



DIOCESE OF CHARLOTTETOWN

P.O. BOX 907, CHARLOTTETOWN, PRINCE EDWARD ISLAND, C1A 7L9

Director of Mission and Pastoral Services

About the Diocese

Led by the Most Rev. Joseph Dabrowski, CSMA, the Roman Catholic Diocese of Charlottetown serves approximately 60,000 faithful across Prince Edward Island. Our parishes are grouped into three pastoral zones. To learn more about our mission and life, please visit our Diocesan website at <https://dioceseofcharlottetown.com/>.

Purpose of the Position

The Diocese has developed an emerging Vision for pastoral renewal that will guide our parishes, priests, lay leaders, and ministries to fully live the Mission of the Church.

The Director of Mission and Pastoral Services is a full-time position (37.5 hours/week) reporting directly to the Bishop (or his delegate). As a member of the Diocesan Leadership Team, the Director works closely with the Bishop and Diocesan staff to ensure this Vision is enabled and implemented.

This position requires both managing ongoing pastoral services and stewarding a program of renewal—helping our Diocese grow as a community of missionary disciples who evangelize, celebrate the sacraments with joy, and serve with charity.

Responsibilities and Tasks

The Director will:

- Translate the Diocese's pastoral Vision into concrete programs of renewal and change that can be implemented through and by others.
- Provide leadership, ensuring programs are well-coordinated in areas such as evangelization, catechesis, justice, charity, prayer, and sacramental preparation.

- Work closely with pastors and parish leaders to support parish life and help implement the Bishop's pastoral Vision.
- Encourage, equip, and accompany Parish Pastoral Councils and parish teams in their mission.
- Develop, lead, and oversee programs and services that equip priests, parishes, laity, and ministry leaders to live the Vision.
- Foster a culture of learning and listening by engaging with pastors, faith leaders, and parishioners to understand opportunities and challenges.
- Support and supervise members of the Diocesan Pastoral Services team.
- Oversee and support outreach ministries, including ministry to newcomers.
- Assist with the organization of Diocesan gatherings, events, and initiatives.
- Support the work of Diocesan committees, councils, and commissions.
- At times, help formulate Diocesan policies and best practices for use in parishes.
- Represent the Diocese at regional and national meetings and conferences (e.g., CCCB, AEA).
- Perform other responsibilities as assigned by the Bishop.

Job Requirements and Skills

The successful candidate will be:

- A practicing Roman Catholic who knows, professes, and acts consistently in accordance with the teachings of the Catholic Church.
- Experienced in parish or Diocesan pastoral ministry, with lived understanding of parish life.
- Skilled in leading or supporting change initiatives in organizations or communities.
- An excellent relationship-builder, able to collaborate with clergy, staff, volunteers, and parishioners.
- An effective communicator, with strong verbal, written, facilitation, and public speaking skills.
- A capable leader with experience in supervising or coordinating teams.
- Strong in organizational, project management, and problem-solving abilities, with attention to detail.

- Flexible and approachable, with the ability to coach, teach, guide, affirm, and encourage others.
- Sensitive to the diversity of people and cultures in the Church, able to listen and bring shared meaning.
- Proficient in Microsoft 365 and comfortable with technology.
- Able to work evenings and weekends as needed, and to travel within the diocese (driver's license and vehicle required).

Post-secondary education in theology, pastoral ministry, or a related field is an asset, as is experience in evangelization, pastoral renewal, or leadership development.

A police record check acceptable to the Diocese will be required of the successful candidate.

Compensation and Benefits

This is a full-time permanent position (37.5 hours per week). The Diocese offers a comprehensive benefits package including health, life, and disability coverage; pension plan; paid vacation and sick time.

Salary range is between \$65,000 to \$75,000.

Application Process

Interested candidates are invited to hand deliver or mail:

- A cover letter outlining their interest in and suitability for the position and a current résumé to:

Diocese of Charlottetown
Attn: Sandra Bourque, Executive Assistant to the Bishop
350 North River Road, PO Box 907
Charlottetown, PE C1A 7L9

Or you may email your résumé and cover letter to: sandra@dioceseofcharlottetown.com

Applications will be reviewed beginning September 21, 2025, and will continue until the position is filled.