



ROMAN CATHOLIC
DIOCESE
of Calgary

CAREER OPPORTUNITY *for* Children's Liturgy Coordinator (Casual) St. Michael Catholic Community – Calgary

OVERVIEW

The Children's Liturgy Coordinator is responsible for planning and overseeing the implementation of the Children's Liturgy of the Word ministry at St. Michael Catholic Community. This ministry is designed to provide age-appropriate liturgical and catechetical experiences for children during Sunday Mass, with the goal of helping them to understand and participate in the Mass more fully. The Coordinator will work closely with the Pastor and assisting catechists to ensure that the ministry is offered effectively.

RESPONSIBILITIES

- Plan and coordinate the Children's Liturgy of the Word ministry for Sunday Masses and other liturgical celebrations for children, ensuring that age-appropriate materials and activities are used.
- Recruit, train, and schedule catechists to assist with the ministry.
- Ensure that all catechists are compliant with the Diocesan Safe Environment and other relevant policies and procedures
- Provide parents with resources and guidance to help them engage in and support their children's faith formation at home.
- Collaborate and coordinate activities with other parish ministries.
- Participate in parish and diocesan training events as available.
- Other duties as assigned by the Pastor

QUALIFICATIONS

- Practicing Catholic in good standing with the Church
- Prior experience working with children and families in a church or school setting
- Knowledge of age-appropriate catechesis and learning styles
- Demonstrated knowledge of Microsoft Office: Outlook, Word, Excel and PowerPoint
- Ability to work as a team and independently

HOURS OF WORK

Maximum 20 hours/week. Flexibility with hours is required due to the nature of this role and will include weekends.

SAFE ENVIRONMENT

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

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

PHYSICAL DEMANDS

- Frequent sitting to complete computer and desk-based tasks
- Constant movements of the neck in all directions required when completing assignments
- High levels of concentration
- Occasional lifting to 10 lbs/4.5 kg (i.e. office supply boxes)
- Occasional: pushing, pulling, kneeling, squatting, forward reaching, reaching above shoulders, stooping and bending forward from standing position, carrying of objects
- Occasional: sitting on small furniture and the floor when engaging with children in a classroom setting

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 *a suitable candidate is found*. 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.