



## 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 to the Director of Faith Formation and Evangelization - Parishes and Schools*

The Diocese of Victoria is seeking an Assistant for the Director of Faith Formation and Evangelization. The Assistant will report directly to the Director of Faith Formation and Evangelization and will aid them in carrying out the primary mission of the Diocesan Ministry of Faith Formation and Evangelization: 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 \$55,000 - \$62,000 FTE per annum.

### Qualifications

- Represents the Diocese of Victoria in a professional manner
- Has appropriate academic credentials, i.e. Certificate or Bachelor of Arts in Catholic Studies, Theology, Religious Education, or a similar field
- Is willing to engage in course work in scripture, theology, and religious education
- Brings a minimum of two-years of diocesan, parish, or school experience
- Is collegial and collaborative in working with others
- Relates easily to a wide variety of people of different ages, backgrounds, and cultures

### Duties and Responsibilities

- Planning and coordinating youth retreats (Ex. DYR, Homewood, Illuminate)
- Planning and coordinating retreats for parish catechists and school staffs
- Facilitating online and in person gatherings for catechists who serve children and youth
- Training for Sunday Celebration of the Word in absence of a priest
- Providing opportunities for prayer and formation experiences in rural mission parishes
- Facilitating Diocesan Faith Days (for both schools and parishes)
- Coordinating opportunities which support reconciliation with Indigenous peoples (Ex. Kairos Blanket Exercises, Returning to Spirit workshops)
- Supporting catechists and parishes in the approved program for the preparation of the Restored Order of the Sacraments
- Supporting the Catechesis of the Good Shepherd method of faith formation in parishes and schools
- Preparation for annual Diocese of Victoria Family Camp and Conference
- Promoting Catholic Schools Week

- Engaging Island Catholic Schools students in initiatives conducted in partnership with St. Vincent de Paul, Canadian Catholic Organization for Development and Peace, and World Food Day
- Other activities upon request by the Director of Faith Formation and Evangelization

Interested applicants are invited to submit a resume and cover letter by January 5, 2025, 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.*