

JOB DESCRIPTION: ALPHA COORDINATOR

PARISH VISION

An overflowing community in Christ, sent that all may have life to the full.

JOB SUMMARY

With a heart for the lost, the role of the Alpha Coordinator (AC) is to cooperate with the Holy Spirit in our mission to help people discover Jesus through our parish's key evangelization tool, Alpha.

The AC is responsible for ensuring excellence in leadership, planning, administration and delivery of the Alpha course throughout the year, and oversees all specialized courses, including Chinese Alpha, School Parent Alpha, Youth Alpha (and others as the need arises, i.e., Men's Alpha, Online Alpha, Home Alpha, etc.).

The AC vision casts and leads a core team of volunteers and hosts and helpers, providing them with support, guidance, development and training. The AC regularly connects with leaders of the specialized groups, offering the same support, ensuring quality control and alignment of goals.

Working with the Director of Evangelization (DE) and other key parish leaders, the AC contributes to the development of an evangelistic and invitational culture within the parish, reaching out to those who do not know God, or are far away from Him.

ROLES AND RESPONSIBILITIES

VISION CARRIER

- With a heart for the Eucharist (demonstrated by daily Mass and adoration), living-out God's vision for our parish through the execution of all job-related duties.
- Providing strong leadership, engaging in virtuous relationships, and inspiring the parish to seek the lost and help everyone become saints.
- Living out the fullness of life personally, the Alpha Coordinator proclaims Jesus at every opportunity and in every circumstance in the course of day-to-day work.

SPECIFIC RESPONSIBILITIES

- **Program Development and Coordination**
 - o Creates the vision and develops a written plan/program for the Alpha ministry and establishes effective communication with other related ministry, particularly the DE.
- **Leadership of Alpha Team**
 - o Recruits suitable volunteers for the Alpha team, and strategically raises up leaders by establishing a "leadership pipeline" among other means.
 - o Addresses the development and training needs of the core and support members of the Alpha team by providing or arranging programs such as Master Classes in intentional accompaniment (IA), prayer ministry, workshops, training seminars and conferences.
 - o Supports, encourages, and empowers the Alpha team members through regular check-ins to ensure all are living life to the full, and providing opportunities for interpersonal, intellectual and spiritual formation.

- **Administration**

- o Documents and updates the Alpha Plan to preserve the collective experience and learning of this ministry for future reference.
- o Maintains statistics and contact lists of ministry volunteers, participants and partners, and ensures records of training and formation are up to date.
- o The Alpha Coordinator also acts as the Parish's representative in communications with Alpha Canada, and other external audiences (i.e., Proclaim/RCAV, other parish Alpha Coordinators, etc.).

- **Program Delivery**

- o Promotion: Works with the Director of Communications to strategically plan and prepare promotion of upcoming Alphas, including testimonies, marketing materials; schedules Alpha team members to be present at all Masses during promo-weekends.
- o Guest registrations: Develops online and hardcopy registration forms; manages registration databases and lists; responds to all enquiries in a friendly, professional and pastoral manner.
- o Event Logistics: Books online and in-person venues for each Alpha course; oversees the set-up and clean-up of the venue for each event; ensures all health and safety aspects of the course; manages budget for all purchasing for Alpha; organizes food and technology teams to ensure the smooth flow and welcoming experience of the Alpha evening.
- o Day/Weekend Away: Oversees and plans the weekends away, including the agenda, venue booking, registrations, booking speakers; leading and assigning tasks to the Alpha team, i.e. food, technology, music, prayer team, etc.; supervises set-up and clean-up, etc.

- **Reporting**

The Alpha Coordinator reports directly to the Director of Evangelization at agreed upon intervals; if the position of DE is vacant, the AC meets with the Pastor at his request.

PERSONAL AND PROFESSIONAL DEVELOPMENT

- The AC will meet regularly with the Director of Evangelization or Pastor for professional and spiritual mentorship, support and guidance.
- The AC will attend applicable training, leadership and faith formation opportunities availed through the parish's leadership team, e.g. Alpha Conferences, RCAV workshops, New Evangelization Summit, among others.

QUALIFICATIONS

REQUIREMENTS

- Desire for holiness and passion for evangelization.
- Hunger for developing a missional church culture.
- Commitment to and a sound understanding of Catholic doctrine and practices.
- Letter of recommendation from pastor of personal parish.

BACKGROUND, SKILLS AND KNOWLEDGE

- Proven leadership skills: visionary; takes initiative committed to results; flexible and adaptable to changing circumstances; a demonstrated track record of initiating and completing programs and projects; not afraid to admit mistakes.
- Strong organizational, logistical, planning, problem solving, team building and multi-tasking skills.
- Ability to function independently with minimal supervision and direction.
- Experience recruiting and supervising volunteers for ministerial work.
- Solid written and verbal English communication skills.
- Ability to keep confidences.
- Computer literate and proficient in using Microsoft Office productivity software, Google Calendar, Google Docs, and Zoom online video communications app.

SAINT ANTHONY OF PADUA

ROMAN CATHOLIC CHURCH

EDUCATION, TRAINING AND EXPERIENCE

- Solid and extensive experience leading the Alpha course.
- 2 – 3 years' experience in a volunteer leadership role within a parish.
- Experience working with a diverse community of individuals who are at various stages of spiritual growth and development.

EMPLOYMENT CONDITIONS

HOURS OF WORK

The work week can be 20 - 35 hours, as the need arises, during regular weekday office hours, evenings and weekends, as required. A flexible work schedule is negotiable, based on the needs of the parish and the coordinator's availability.

EVALUATION

A formal work performance evaluation will take place at the end of a 9-month probationary period, annually, and as required.