



# **CAREER OPPORTUNITY** *for* Discipleship and Lay Ministry Coordinator (Full-time) Catholic Pastoral Centre, Calgary

## OVERVIEW

The Discipleship and Lay Ministry Coordinator is responsible for overseeing diocesan faith formation ministries and supporting the development of lay ministers in parishes. This role involves providing leadership in sacramental preparation, offering resources and training for faith formation and discipleship initiatives, and coordinating formation programs to support the spiritual growth and ministry effectiveness of parish ministry leaders.

## RESPONSIBILITIES

### **Faith Formation & Discipleship**

- Lead the development and implementation of sacramental preparation programs, including Baptism, Reconciliation, Eucharist, Confirmation, and RCIA.
- Conduct research, make recommendations, and provide training in family catechesis, adult faith formation, and discipleship initiatives.
- Assist in planning and executing initiatives for youth faith formation, post-sacrament catechesis, small group formation, and faith-based events.
- Provide access to and guidance on catechetical resources, including printed material, digital content, and resources from Catholic school religious education programs.
- Serve as a resource, consultant, and liaison to pastors, ministry leaders, and Catholic schools regarding catechesis, ministry with youth, adult faith formation, and discipleship.

### **Lay Ministry Formation**

- Support the development of a strategic plan for the ongoing development of lay ministers engaged in parish ministries.
- Coordinate and deliver formation programs for lay ministers, focusing on fostering spiritual growth, facilitating effective ministry practices, and ensuring alignment with the diocesan mission.
- Provide ongoing support and mentorship to lay ministers.

## QUALIFICATIONS

- Bachelor's degree in Catholic Theology, Religious Education, Catechesis, or a related field; a Master's degree is preferred.
- Minimum of 3-5 years of experience in ministry, pastoral or educational roles.
- A commitment to the Church's evangelizing mission.
- Demonstrated ability to work collaboratively with clergy, staff, and parish leaders.

- Excellent program management, delivery, training, and facilitation skills.
- Proficiency in using technology for program management and communication.

## HOURS OF WORK

8:30 am – 4:30 pm, Monday to Friday; includes a one-hour unpaid lunch break. Flexibility with hours is required due to the nature of this role and will include some evenings and weekends. Ability to travel is required.

## 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

## PHYSICAL DEMANDS

- Constant sitting to complete computer and desk-based tasks
- Constant movements of the neck in all directions required when completing assignments
- High levels of concentration
- Potential exposure to stressful situations such as deadlines, dealing with aggressive or upset individuals, abusive or aggressive phone calls, general workload demands
- Lifting up to 30 lbs/14 kg
- Occasional: pushing, pulling, kneeling, squatting, forward reaching, reaching above shoulders, stooping and bending forward from standing position, carrying of objects

## 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 ***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.