



ROMAN CATHOLIC
DIOCESE
of Calgary

CAREER OPPORTUNITY *for* **Discipleship & Catechetical Ministry Coordinator (Full-time)** **Catholic Pastoral Centre**

OVERVIEW

The Discipleship & Catechetical Ministry Coordinator supports the diocesan mission of evangelization through the Office of Pastoral Ministry by facilitating parishes in fostering encounters with Jesus Christ, growth in faith, and lifelong discipleship. The coordinator supports the development, implementation, and evaluation of diocesan sacramental preparation initiatives, provides formation and accompaniment for parish catechetical leaders, and guides the selection and use of resources in alignment with diocesan pastoral renewal priorities.

RESPONSIBILITIES

- Coordinate the development, implementation, and ongoing evaluation of diocesan sacramental preparation initiatives for Baptism, Reconciliation, Eucharist, and Confirmation, in collaboration with parish teams.
- Support the renewal and implementation of the Rite of Christian Initiation of Adults (RCIA) as a process of conversion, formation in Christian life, and integration into the life and mission of the parish community.
- Provide formation and ongoing support for parish catechists, sacramental preparation coordinators, and RCIA teams through workshops, mentorship, and accompaniment.
- Connect sacramental preparation with ongoing faith formation, participation in parish life, and opportunities for service and mission.
- Research, evaluate, and recommend catechetical resources, including printed materials and digital content.
- Serve as a resource and liaison to clergy, parish ministry leaders, and Catholic schools in the areas of catechesis, faith formation, and discipleship.
- Other duties as assigned by the Director of Pastoral Ministry.

QUALIFICATIONS

- Bachelor's degree in Catholic theology, catechesis, religious education, or a related field; training or experience in adult education is an asset.
- At least five years of relevant experience in parish ministry, catechesis, faith formation, or pastoral work.
- Experience in sacramental preparation or RCIA, including supporting and forming parish ministers.
- Deep commitment to the Catholic Church's evangelizing mission and a sound understanding of Catholic teaching and sacramental life.
- Demonstrated ability to collaborate effectively with clergy, staff, and parish leaders.
- Strong skills in program development, adult learning, group facilitation, and written and verbal communication.

- Strong organizational skills, with the ability to manage multiple initiatives and follow through on commitments.
- Proficiency in using technology for program management, formation, and communication.

HOURS OF WORK

Full time position, 35 hours/week. Monday to Friday. 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:

- Police Information Check (PIC)
- 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 Thursday, November 5, 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.