: All new staff are required to complete on-line mandatory training available in English or French. Basic computer and reading proficiency to successfully complete this education is required.

Submit your resume along with a cover letter outlining your relevant experiences and skills to infohr@dol.ca

Reference the job title in the subject line of your email. Please include your expected salary.

We thank all who apply to this position for their interest, however, only those selected for an interview will be contacted.

The Diocese of London is an equal opportunity employer, and we value the importance of diversity and dignity in the workplace. In keeping with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code, we are committed to providing suitable accommodation throughout the recruitment process. If you are contacted for an interview and require accommodation to participate in the recruitment and selection processes, please make your needs known at that time.