

PARISH RELIGIOUS EDUCATION PROGRAM

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IMMACULATE CONCEPTION PARISH

PREP Office (604) 596-4004
Parish Office (604) 591-2271

Parish Religious Education Program Coordinator

Are you excited about an opportunity to support our parish families? To help them live out their vocation to reflect the Blessed Trinity to the world and raise their children in an intimate relationship with God and his Church?

This is our mission – to support moms, dads, and caregivers in the faith formation of their children. Is it your mission too? Are you a faithful, practicing Catholic willing to share your time and talent to coordinate an amazing group of volunteers and professionals committed to this ministry?

Do you understand the relationship between evangelization and catechism?

Immaculate Conception Parish in Delta is seeking candidates with a combination of leadership, teaching, and administrative skill, and a desire to serve.

Some qualities of a successful candidate will include:

- proven ability to recruit, direct and inspire a team of volunteers
- experience in business administration
- a sound foundation in the Catholic faith, familiarity with the *Catechism of the Catholic Church* and the *General Directory for Catechesis*, and familiarity with learning outcomes and assessment
- education or experience working with children in a learning environment
- a high level of planning and organizational skills, flexibility, and the ability to prioritize and effectively manage multiple tasks against fixed deadlines
- confidentiality
- proficiency with Microsoft Outlook, Word and Excel
- ministry experience, especially in adult faith formation and/or catechesis of children an asset.

Reporting to the pastor, this position is part-time, 26 hours per week, under an annual, renewable contract from mid-August to end of June. A general description of the PREP Coordinator role can be found at [PREP Coordinator Mandate](#) on the RCAV website. Employment is conditional on completion of a satisfactory Criminal Records Check and the archdiocesan program “Save Environment”.

Please express your interest by submitting a resumé including any ministry experience, a cover letter, the contact information for your pastor, and two references to icprep@dccnet.com on or before Wednesday, June 13 or mail or drop your application Attn: PREP Coordinator, Immaculate Conception, 8842 119 Street, Delta, BC, V4C 6M4.

Thank you for your interest. Only shortlisted candidates will be contacted.