

Christ the King Roman Catholic Parish
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Courtenay, British Columbia, Canada

The Parish

Christ the King Roman Catholic Parish is located in the city of Courtenay, British Columbia on Vancouver Island. The parish serves the communities of Courtenay, Comox and Cumberland, as well as a mission on Hornby Island.

The parish is large and vibrant and serves all ages and several nationalities. There is a mass on Saturday evenings as well as two on Sundays. In addition, there are week-day masses and a variety of other worship and fellowship opportunities such as the recitation of the rosary, the Stations of the Cross, study groups and adult programs, and social events. There is an active Knights of Columbus chapter and an active Catholic Women's League. The parish supports the work of the St. Vincent de Paul Society and the local l'Arche Community. Within the parish there are 800 families with 180 families having children and/or young adults.

Parish Mission Statement

Christ the King Parish is called to walk the way of Christ through word, sacrament and service as inspired by the tradition of the Roman Catholic Church.

Parish Vision Statement

Our vision at Christ the King Parish is to nourish the mustard seeds of faith so that our community

- welcomes people of all ages and backgrounds,
- participates in the world-wide mission of the Church,
- reaches out to the people of the Comox Valley including the less fortunate,
- builds on the talents of our parishioners who share the responsibilities of our community life,
- grows as a dynamic faith family centered on a beautiful and meaningful liturgy.

Position Description for Pastoral Assistant¹

Position Purpose

The purpose of the Pastoral Assistant position in the parish is to assist the Pastor in three areas of activity: Coordination of Religious Education, Youth Ministry and Outreach to Young Adults. He/she will coordinate and facilitate the various programs, projects and activities within these three areas through direct involvement or the provision of leadership, advice and assistance as needed. A primary role of the Pastoral Assistant is to be an enabler, seeking out volunteers, encouraging participation, calling forth gifts, providing skills training and support.

The Pastoral Assistant will work in cooperation with the Pastor and report to him. As well, the individual will work closely with the Parish Council and other parish team members and committees in order to fulfill the mission of the Parish and in the process promote discipleship among parishioners as they share their time and their talents.

Personal Qualifications

The Pastoral Assistant will be someone who is

- Committed to the teachings and traditions of the Catholic faith with a personal devotion to Jesus Christ;
- Able to articulate and share a personal faith;
- Deliberate in an approach to personal faith formation;
- Passionate about working with people, especially young people in our community and our parish;
- Committed to a team approach to ministry and able to provide clear direction when delegating responsibility;
- Able to work without direct supervision and willing to act with self-initiative;
- Personally mature with a professional manner;
- Willing to work within the context of the whole parish, addressing complex or menial tasks that may be shared by all staff, lay ministers, or volunteers;
- Intellectually capable and willing to pursue additional study if necessary;
- Able to relate to youth and young adults in the context of the current culture;
- Gifted with a joyful spirit and a good sense of humour;
- Dedicated to working with the pastor and parish staff, parish council and other parish committees to fulfill the mission and vision of the parish;
- Committed to the growth of the Catholic Church in our time;
- Resident and practicing the faith in Christ the King Catholic Parish.

¹ Guidelines for terms of employment are available in the Administration Manual, Diocese of Victoria.

Key Responsibilities

The Parish Assistant will have three primary areas of responsibility. Other duties may arise from time to time.

I. Coordination of Religious Education

The Pastoral Assistant will

- Work with the Pastor to assure that there are appropriate programs, projects, and spiritual growth opportunities for parishioners, especially children, youth and young adults;
- Identify areas of need, concern or interest for programming or other initiatives;
- Recruit, instruct and sustain a team of volunteers and leaders and engage parents and parishioners as partners;
- Teach youth and parish leaders in large or small group settings;
- Have an understanding of the physical, mental, emotional and spiritual needs of children and youth and young adults;
- Support individuals on their faith-journeys and spiritual growth;
- Design, coordinate or implement programs or activities;
- Schedule events (First Communion, First Reconciliation, meetings with parents, social activities, ongoing programs, etc.);
- Seek out materials necessary for programs;
- Prepare an annual budget for presentation to the Pastor and the Finance Committee;
- Work within the finalized and approved budget to oversee expenditures for approved activities;
- Prepare reports and meet with Church committees as needed;
- Work with parish administrators/office personnel to ensure effective planning and to maintain a positive working environment.

II. Youth Ministry

The Pastoral Assistant will

- Identify appropriate parish needs for youth programming;
- Direct and coordinate youth programs, events, and projects, differentiating among the needs of various age-groups (target age cohorts are grades 7 - 9 and grades 10 - 12);
- Recruit and work with parents and volunteers;
- Make referrals to agencies and social services if necessary;
- Liaise and report as necessary.

III. Outreach to Young Adults

The Pastoral Assistant will

- Network within the larger community to encourage Church attendance and involvement of young adults (North Island College ...);
- Lead young adults to a deeper participation in the life of the Parish (greeters, lectors, altar servers, choir, participation in study groups, volunteers at social/parish events ...)
- Provide periodic retreat opportunities and participation in Diocesan Youth Camp;
- Plan special events, projects, or excursions which are of appeal to young adults (participation in World Youth Day, visits to Holy Sites, ...);
- Coordinate activities for funding special events etc.;
- Seek ways to bring the Word of God to young adults in settings where they are comfortable and willing to congregate.

Education, Training and Experience

The Pastoral Assistant will

- Have a post-secondary educational background or an acceptable equivalent;
- Have a sound background and knowledge of the Catholic Christian faith and a confident acceptance of Church teaching;
- Have a proven track-record of successful ministry with children, youth and young adults (preferably);
- Have a history of involvement in Church life.

Special Skills, Knowledge or Technical Skills

The Pastoral Assistant will

- Demonstrate good organizational, planning, and communication skills (including listening skills);
- Have basic computer skills (email, word processing, spread sheet, power point, etc.)
- Have strong interpersonal skills, ability at conflict resolution and problem solving.
- Have a valid B.C. driver's licence.

Working Requirements

- Full-time position
- Some flexibility for evening and weekend work