



## Roman Catholic Diocese of Victoria

1 – 4044 Nelthorpe Street

Victoria BC V8X 2A1

Phone: (250) 479-1331 ✆ Fax: (250) 479-5423

[www.rcdvictoria.org](http://www.rcdvictoria.org)

### *Job Posting: Assistant Director of Faith Formation and Evangelization - Parishes and Schools*

The Diocese of Victoria is seeking an Assistant Director of Faith Formation and Evangelization. The Assistant Director will report directly to the Director of Faith Formation and Evangelization and will aid in carrying out the primary mission of the Diocesan Ministry of Faith Formation and Evangelization and as agents of the Bishop of Victoria, serve the People of God to know, celebrate, contemplate, and live the Christian faith in the One Triune God. The salary range is \$62,000-\$67,000 FTE per annum.

#### Qualifications

- Represents the Diocese of Victoria in a professional manner
- Holds appropriate academic credentials, i.e., Bachelor of Theology, Arts in Catholic Studies, Religious Education, or a similar field
- Is an active member of a Catholic parish community with a vocational sense of missionary discipleship
- Is pastoral, collegial, and collaborative in working with others
- Possesses high interpersonal and emotional intelligence
- Is self-motivated, adaptable, and socially engaged
- Possesses excellent communication, organization, and time-management skills
- Is familiar with Vatican and catechetical documents
- Is willing to engage in course work in scripture, theology, and religious education
- Brings a minimum of two-years diocesan, parish, and/or school experience
- Relates easily to a wide variety of people of different ages, backgrounds, and cultures

#### Duties and Responsibilities

- Parish Ministry
  - Develops and fosters relationships with clergy and parish communities
  - Provides opportunities for formation experiences in rural mission parishes
  - Promotes the Catechesis of the Good Shepherd method of faith formation
  - Assists with training for Sunday Celebration of the Word in absence of a priest
  - Supports catechists and parishes in the approved program for the preparation of the Restored Order of the Sacraments
  - Plans and leads retreats for parishioners and parish support staff



- Supports the Diocese of Victoria Diocesan Permanent Pastoral Synod
  - Assists with planning and attends Diocese of Victoria Family Camp and Conference
  - Facilitates Diocesan Faith Days
  - Supports Family Formation
  - Coordinates opportunities supporting reconciliation with Indigenous peoples, i.e., Kairos Blanket Exercise, Returning to Spirit Workshops
  - Attends ecumenical and interfaith events
- School Ministry
    - Develops and fosters relationships with administrators and school communities
    - Supports Island Catholic Schools Administrators, Staff, and students
    - Engages Island Catholic Schools students in initiatives conducted in partnership with St. Vincent de Paul, Development and Peace Caritas Canada, and World Food Day
    - Attends monthly FFE School Representatives gatherings
    - Promotes current evangelization and faith formation tools in schools, i.e., Hallow, Formed
- Other responsibilities of the Office of Faith Formation and Evangelization upon request by the Bishop, Chancellor, or Director.

Interested applicants are invited to submit a resume and cover letter to:

Roman Catholic Diocese of Victoria  
Attention: Selection Committee  
4044 Nelthorpe Street  
Victoria, BC V8X 2A1  
Email: [jobs@rcdvictoria.org](mailto:jobs@rcdvictoria.org)  
<http://www.rcdvictoria.org/employment>

*We thank all applicants for their interest, however, only those shortlisted for an interview will be contacted.*