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| CATHOLIC PASTORAL CENTRE | **ROMAN CATHOLIC DIOCESE OF CALGARY** | Bishop Coat (3) |
| POSITION DESCRIPTION  **CATECHETICS PROGRAM LEADER (PART-TIME)** | | |
| **REPORTS TO** | | |
| Catechetics & Discipleship Ministry Coordinator (in the Interim will report directly to Director of Pastoral Ministry) | | |
| **OVERVIEW** | | |
| This part-time position as Program Leader will support the Coordinator and Director of Pastoral Ministry in working with all diocesan ministries to further the diocesan mission of evangelization, specifically in the area of catechetical, religious education and sacramental programs of the diocese. | | |
| **RESPONSIBILITIES** | | |
| **Primary:**   * Support the Coordinator in the effective implementation of the approved catechetical and sacramental preparation programs in the Diocese * Contribute to the ongoing assessment of the catechetical needs of the Diocese and the implementation of the means and strategies for effectively meeting those needs   **Specific:**   * Coordinate the implementation of the sacramental preparation programs in the Diocese * Provide in-service training and ministry support to parish catechetical leaders * Prepare presentations and/or training materials as required * Coordinate the ordering and distribution of required catechetical resources and materials * Participate in the evaluation of Diocesan catechetical programs and future initiatives * Engage in research and provide recommendations on catechetical models for all ages * Act as a resource person for the Coordinator to Pastors, Parish ministry leaders, Catholic schools and institutions in the area of catechesis. * Other duties as assigned by the Coordinator or Director of Pastoral Ministry | | |
| **QUALIFICATIONS** | | |
| * Strong knowledge of the Catholic faith * Minimum Diploma or training in Religious Studies, Religious Education, Theology or related field * 2-4 years’ experience in ministry, pastoral or educational roles * Demonstrated communication skills – oral, written and electronic * Excellent program facilitation skills * Meet the Safe Environment program requirements * Some project management experience * Excellent organizational skills and ability to prioritize and meet tight deadlines | | |
| **HOURS OF WORK** | | |
| Maximum 21 hours/week and must be able and willing to work flexible hours including evenings and weekends | | |
| **KEY RELATIONSHIPS** | | |
| Catholic Pastoral Centre Staff, Pastoral Ministry Staff, Clergy, parishioners, Schools and school boards, Catholic Institutions, community partners, etc. | | |
| **TO APPLY** | | |
| Application process includes:   * Fill out the application found in the link - <http://www.calgarydiocese.ca/articles/employment-opportunities.html> * satisfactory Vulnerable Sector Police Information Check * three (3) reference checks * Agreement to the Model Code of Conduct (see <http://www.calgarydiocese.ca/articles/employment-opportunities.html>)   E-mail to: [Careers@calgarydiocese.ca](mailto:Careers@calgarydiocese.ca)  Mail: Human Resources   120 17th Avenue SW  Calgary, AB, T2S 2T2  Submit your application **by February 15, 2019**.  This posting will remain open until a suitable candidate is selected.  We thank in advance all applicants for their interest. Only short listed applicants will be contacted. | | |