

Roman Catholic Diocese
of Sault Ste. Marie



Diocèse catholique romain
de Sault Ste-Marie

May 12, 2021

Dear Candidates for the position of Chancellor of the Diocese of Sault Ste. Marie:

Attached are the job posting and job description for the position of chancellor of the Diocese of Sault Ste. Marie.

This is an exciting and pivotal role in the leadership of the Diocese of Sault Ste. Marie.

If you are interested in this position, please apply immediately to:

The Role of Chancellor
hr@smmd.ca

Kindly insure your contact information is provided.

Thank you for considering this opportunity.

Sincerely,

Father Jean Vezina
Chancellor and Moderator of the Curia
Diocese of Sault Ste. Marie



Roman Catholic Diocese
of Sault Ste. Marie



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de Sault Ste-Marie

JOB DESCRIPTION

Title: Chancellor

General description

The Chancellor has the following responsibilities:

1. The Chancellor's principal function is to take care that key documents, particularly those related to governance, are gathered, arranged, and safeguarded in the diocesan archive.
2. The Chancellor also draws up the acts and instruments necessary for the governance of the diocese, such as decrees, official correspondence, and minutes of meetings.
3. The Chancellor furnishes acts or instruments to one who legitimately requests them from the records and to declare copies of them to be in conformity with the original.
4. The Chancellor assists parishes and other diocesan institutions in their own record keeping, and ensures that a duplicate copy of their records (or at least the catalogue of those records) is kept in the diocesan archive.
5. The Chancellor sees to the preservation of historical records and artifacts.
6. If the volume of work requires the appointment of additional assistants, the Chancellor supervises the work of the Vice-Chancellor(s) and other ecclesiastical notaries.

It should be noted that the Chancellor is part of the team of the diocese so shares in the general responsibility of supporting the faith life of the diocese, according to the directives of the leadership of the diocese. It is possible s/he will be asked to occasionally undertake work outside of the specific scope mentioned above.

The Chancellor must maintain perfect confidentiality and discretion, and will be required to take an oath to that effect.

Requirements

- As this is an ecclesiastical office, the Chancellor must be a practicing Roman Catholic living in communion with the teaching and discipline of the Church.
- A candidate for Chancellor must be a person of unimpaired reputation and above all suspicion, and must pass a background check.
- The Chancellor role is open to both clergy and lay people.
- Key skill: ability to organize archives and records, and supervise those who may assist in that organization.
- Key skill: ability to draft acts and instruments of governance, such as decrees, official correspondence and minutes of meetings. Ability to do this in both English and French, or at least to review the work of translators.
- Able to be certified as a notary public in Ontario.
- Legal training is an asset. This can be in the canon law of the Church, or another legal system.
- Knowledge of the Catholic Church in general and the diocese of Sault Ste. Marie in particular is an asset.

Who might apply

We expect the following type of candidate might apply:

- A lawyer, paralegal, law clerk or legal secretary
- Corporate secretary, university registrar
- An expert in library and information science

Development

The diocese is committed to developing the talent of its employees, such as training in:

- Document control
- Canon law
- Drafting of governance documents
- Preservation of historical artifacts and records

Authority

The work of the Chancellor is supervised by the Moderator of the Curia.

JOB POSTING

The Diocese of Sault Ste. Marie is seeking a qualified individual for the position of Chancellor.

Description of responsibilities

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The Chancellor also draws up the acts and instruments necessary for the governance of the diocese, such as decrees, official correspondence, and minutes of meetings.

The Chancellor furnishes acts or instruments to one who legitimately requests them from the records and to declare copies of them to be in conformity with the original.

The Chancellor assists parishes and other diocesan institutions in their own record keeping, and ensures that a duplicate copy of their records (or at least the catalogue of those records) is kept in the diocesan archive.

The Chancellor sees to the preservation of historical records and artifacts.

If the volume of work requires the appointment of additional assistants, the Chancellor supervises the work of the Vice-Chancellor(s) and other ecclesiastical notaries.

It should be noted that the Chancellor is part of the team of the diocese so shares in the general responsibility of supporting the faith life of the diocese, according to the directives of the leadership of the diocese. It is possible s/he will be asked to occasionally undertake work outside of the specific scope mentioned above.

The Chancellor must maintain perfect confidentiality and discretion, and will be required to take an oath to that effect.

Job requirements

A candidate for Chancellor must be a person of unimpaired reputation and above all suspicion, and must pass a background check. The person should be able to be certified as a notary public in Ontario.

Key skill #1: a Chancellor must be able to effectively organize archives and records.

Key skill #2: ability to draft acts and instruments of governance, such as decrees, official correspondence and minutes of meetings. The ideal candidate is able to do this in both English and French, or at least review the work of translators.

As this is an ecclesiastical office, the Chancellor must be a practicing Roman Catholic living in communion with the teaching and discipline of the Church. The Chancellor role is open to both clergy and lay people. Obviously, knowledge of the Catholic Church in general and the diocese of Sault Ste. Marie in particular is an asset.

Development opportunities

The diocese recognizes that hiring a person with the right attitude and an ability to learn is sometimes more important than covering every skill at the beginning. We are committed to helping our staff develop their careers. In the case of a Chancellor, this would include training in:

- Document control
- Canon law
- Drafting of governance documents
- Preservation of historical artifacts and records

Profile of applicants

We expect applicants to this role might come from one of these fields of work:

- Legal: A law office, whether as a lawyer, paralegal, law clerk or legal secretary
- Administrative: corporate secretary, university registrar
- An expert in library and information science

Place of work

The Chancellor works at the head office of the diocese in Sudbury, Ontario, Canada.

Salary and benefits

The diocese offers a competitive salary based on skills and previous experience. Insurance benefits are included in the package. Staff who undertake development opportunities related to their work can expect a pay increase.

Start date: Ideally June 1, 2021. Latest possible date is August 1, 2021.