

OFFER OF EMPLOYMENT

Office for Faith Education

Assistant to the Director of the Office of Faith Education For the Diocesan Service of the Catechumenate

Under the authority of the director for the Office for Faith Education (ODEF), the Diocesan Catechumenate Service aims to equip and train Christian communities in preparing adults for baptism and confirmation. This service is part of the Office for Faith Education, within the Archdiocese of Montreal, whose mandate is to support pastoral regions through specialized services for awakening, initiation, and maturation in the Catholic faith at any age.

Tasks and responsibilities:

- Coordinate the diocesan service of the catechumenate
- Develop diocesan catechumenate guidelines for the Archbishop's senior council
- Mobilize the diocesan team of the catechumenate
- Accompany, equip and train pastoral workers in the preparation of catechumens and adult confirmands
- Organize and animate diocesan liturgical events and celebrations
- Respond to inquiries from the public regarding baptism and confirmation of adults
- Write articles on the catechumenate for various audiences
- Maintain the Facebook page of the Diocesan Catechumenate Service
- Offer catechesis and / or accompaniment to catechumens and confirmands on occasion
- Collaborate with ODEF's mission in faith education
- Coordinate a solidarity group of pastoral workers with the target group of adolescents

Qualifications required:

- Bachelor's degree in Theology, Religious Studies or related discipline
- Relevant pastoral experience, preferably with adults
- Parish or diocesan experience
- Able to receive a mandate from the Archbishop (suitability)
- Solidarity with the thought and faith of the Catholic Church
- Knowledge of the Rite of Christian Adult Initiation (RCIA)
- The ability to work in a team
- Ability to train and animate
- Autonomy
- Discernment
- Proficiency in the French language, oral and written
- Good knowledge of English

Working Conditions:

- Full time: 32.5 hours / week (5 days)
- Availability evenings and weekends on occasion
- Salary and benefits according to the standards established by the Archdiocese of Montreal

How to Apply:

Please note that this position will remain open until the right candidate is found. Those interested in applying are requested to send their CV and cover letter to:

Anastasia Charasidis
Responsible for Human Resources
rh@diocesemontreal.org

We thank everyone for their interest, however only selected candidates will be contacted for an interview. A written test may be required.