

**Employer Operating Name:** Providence Renewal Centre \ Sisters of Providence

**Business Address:** 3005 – 119 Street NW, Edmonton, AB T6J 5R5

**Mailing Address:** 3005 – 119 Street NW, Edmonton, AB T6J 5R5

**Phone:** 780-436-7250

**Title of Position:** Religious Vocational Director

**Organization Background:**

The Sisters of Providence is an international community of religious women who first came to western Canada in 1886 and established St. Mary's Hospital in New Westminster, British Columbia. From there, they were called to serve at many other locations in BC, Alberta, Saskatchewan, Manitoba and the Yukon caring for children, the sick, and the elderly. Today, the Sisters in western Canada provide for the needs of the marginalized and vulnerable by working together with existing social, education and health care organizations.

Through the Providence Renewal Centre, the Sisters offer a spiritual retreat to individuals in need of renewal and refreshment. We offer several forms of prayer support and guidance as well as multi-day spiritual retreats.

**Job Requirements:**

Providence Renewal Centre is looking to hire a Religious Vocational Director for the period of two years. The successful candidate will:

- Be recognized as a canonical member in good standing of the Roman Catholic Religious Congregation of the Sisters of Providence;
- Be a perpetual professed Sister of Providence for a minimum of three years;
- Have a clear understanding and ministry experience of the Mission of the Sisters of Providence and of Roman Catholicism;
- Have a clear knowledge of all the works and ministries of the international community of the Sisters of Providence;
- Be able to travel;
- Be skilled in public speaking and in giving presentations;
- Have a good understanding in working of all types of electronic media, i.e. preparation of PowerPoint presentations, websites, etc.
- Be capable of communicating effectively with persons of all ages, in groups of all sizes especially young adults;
- Be able to prepare and facilitate retreats, workshops and peer group sessions;

- Have the capacity and ability to assess a woman's readiness for religious life;
- Have a good understanding of our doctrine and experience providing clerical services to the public;
- Have a good understanding of adult faith development;
- Training as a spiritual director would be an asset;
- Studied theology, philosophy, scriptures, Church history, and/or Marian theology; and
- Have excellent spoken and written English.

**Job Duties:**

- Perform clerical services including administering spiritual counselling;
- Coordinating the vocation activities in Holy Angels Province, Western Canada and to invite the Sisters to collaborate in this ministry;
- Presenting to the provincial chapter an annual report of vocation ministry;
- Collaborating with others in vocation ministry on local, diocesan, provincial, national and international levels;
- Introducing prospective candidates to Sisters in the area;
- Inviting Sisters in the area to be contact persons for a prospective candidate;
- Maintaining contact with women interested in discerning God's call in their lives;
- Ensuring the availability of pertinent and updated vocation materials;
- Assisting the women through the application process and keep the Initial Formation Team informed of her progress;
- Inviting women to community gatherings and days of prayer to assist them in getting to know the community;
- Discussing and reflecting together on some of the following:
  - The Charism and Mission of the Sisters of Providence
  - Providence spirituality and our Mother of Sorrows
  - Books such as Table of the King, The Bell and the River, Emilie Tavernier-Gamelin, Best Friend of the Poor and booklet Emilie Tavernier-Gamelin (Great Moments in Canadian Church history series)

- Initiating the woman's meeting with the interview group (provincial superior, council liaison and vocation director) prior to entrance;
- Arranging a meeting with the woman and provincial treasurer prior to entrance;
- Establish a Vocation Committee and meet at least semi-annually with the members to plan and evaluate vocation ministry in the province;
- Prepare religious materials and distribute them in the parishes;
- Give talks, presentations, throughout Alberta to schools, parishes and other religious organizations;
- Organize, facilitate and give spiritual activities and retreats for young women and men on a regular basis, i.e. Youth for Christ; Singles for Christ;
- Encourage participation in the World Youth Day called by Pope Francis this year in Krakow Poland;
- Organize and participate in Summer Bible Camps for children, youth and young adults, plan and carry out live-in experiences;
- Organize and carry out regular hour of prayer and adoration in our community chapel; and
- Participate at national conferences and international meetings.

**Terms of Employment:**

Wage: \$20/hour

Shifts: Minimum 40 hours/week

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**Contact Information for Application:**

- By Mail: 3005 – 119 Street NW, Edmonton, AB T6J 5R5
- By Phone: 780-436-7250
- By Email: [Careersprc16@gmail.com](mailto:Careersprc16@gmail.com)