

Discipleship Coordinator

A Calling, Not Just a Role

We are seeking a mission-minded, Christ-centered leader with a heart for evangelization and parish renewal. This is not simply a position to fill—it is an invitation to co-labour in forming intentional disciples and shaping a culture of missionary engagement for the future of our parish.

Corpus Christi is engaged in a 10-year vision of transformation—from maintenance to mission. As Discipleship Coordinator, you will work closely with the pastor and leadership team to build systems that form leaders, multiply small groups, and cultivate a parish life rooted in Christ and outward-facing in mission.

Primary Responsibilities

Disciple Formation and Mentorship

- * Accompany and mentor parish ministry leaders with consistency, care, and clarity
- * Oversee and support faith formation opportunities to support the parish leader's spiritual growth and multiply leaders.
- * Foster leadership multiplication and succession across ministries

Evangelization and Engagement

- * Identify, recruit, and train potential new leaders for succession planning
- * Guide new parishioners into deeper belonging and active discipleship
- * Manage inquiries about the discipleship pathway, providing clear guidance and resources
- * Actively support initiatives such as Alpha, Faith Studies, RCIA, and Life Groups

Ministry Systems and Support

- * Oversee faith formation program to ensure smooth execution aligned with ministry goals
- * Coordinate workshops, training sessions, and leadership events
- * Build infrastructure to support long-term growth and sustainability of ministries
- * Set and evaluate measurable goals for discipleship initiatives to assess impact and guide improvement
- * Create and refine materials for Life Group formation and facilitation

Ideal Candidate Profile

Personal Disposition

- * A faithful Catholic with a deep personal relationship with Christ
- * Eucharistic spirituality expressed through daily prayer, Adoration, and frequent Confession
- * Passionate about the New Evangelization and visibly committed to proclaiming Christ in daily life

Leadership Strengths

- * Strong interpersonal, organizational, and administrative skills
- * Proactive and self-directed with the capacity to lead with humility and initiative
- * Comfortable mentoring others and leading diverse volunteer teams
- * Set and evaluate measurable goals for discipleship initiative to assess impact and guide improvements

Technical Competence

- * Skilled in communication (written and verbal) across various platforms
- * Proficient in Microsoft Office, Google Workspace, Zoom, and similar tools
- * Capable of managing multiple responsibilities with discretion and reliability

Ongoing Commitments and Integration

- * Weekly check-ins with a member of the clergy team (designated by the pastor)
- * Regular collaboration with leaders of Alpha, RCIA (English and Chinese), Faith Studies, and emerging Life Groups
- * Participation in the Senior Leadership Team (SLT) and strategic planning conversations
- * Intentional pursuit of annual personal and professional development (conference, retreat, etc.)

Working environment

- * This is a full-time position, approximately 40 hours per week, including evenings and weekends
 - * Flexible scheduling based on parish needs and mutual agreement
 - * Comprehensive group benefits package along with pension plan;
 - * Salary Range: \$60K/annum, with room to grow to ~\$70k based on performance
-

Corpus Christi Parish is committed to forming saints and missionaries. If you are ready to lead with conviction, grow with humility, and serve with joy, we welcome your application.

Please submit a résumé and a cover letter with "*Discipleship Coordinator*" in the subject line to:

Winnie Shiao
Office Manager
Corpus Christi Parish
Email: Winnie@ccparish.ca

Thank you for your interest; only shortlisted candidates will be contacted.