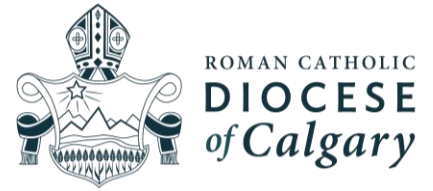


CAREER OPPORTUNITY *for* Family Faith Coordinator (Full-time) All Saints Parish, Lethbridge



REPORTS TO

Pastor

OVERVIEW

The Family Faith Coordinator will be responsible for creating and facilitating programming for parish families and integrate the families of the youth and schools within this ministry.

RESPONSIBILITIES

Primary

- Encompasses a view of youth ministry that transcends the traditional form of parish bound ministry and promotes collaboration between and within the parish, school, and family.
- Coordinate a structured process of recruiting, training, mentoring and supporting leaders within the program
- Fosters opportunities to connect, coordinate, and integrate with families engaged in ministry
- Develops, organizes, implements, and facilitates programming for parish youth
- Cooperates with the Diocesan Office of Pastoral Ministry and promotes proposed initiatives
- Facilitates the development of community among youth, their families, their parish, school and the local community

Specific (3 domains)

- **Parish Specific:**
 - Under the direction of the Pastor, the Family Faith Coordinator is responsible for the development, implementation, and facilitation of family programs and services at the parish. The Coordinator will identify opportunities to involve and integrate youth, families, schools, and local communities in their ministry
 - Minister directly to youth (grades 7 to 12) of the parish through youth groups (intentional and regular gatherings of youth)
 - Coordinate the leading of prayer and reflection at family events.
 - Evangelize youth through catechetical formation, faith sharing and small group activities and reflection, and primarily through personal example
 - Orchestrate activities that are fun in nature and promote community, mutual respect, sharing, and promote strengthening of the community
 - Maintain an up to date contact list of youth involved in Youth Ministry
 - Collaborate with the Pastor to plan prayer and liturgical celebrations for families
 - Is present for and conducts all Youth Ministry events at the parish

- Offer mentorship opportunities to youth and children
- Assist with retreats, faith sharing opportunities and family formation.
- Organize the families of the parish to participate in service projects within the community
- Through established networks, refer families to appropriate counselling and resource programs
- **Family Specific:**
 - Serve as an advocate for the needs of youth and families
 - Support families in promoting healthy development and faith growth
 - Bring to the attention of the Pastor any matters related to the needs of the family
 - Make recommendations for resource materials and community agencies
 - Manage ministry budget and facility in line with Parish Policies & Procedures
 - Liaise with the Office of Pastoral Ministry at the Catholic Pastoral Centre
- **School Specific:**
 - Seek out opportunities to liaison with schools and school chaplains
 - Consider and try ways to foster relationship between the school, parish, and family
 - Seek ways to empower youth in the parish group to be witnesses and disciples in their respective school environments
 - Other duties as assigned by the Pastor related to the operations of the parish.

QUALIFICATIONS

- Previous experience in a similar environment an asset (i.e. parish or Pastoral Centre)
- Good knowledge of the teachings of the Catholic Faith and liturgy with catechetical methodology
- Demonstrates a passion to build a ministry that will invite families to understand, own, and live out a life changing faith in Jesus
- Demonstrated knowledge of Microsoft Office: Outlook, Word, Excel and PowerPoint
- Excellent organizational skills
- Ability to work as a team and independently
- Ability to support and nourish families with a gentle, pastoral approach
- Listens and communicates effectively and sensitively with youth and their families
- Demonstrated desire and passion to disciple youth and provide them with tools that will allow them to grow into a godly man or woman
- Ability to build a family program based on love, acceptance, accountability, encouragement and transparency
- Demonstrates a partnership mentality that supports parents in setting an example at home for their children as well as energizes children through coaching them while building friendships

HOURS OF WORK

Full time position, 35 hours/week and scheduled in consultation with the Pastor. 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

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 call, general workload demands
- Occasional lifting to 10 lbs/4.5 kg (i.e. office supply boxes)
- Occasional: pushing, pulling, kneeling, squatting, forward reaching, reaching about 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 1 year 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 ***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.