



ARCHDIOCESE OF REGINA

Policy Name:	Call to Ministry	Number:	S1-1
Policy Type:	Diocesan Expectations of Employees	Date Approved:	February 2017
Reference:		Date Revised:	

Policy Statement:

Through the Sacrament of Baptism, we are called to share our gifts with one another and with the world. Given the importance of this call from God, it is essential that we, as a community, do all we can to assure the right gifts are shared in the right way, at the right time, by the right people. We fulfill our mission more effectively when we make every effort to ensure a rich, strong, vibrant and safe community of faith. We are here to serve.

Position descriptions are to be established, reviewed on a regular basis, and updated as necessary for all employees of the Archdiocese. This is to ensure that each position has a description which is current with clearly defined requirements and responsibilities. The Archdiocese maintains the ability to amend any job description and job duties of Archdiocesan employees as it sees fit, from time to time, without being deemed to have terminated or constructively dismissed the employee.

Procedure:

- a) When a new position is to be established, a position description should be developed which includes the following:
 - Position title
 - Reporting relationship
 - Purpose
 - Key objectives
 - Responsibilities/duties
 - Relationship to others
 - Qualifications: education, experience, knowledge, abilities, skills, personal suitability
 - Hours of work, employment status (full or part-time)
 - Authorizing signature of person responsible for the position.
- b) The position description is to be reviewed with each new employee upon date of employment, and is to be used with the annual performance evaluation of an employee.

- c) It is the responsibility of each employee's immediate supervisor to keep the job description current and accurate.
- d) Where significant changes in an employee's current ministry description have been identified by either the employee or the employee's immediate supervisor, the employee's immediate supervisor should bring this matter forward to Administrative Council so that a position classification review can be considered. Administrative Council may consist of the Archbishop of Regina, Vicar General, Chancellor, Archdiocesan Judicial Vicar, Financial Officer, Director of Pastoral Services, Director of Organization and Development and/or the Director of Personnel and Human Resources.