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|  | Callistus Ibe      Cornwall, Ontario K6H5R6            1‑613‑807‑1794            callylinks@yahoo.com |

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| **Professional Summary** | |  |  | | --- | --- | |  | Empathetic Administrator with 10 years of experience assessing, developing and coordinating spiritual care plans. Well-organized and respectful individual with expertise in parochial activities and events, as well as facilitating post-death bereavement processes and leading interfaith services.  Willing to handle clerical duties, assist others with spiritual needs and apply faith-based crisis intervention techniques to emergency situations.  Leading weekly staff meetings and assisting with ministry development and growth. Compassionate self-motivator fostering deep devotion to faith and supporting religious operations.  Seasoned Administrator offering over 10 years years of experience in pastoral care and spiritual leadership to growing church. Committed to creating thriving community and guiding individuals transformed by gospel. Successful background in organizational leadership, ministry program development and mission-oriented strategic planning.  Accomplished in helping various multi-cultural groups and immigrant community in various needs, mentally, emotionally and spiritually, Helps in strengthening clients relationships with God by guiding them through their difficult times.  Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. | |

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| **Skills** | |  |  |  |  | | --- | --- | --- | --- | |  | |  |  | | --- | --- | | * Good communication and Reflective Listening * Time Management and Crisis Management * Complex Problem-Solving and Administrative Leadership * Spiritual Guidance and Crisis Counseling * Team work, Staff Meetings and Administrative Duties | * Positive Reinforcement Strategies and Professional Development * Microsoft Excel and Microsoft Word/ PowerPoint * Confidential Records Management * Pastoral Counseling and Compassionate Care | | |

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| **Work History** | |  |  | | --- | --- | |  | **Parochial Administrator/Hospital Chaplain**  *10/2018 to Current*  **Blessed Sacrament Church | Cornwall, ON**   * Collaborated with administrative team to develop and implement plans for increasing parishioners satisfaction, boosting satisfaction to very high margin. * Developed and implemented processes to meet and offer support to newly admitted families in inpatient areas. * Counseled and provided care to parishioners and as well as patients with life-threatening illnesses to help families respond effectively to approaching death of loved one. * . * Facilitated referrals to variety of educational and support groups, individual counseling and crisis response resources for bereaved families. * Supplied spiritual care for diverse religious needs of patients, family and staff such as grief and bereavement support. * Resolved crisis and emotional issues through empathy, support, prayer and scripture. * Communicated with interdisciplinary healthcare team to obtain pertinent information regarding patient's condition, family dynamics and health care teams' understanding of need for spiritual care. * Conducted religious sacraments for sick patients and family members. * Comforted family members, offered attentive listening and high level of emotional support. * Provided spiritual guidance, emotional support and direct care to residents, family members and staff. * Met with over 100 individuals, discussed issues compassionately and determined appropriate type of involvement to meet spiritual needs. * Provided spiritual care through visitation, counseling and prayer. * Managed office and maintained records and files to offload administrative duties from chaplain. * Oversaw administration and management of all areas of ministry. * Officiated special services such as weddings, funerals, baptisms and nursing home services. |  |  |  | | --- | --- | |  | **Counsellor and Psychotherapist**  *05/2013 to 08/2018*  **Christian Counselling Center | Ottawa, ON**   * Delivered mental and emotional health support for all clients suffering from depression and generalized anxiety disorder, relationship difficulties, family and marriage therapy. * Introduced meditation, guided imagery, breathing techniques and empty chair therapy clients. * Documented client information, treatment plans and patient responses. * Maintained and updated client records, changes in service plans, and treatment reports. * Performed client assessments and developed treatment plans. * Provided clients with recommendations to community resources. * Assisted clients to better understand roles as parents, focusing on developing skills to nurture and guide children. * Completed intake assessments to determine best courses of actions. * Worked with interdisciplinary treatment team focusing on multi-cultural group to develop treatment plans suited for any focused group * Documented client progress in confidential files. * Guided clients in development of skills and cognitive behavioral therapy techniques. |  |  |  | | --- | --- | |  | **Office Administrator**  *05/2008 to 04/2011*  **John de Baptist Pastoral Center | Estevan, SK**   * Interacted with over 100 clients by phone, email or in-person to provide information. * Answered multi-line phone system, routing calls, delivering messages to staff and greeting visitors. * Applied advanced administrative and analytical skills in overseeing day-to-day operational activities. * Coordinated communications, financial processing, registration, recordkeeping and other administrative functions. * Evaluated office documentation to check accuracy and complete missing pieces, avoiding delays and maximizing team productivity. * Assisted with coordination and hosting of many events. * Monitored and tracked performance of employees, identifying and targeting areas in need of improvement and further training. | |

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| **Education** | |  |  | | --- | --- | |  | **Ph.D.** | Christian Ethics  *08/2020*  **Dominican University College (Carlton University), Ottawa** |  |  |  | | --- | --- | |  | **Master of Arts** | Spirituality And Psychotherapy  *06/2013*  **Saint Paul University , Ottawa, ON** |  |  |  | | --- | --- | |  | **Bachelor of Arts** | Philosophy  *06/2002*  **Federal University of Uyo, Akwa-Ibom, Nigeria** | |

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| **Accomplishments** | |  |  | | --- | --- | |  | * Canada * My name is Callistus Ibe * I am a Canadian Citizen1998 – 2002 – B.A in Philosophy major in Psychology - Federal University Uyo2002 – 2008 – Office Administrator and Executive Secretary of Diocese of Nnewi Nigeria2008 – 2011 – Worked as Office Administrator with Baptiste Pastoral Services Estevan sk * 2011 – 2013 – M.A * In Psychotherapy and Spirituality – Saint Paul University (University of Ottawa)2013 – 2018 – Counsellor and Psychotherapist – Christian Counselling Center Ottawa2018 – date – Parochial Administrator/Chaplain – Blessed Sacrament Parish Cornwall * My Phone number is 16138071794 | |

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