

## JOB OFFER (two positions available)

### Assistant Director – Mission of the Christian Faith and Catechesis

### Evangelization and Christian Life Service — Archdiocese of Montreal

The Evangelization and Christian Life Service is looking for an Assistant Director who is passionate about the transmission of the faith, eager to put his or her skills at the service of the mission of the Church. Rooted in a missionary spirituality, the incumbent will accompany communities in their catechetical and catechumenal mission, support parish leaders, and develop resources and adapted pathways for children, young people, adults, and families.

#### MISSION OF THE POSITION

Under the responsibility of the Director of the Evangelization and Christian Life Service, the Assistant Director contributes to the mission of evangelization of the diocese by offering **pastoral leadership, strategic accompaniment, adapted resources, and ongoing formation** to Christian communities and cultural missions.

This role covers the following areas:

- the **catechumenate** (preparation of catechumens and confirmands for adolescents and adults)
- **Christian initiation** for all ages
- awakening **to the faith**
- the **spiritual growth of adults**

They work in close collaboration with a committed team, at the service of parish communities and educational partners.

#### KEY RESPONSIBILITIES

##### 1. Catechumenate and the growth of faith in adults

- Coordinate the **Diocesan Catechumenate Service** (RICA).
- Elaborate the **pastoral guidelines** for the catechumenate, and to propose them to the senior leadership of the Archdiocese.
- Support parish leaders in the **preparation for the sacraments of Christian initiation** (baptism, confirmation, Eucharist) for adolescents and adults.
- Organize and animate **diocesan celebrations** (decisive call, Easter vigil, etc.).
- Offer resources and pathways for the **maturation of the faith**: biblical journeys, reflection circles, retreats.

## 2. Catechesis for all ages and awakening to the faith

- Accompany, train, and equip those in charge of catechesis (parishes, movements, cultural missions).
- Offer advice on the catechetical courses of the diocese:
  - children (0-12 years),
  - teenagers (12-17 years),
  - intergenerational pathways.
- Participate in the development of diocesan policies in catechesis, in collaboration with the communities.
- Support the renewal of the pastoral care of baptism and the sacraments of childhood.
- Maintain links with private Catholic schools and renew collaboration agreements in catechesis.
- Collaborate with the Office de catechesis du Québec for national training and events (e.g., Catechesis Sunday).

## 3. Contribution to teamwork and joint projects

- Collaborate actively in the mission of **the Service of Evangelization and Christian Life**.
- Participate in the planning, organization and facilitation of various **diocesan events**: forums, gatherings, days of renewal.
- Contribute to the development of digital and print resources.
- Maintain a pastoral dialogue with the different sectors: schools, movements, other diocesan services.

## REQUIREMENTS AND PROFILE SOUGHT

### Education and Experience

- Bachelor's degree (or certificate) in **theology, religious studies**, or related field.
- Significant pastoral **experience**, especially in accompaniment of adults or in a parish setting.
- Good knowledge of:
  - **catechesis** and its current orientations (e.g. Directory for Catechesis),
  - the **Ritual of Christian Initiation of Adults (FADN)**,
  - the challenges of the mission in a pluralistic and culturally diverse context.
- Knowledge of **recognized catechetical pathways** (an asset).

### Key Competencies

- Ability to **work in a team**, sense of initiative and spirit of collaboration.
- Excellent skills in **coaching, facilitation, training**.
- Pastoral sense developed, with **discernment, creativity, and active listening**.
- Autonomy, rigor, and ability to adapt.
- Fluency in **French and English\***, oral and written (Spanish: an asset).
- Ease with digital tools: **Microsoft Office**, videoconferencing platforms (**Zoom, Teams**), web browsing.

## WORKING CONDITIONS

- Permanent full-time **position**: 32.5 hours/week (5 days).
- Hybrid schedule (presence in the office and telecommuting).
- Occasional availability in **the evenings and on weekends** (diocesan events, training, celebrations).
- **Salary and benefits** according to the standards established by the Archdiocese of Montreal.
- **Start date**: September 2025.

Individuals interested in this position are requested to send their CV with a cover letter to [missionjeunesse@diocesemontreal.org](mailto:missionjeunesse@diocesemontreal.org). Applications will be considered until the position is filled.

*We thank you for your interest, however, only successful candidates will be contacted for interviews.*

*\* The Archdiocese offers a French-language work environment to its employees in Quebec and has taken all reasonable steps to avoid imposing the following requirement: the degree of knowledge of English and proficiency in English at an advanced level. This is an essential requirement for this position to communicate with English-speaking Quebecers, English-speaking parishes and the rest of Canada.*