

Updated March 2020

## **DIOCESE OF RAPID CITY**

### **JOB DESCRIPTION**

**TITLE:** Director of Native American Ministries

**QUALIFICATIONS:** Practicing Catholic; enrolled member of a Native American Tribe; college studies and/or background in pastoral ministry, religious education, liturgy, and lay leadership reflecting Vatican II and the contemporary Church. Experience of traditional tribal life, culture, and religion. Excellent office management skills.

**REPORTS TO:** Cabinet Director of Pastoral Ministries

**EVALUATION:** Performance of this job will be evaluated in accordance with the provisions of the Diocesan Personnel Policies Manual, Section 6 Performance Review.

**TERMS OF EMPLOYMENT:** Full Time/ Director/Exempt

**JOB FUNCTION:** To serve the Native American people in the Diocese of Rapid City. To bring the richness of the Native American community into full participation in the life of the diocese. To serve as a source of support to local Tekakwitha Circles, Sioux Spiritual Center, Pastoral Teams, and any other Catholic Native American organizations. To serve as an advisor to Catholic Social Services personnel in matters related to life skills or leadership programming for Native Americans as generated by CSS including the Lakota Circles of Hope. To coordinate and oversee the Canku Wakan weekends.

### **PERFORMANCE RESPONSIBILITIES:**

1. Oversees and directs the mission of the Office of Native American Ministries in ensuring that the spiritual needs of the Native American community within the diocese are recognized, understood, and addressed.
2. Brings Native viewpoints to the attention of the bishop, chancery staff, priests, deacons and parish leaders.

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3. Visits each reservation at least twice a year to meet with Native American laity, get to know the laity, and promote their awareness of their importance to the life of the diocesan church through positive communications and information sharing within their communities. Gathers information to make a report to the bishop.
4. With approval from the bishop and working collaboratively with diocesan directors, develops and oversees new special ministries or programs for the benefit of Native Americans in the diocese.
5. Educates diocesan employees on the Lakota culture, language, and reservation life to better serve the needs of the Lakota people in the diocese.
6. Establishes a team with representation from all five reservations across the diocese to meet on a regular basis to promote effective communications throughout the diocese concerning the well-being and spiritual good of the Native Americans in the diocese.
7. Ensures that the Bishop of Rapid City receives recommendations from the team on ways to improve communication and promotion of diocesan events and programs.
8. Encourages the development of Native American leadership within the diocese by promoting programs and opportunities such as the Ministry Formation Program, Canku Wakan, and Basic Directions.
9. Coordinates and oversees the Canku Wakan weekends.
10. Maintains accurate records of activities and contacts.
11. Serves as a member on the Black Elk Working Group to help promote the Cause of Canonization of Servant of God Nicholas Black Elk.
12. Serves as an advisor to Catholic Social Services personnel in matters related to life skills or leadership programming for Native Americans as generated by CSS including the Lakota Circles of Hope.
13. Prepares and submits the annual budget for the Native American Ministries Office to Finance Officer.
14. Assists the diocesan grant writer in preparing the annual Black and Indian Missions grant.
15. Serves as the diocesan contact person in working with the Catholic Campaign for Human Development (CCHD) Office in Washington, DC in reviewing grant proposals and recommending approval/disapproval to the national office. Travels with the CCHD representative to the various reservations to review projects funded by CCHD.

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16. Serves as an ex officio member of the Board of Directors of the Sioux Spiritual Center.
17. Maintains a safe and orderly work area.
18. Provides for his/her own spiritual and professional growth.
19. Assists in promoting a positive and hospitable office climate.
20. Speaks positively about the Diocese of Rapid City.
21. Other duties as assigned.