

Part Time Position – Coordinator of Evangelization to Families

Cathedral of the Holy Family

Location: Cathedral of the Holy Family, Saskatoon

Reports to: Pastor of Holy Family, Saskatoon

Created: Summer 2024

Position Start: Fall 2024

MINISTRY POSITION OVERVIEW

The Coordinator of Evangelization to Families will be reporting to the pastor of Holy Family Cathedral in collaboration with parish staff, senior leadership team and volunteers. Must believe in the mission and vision of Holy Family Cathedral. The Coordinator should have a passion and a heart for the family and a faith that motivates his/ her desire to invite people into a life changing relationship with Jesus.

GENERAL DUTIES

- Advertising and promotion of events.
- Budgeting for expenditures and potential revenues.
- Developing, selecting and implementing programs.
- Recruiting, selecting and training of volunteers.

VISION & GOALS

- Building a culture of invitation, testimony, conversion and mission.
- Create a fun, attractive, safe environment for kids to grow in their faith.
- Culture of intentional accompaniment. (youth to youth, leaders to youth)
- Integration of youth, student & family involvement with the larger parish community.
- Develop, lead, oversee & evaluate programs aimed at High School and kids ministry.
- Creating, leading and executing events.

WORKING CONDITIONS

- Part time position of 20 hours per week.
- Two event a month with St. Josephs High School during academic year.
- Facilitate one event a month for grades 3-5.
- Coordination of Kids Club & Children's Liturgy on Sunday.

- Once a week meeting with Pastoral team.
- Flexible work environment - including some evenings and weekends.

- Remunerated monthly according to the Pastoral Salary Grid of the Roman Catholic Diocese of Saskatoon.

QUALIFICATIONS

- Confirmed practicing Roman Catholic in good standing with the Church.
- Relevant University degree and/or combination of education and parish experience. (employed or volunteer)
- Compliance with Covenant of Care as set by the Diocese of Saskatoon, including criminal record check.
- Working knowledge of: Microsoft Word, PowerPoint.

COMPETENCIES

- People Skills
- Computer/ Technical Expertise
- Organizational Ability
- Oral Communication
- Written Communication
- Public Speaking
- Problem Solving
- Innovation/ Creativity
- Teamwork/ Collaboration
- Budget Maintenance
- Attention to Detail
- Working knowledge of the liturgy & liturgical year
- Passion and Call for evangelization

SAFEGUARDING REQUIREMENTS

In support of the Safeguarding Action Plan, this position is required to obtain or complete the following:

- Criminal Record Check.
- Covenant of Care Safeguarding / Misconduct Protocol.
- Confidentiality Agreement.