

# **CAREER OPPORTUNITY** *for*

## Catechetics & Discipleship Ministry Coordinator (Full-time)

### Catholic Pastoral Centre, Calgary

## OVERVIEW

The Catechetics & Discipleship Ministry Coordinator supports the diocesan mission of evangelization, with a focus on catechesis, faith formation, and discipleship. This position leads sacramental preparation efforts, provides training and resources for formation, and supports the ongoing development of parish lay ministers.

## RESPONSIBILITIES

- Coordinate the development and implementation of sacramental preparation programs, including Baptism, Reconciliation, Eucharist, Confirmation, and RCIA.
- Support faith formation ministry by researching, recommending, and providing training in family catechesis, adult faith formation, and discipleship initiatives.
- Assist in planning and delivering youth faith formation initiatives, including post-sacrament catechesis, small group formation, and faith-based events.
- Provide guidance on catechetical resources, including printed materials, digital content, and Catholic school religious education resources.
- Coordinate and support the ongoing formation of parish lay ministers through accompaniment, mentorship, workshops, and training focused on spiritual growth, effective ministry, and alignment with the diocesan pastoral renewal mission.
- Serve as a resource, consultant, and liaison to priests, parish ministry leaders, and Catholic schools in the areas of catechesis, youth ministry, adult faith formation, and discipleship.

## QUALIFICATIONS

- Bachelor's degree in Catholic Theology, Catechesis, Religious Education, or a related field; Master's degree is preferred.
- Minimum of 3-5 years of experience in ministry, pastoral work, or educational roles.
- Deep commitment to the Church's evangelizing mission.
- Demonstrated ability to collaborate effectively with clergy, staff, and parish leaders.
- Strong skills in program development, training, facilitation, and delivery.
- Proficiency in the use of technology for program management and communication.

## HOURS OF WORK

Full time position, 35 hours/week. Monday to Friday. Flexibility with hours is required due to the nature of this role and will include some evenings and weekends.

## SAFE ENVIRONMENT

In support of the Safe Environment Program, this position is required to obtain or complete the following:

- Police Information Check (PIC)
- Praesidium Sexual Abuse Prevention online training modules
- Sign the Agreement to Model Code of Conduct

## WHY SHOULD YOU APPLY?

- Comprehensive benefits package
- Vacation and paid sick days available after 3 months
- RRSP after 3 months of employment
- Personal/Flex days
- Opportunities for employee development

## TO APPLY

Documents required as part of the application process include:

- A completed application form - Download here: <https://www.catholicyc.ca/careers.html>
- Resume
- Three (3) reference checks (will only be contacted if you are selected as our final candidate)

Applications should be submitted by e-mail to: [Careers@calgarydiocese.ca](mailto:Careers@calgarydiocese.ca). No phone calls please.

Applications will be accepted until **noon on Tuesday, May 20, 2025**. Only applicants who are short-listed for an interview will be contacted directly by our office. We thank all applicants in advance for their interest.