

CAREER OPPORTUNITY for

Faith Initiation & Discipleship Coordinator (Part-time)

St. Peter's Parish, Calgary

OVERVIEW

The Faith Initiation & Discipleship Coordinator is responsible for leading children and youth through a journey of Christian initiation that goes beyond sacramental preparation, fostering a continuing path of discipleship, belonging, and active participation in the life of the Church – for them and their families.

This role integrates catechesis, evangelization, community life, and mission by walking with families, volunteers, and ministries to cultivate a communal experience of faith among the younger generation and their families.

RESPONSIBILITIES

- Coordinate the Christian initiation process for children and youth, including preparation for Baptism, First Reconciliation, First Eucharist, and Confirmation.
- Accompany families in their journey of faith, encouraging deeper engagement with the parish community.
- Form and support volunteers, catechists, session facilitators, and hospitality/reception facilitators, fostering a spirit of collaboration, welcome, and unity.
- Work closely with ministry leaders and the Parish Council to align the initiation process with the parish's evangelizing mission.
- Promote a culture of discipleship by inviting and equipping young people to live out their faith in daily life and to engage actively in parish life.
- Liaise with Clergy, school administration of feeder schools, other parish Sacrament Preparation Coordinators, the Pastoral Centre and the registered families of St. Peter's.
- Serve as a bridge between sacramental preparation and ongoing involvement in parish life, including youth ministry, liturgical participation, and service.
- Create annual Sacrament Preparation schedule (in conjunction with the pastoral center). Input all dates into Parish Outlook calendar.
- Routine follow up with families to ensure all required documentation is provided and all files are complete.
- Daily administrative duties including all correspondence, phone calls and ongoing email communications.
- Work with other parish staff to collectively support all families inquiring about sacraments.
- Other duties as assigned by the Pastor related to the operations of the parish.

QUALIFICATIONS

- Previous experience in a similar environment (e.g., parish or Pastoral Centre).
- Strong and comprehensive knowledge of the teachings of the Catholic faith and the Church's vision of Christian initiation and discipleship.
- Experience in planning and leading faith formation workshops or training sessions.
- Ability to design and deliver effective formation sessions for children, youth, and adults.
- A collaborative spirit and a gift for building community.
- Ability to mentor others and inspire a missionary spirit.
- Strong organization and time management abilities.
- Demonstrated knowledge of Microsoft Office: Outlook, Word, Excel and PowerPoint.
- Ability to work as a team and independently.

HOURS OF WORK

21 hours/week. 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:

- Vulnerable Sector Police Information Check (VSPIC)
- 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 Tuesday, June 9, 2026**. 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.