CAREER OPPORTUNITY *for*
Pastoral Assistant (Part-Time)
St. Pius X, Calgary

ROMAN CATHOLIC DIOCESE *of Calgary*

OVERVIEW

The Pastoral Assistant has a role in collaborating with the Pastor in building the Catholic community in the parish including directing some significant aspects of parish life such as: spiritual development, liturgy, children's Liturgy of the Word, pastoral care, RCIA and sacramental preparation, adult faith formation, evangelization and social ministry.

RESPONSIBILITIES

- Collaborates with the pastor and other parish staff and volunteers in implementing the mission of the parish.
- Assists in providing liturgical leadership for the parish. This can include preparing and leading communal prayer such as wakes and cemetery gatherings, ecumenical gatherings, etc.
- Directs the development and implementation of sacramental preparation for Baptism and Marriage.
- Directs the religious education and formation of families and children preparing for Confirmation, First Communion, and First Reconciliation.
- Assists in planning sacramental celebrations in cooperation with the Pastor and Music Director.
- Provides in-service training and faith formation for lectors, Eucharistic ministers, ushers, sacristans, musicians and choir members.
- Assures the provision of pastoral care for parishioners by ensuring visits to persons in their homes who are sick, home bound, or disabled; visits the sick in hospitals.
- Ministers to persons in crisis, i.e., those grieving, recently divorced, emotionally ill or in other emergency situations.
- Coordinates opportunities for spiritual development in the parish by organizing renewal programs and processes such as retreats, pastoral counselling and educational workshops.
- Coordinates the parish's evangelization efforts by developing a process for reaching out and welcoming potentially new Catholics and alienated/returning Catholics.
- Participates as a member of the pastoral staff by collaborating in cooperative ventures with other parish programs and organizations.
- Decorates for respective celebrations and events throughout the year.
- Develops and forms parish volunteer catechists, aids and support staff through recruitment, training, screening and evaluation. Schedules parish based training for catechists by qualified catechetical leaders.
- Coordinate with the youth group regarding their events and serve as their point of contact.
- Other related duties as assigned by the Pastor in support of the ministry of the parish.

QUALIFICATIONS

- Ability and willingness to enthusiastically support the mission of the Church
- Preferred education: Bachelor's degree or equivalent in pastoral care. Minimum five years' experience in a similar role.
- Proven leadership skills utilizing cooperative, collaborative team leadership style
- Proficient computer skills & applicable technology and software (i.e. MS Office Products)
- Excellent interpersonal communication skills, including: active listening, problem solving, and capacity to demonstrate good judgment, courtesy, confidentiality and tact with others
- Attention to detail with a high level of accuracy
- Effective organization, time and stress management skills
- Ability to maintain a loving, Christ-centered focus and attitude in dealings within and outside the Church

HOURS OF WORK

Part time position, 20 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

TO APPLY

Documents required as part of the application process include:

- A completed application form – Download here: https://www.catholicyyc.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.