



**Gateways Pastoral Resources**  
**Position: Learning and Development Consultant**

Revised September 15, 2017

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**About Gateways  
Pastoral Resources**

Gateways Pastoral Resources teaches core transitioning principles, practices, and leadership tools, and helps integrate Catholic pastors, parish staffs, and other church leaders as they end and begin new pastoral assignments.

We are seeking team members with a love for God, skills to develop pastoral leaders, and expertise to help pastors and parishes navigate change.

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**Summary of Position**

This position is a contractor collaborating with the owner of Gateways Pastoral Resources.

The Learning and Development Consultant develops, coordinates and presents workshops, and coaches pastors and staffs.

This is a professional adult learning and development position requiring the application of effective written and oral communication skills in order to effectively create and facilitate training sessions and build training materials.

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**Key Responsibilities**

- Facilitate workshops to Catholic clergy and parish staffs up to 25 participants
  - Coach clergy preparing to leave or start a new assignment
  - Research best practices for change management, pastoral leadership, and communication practices, including coaching, and providing feedback
  - Develop workshop manuals and presentation materials
  - Promote workshops to diocesan leadership or individual clergy
  - Facilitate follow-up interactions to provide participants support for applying learning and implementing resources
  - Create assessment instruments and processes to measure learning and satisfaction
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**Qualification Requirements**

This position requires:

- Understanding of the Catholic church and its beliefs
- Bachelor's degree in Communication, education, adult education or equivalent with three years of experience in professional training
- Experience in measurement and evaluation of learning
- Experience in developing relationships with Diocesan leaders, clergy, pastors, parish staffs and leaders
- Knowledge and demonstration of adult learning, facilitation and training techniques, instructional design, management skills, change management and leadership transitioning.

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**Working Conditions**

- Position can be part time or full time
- Location is flexible as consultant works from home office using own computer and software
- Requires overnight travel (paid) of 2-3 days per week during the months of November, February, and March to Midwest workshop locations
- Compensation is commensurate with experience

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**To Apply**

If you are interested in learning more about this position with Gateways Pastoral Resources, please submit your cover letter and resume summarizing your skills, expertise, and accomplishments to Tom Green.

[tom@gatewayspastoralresources.com](mailto:tom@gatewayspastoralresources.com)

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