

JOB POSTING *for* Pastoral Ministry Coordinator

REPORTS TO

Director of Pastoral Ministry

OVERVIEW

The Pastoral Ministry Coordinator is responsible for the effective implementation of ministry and faith formation programs and initiatives to further the Diocesan mission of cultivating missionary disciples for evangelization.

RESPONSIBILITIES

Primary

- Responsible for all administrative and operational functions to plan, implement and evaluate ministry formation programs and faith formation initiatives.

Specific

- Conduct research, provide recommendations, coordinate and facilitate training, where applicable, on ministry formation and pastoral outreach initiatives.
- Support on-going assessment of pastoral needs at Diocesan and parochial level.
- Recruit and form ministry leaders for Diocesan-level ministries or initiatives.
- Act as a resource person, consultant, and liaison to pastors, ministry leaders, Catholic schools, communities and institutions on areas relating to pastoral life.
- Represent the Diocese on local, provincial, and national committees pertaining to pastoral ministry.
- Other duties as assigned by the Director of Pastoral Ministry.

QUALIFICATIONS

- Must be an exemplary Catholic with strong knowledge of the faith and zeal for the Church's evangelizing mission.
- Post-secondary education or advanced training in theology.
- 3-5 years of experience in ministry, with pastoral or educational roles.
- Excellent program management, delivery, training, and facilitation skills with adults, youth and children.
- Demonstrated organizational and communication skills - oral, written and electronic.
- Strong organizational and interpersonal skills
- Strong attention to detail and accuracy
- Displays a high level of energy and positive attitude towards their work

PHYSICAL DEMANDS

- Able to sit for long periods of time, stand for shorter periods and walk around office and building as required
- Constant movements of the neck in all directions required when completing tasks
- High levels of concentration
- Able to lift up to 20 lbs. (i.e. box of paper) when required
- Use repetitive hand motion when working on computer for extending periods of time

HOURS OF WORK

8:30 am - 4:30 pm, Monday to Friday; includes a one-hour unpaid lunch break

KEY RELATIONSHIPS

Catholic Pastoral Centre Staff, Clergy, parishioners, school boards, Catholic institutions, community partners, etc.

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 Code of Pastoral Conduct & Accountability for Lay Diocesan Employees

TO APPLY

Documents required as part of the application process include:

- A completed application form - Download here: <https://www.catholicyc.ca/careers.html>
- A cover letter and resume
- Three (3) references (will only be contacted if you are selected as our final candidate)
- Agreement to the Model Code of Conduct (see <https://www.catholicyc.ca/careers.html>)

Applications should be submitted by e-mail to: Careers@calgarydiocese.ca. No phone calls please.

Applications will be accepted until **4 pm on Friday, January 21, 2022**. Only applicants who are short-listed for an interview will be contacted directly by our office. We thank in advance all applicants for their interest.