

SYNOD OF THE DIOCESE OF ATHABASCA ARCHIVIST POSITION

The Diocese of Athabasca is looking for an individual to fill the role of Diocesan Archivist.

The Ministry

If any of the following phrases resonate with you; please prayerfully consider whether or not the Lord is calling you to this particular area of ministry.

- Love of the Church.
- Possess knowledge of record keeping and the kind of activities of import to a parish.
- Have an interest in liturgical and diocesan history.
- Possess a tendency to organization with meticulous attention to detail.

Key Duties

- Serving as a resource person for parishes and helping with record keeping and submission of relevant material to the diocesan archives;
- Ensuring the preservation, maintenance and storage of documents and materials;
- Organizing and classifying archival records for easy access and sharing;
- Preparing documents and materials to be stored at the Provincial Archives of Alberta;
- Providing reference services and answering enquiries.

Other duties may be assigned, from time to time, which are not inconsistent with the general areas of the responsibility of the position.

The option of training in the area of Church record archives may be made available.

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

The Synod of the Diocese of Athabasca
PO Box 6868
Peace River, Ab. T8S 1S6

E-mail: dioath@telusplanet.net