# CATHOLIC PASTORAL CENTRE

## ROMAN CATHOLIC DIOCESE OF CALGARY

### POSITION DESCRIPTION

**CATECHETICS & DISCIPLESHIP MINISTRY COORDINATOR**

### REPORTS TO

Director of Pastoral Ministry

### OVERVIEW

The Coordinator will work with all diocesan ministries to further the diocesan mission of cultivating missionary disciples for evangelization, specifically to develop, support, and coordinate catechetical, religious education, faith and ministry formation programs and activities of the diocese.

### RESPONSIBILITIES

**Primary:**
- Responsible for the effective implementation of the Bishop’s approved and mandated catechetical, religious education, faith and ministry formation programs in the diocese
- Assess the ministry of catechesis and faith formation needs of the diocese and implement the means and strategies for an effective meeting of these needs

**Specific:**
- To work collaboratively with, oversee and assist in the standardization and implementation of catechetical programs and guidelines in the diocese
- To provide leadership in the design and implementation of education and formation initiatives for parish catechetical and ministry leaders.
- To conduct research, provide recommendation and in-service training (where applicable) of catechetical and religious education resources to parish and school leaders
- To act as a resource person, consultant, and liaison to pastors, ministry leaders, Catholic schools, communities and institutions in the area of catechetics and faith formation
- To sustain a comprehensive awareness of the diocesan mission to enliven Christian discipleship and missionary impulse through consistent, professional and pastoral responses to the needs of parishes and communities
- To research and provide guidance and resources to meet the catechetical needs of persons with special needs
- To represent the diocese on local, provincial, and national committees pertaining to catechetics and religious education
- Other duties as assigned by the Director of Pastoral Ministry

### QUALIFICATIONS

- Must be an exemplary Catholic with a zeal for the Church’s evangelizing mission
- Minimum Bachelor’s degree in Sacred Theology, Religious Studies or Education or a related field
- 3-5 years’ experience in ministry, pastoral or educational roles
- Excellent program delivery, training, and facilitation skills
- Project management experience
- Demonstrated communication skills –oral, written and electronic
- Meet the Safe Environment program requirements

### HOURS OF WORK

Ability and willingness to work flexible hours including evenings and weekends

### KEY RELATIONSHIPS

Catholic Pastoral Centre staff, clergy, parish ministry leaders, parishioners, schools and school boards, Catholic institutions, community partners, etc.
## STRENGTHENING OUR PARISH COMMUNITIES

TO APPLY: The Diocese of Calgary fosters “Strengthening Our Parish Communities” a safe environment program. Screening includes a satisfactory Vulnerable Sector Police Information Check and Agreement to the Model Code of Conduct. See [http://www.calgarydiocese.ca/articles/employment-opportunities.html](http://www.calgarydiocese.ca/articles/employment-opportunities.html)

Application process includes:
- Fill out the application found in the link - [http://www.calgarydiocese.ca/articles/employment-opportunities.html](http://www.calgarydiocese.ca/articles/employment-opportunities.html)
- Satisfactory Vulnerable Sector Police Information Check
- Three (3) reference checks
- Agreement to the Model Code of Conduct (see [http://www.calgarydiocese.ca/articles/employment-opportunities.html](http://www.calgarydiocese.ca/articles/employment-opportunities.html))

By e-mail: Careers@calgarydiocese.ca
Mail: Human Resources
120 17th Avenue SW
Calgary, AB, T2S 2T2

This posting will remain open until a suitable candidate is selected. We thank in advance all applicants for their interest. Only short listed applicants will be contacted.