

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.
- Assist in planning and delivering faith formation initiatives, including post-sacrament catechesis.
- Research and provide guidance on catechetical resources, including printed materials, digital content, and Catholic school religious education resources.
- Support the Director of Pastoral Ministry with 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 and liaison to priests, parish ministry leaders, and Catholic schools in the areas of catechesis, 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. No phone calls please.

Applications will be accepted until **noon on Friday, May 23, 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.