



Roman Catholic Diocese of Victoria

1 – 4044 Nelthorpe Street

Victoria BC V8X 2A1

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

www.rcdvictoria.org

Job Posting: *Chancellor*

The Diocese of Victoria, located on the ancestral lands of the Coast Salish, Nuu-chah-nulth, and Kwakwaka'wakw Peoples on Vancouver Island in British Columbia, Canada, is searching for a Chancellor who will coordinate the internal operations and administrative affairs of the Diocese. The Chancellor fosters the communion essential to the Catholic faith through dialogue, communication and relationship building. The position of Chancellor is an ecclesiastical office which is open to qualified members of the Catholic Church and is governed by the provisions of the Code of Canon Law (Canon 482-485). The salary range, commensurate with education, qualifications and experience, is \$90,000 - \$110,000 FTE per annum.

Duties and Responsibilities

- Responsible for the general operations of the Pastoral Centre and fosters communication with diocesan staff, parishes, and clergy.
- Maintains and prepares documentation related to decrees, dispositions, and obligations of the Diocese, and serves as an ecclesiastical notary and secretary for the Diocese.
- Responsible for Diocesan Archives, Sacramental Records, Acts of the Bishop, and Reports for the Canadian Conference of Catholic Bishops and the Apostolic See (Rome)
- Collaborates closely with the Bishop and senior leadership team, including the Vicar General, Episcopal Vicar for Education, Chief Financial Officer, and Superintendent of Schools, in legal, civic, human resources and pastoral matters.
- Participates in the recruitment and hiring of Pastoral Centre staff, and assists parishes with Human Resource requirements.
- Oversees clergy, religious, and lay applications for ministry, including guest speakers, retreat leaders, and mission presenters, prior to the Bishop granting declarations of suitability for the Diocese.
- Participates in meetings of the Diocesan consultative bodies and performs other duties as required by the Bishop.

Qualifications

- A practicing Catholic with a sound theology of Church and mission as demonstrated by relevant leadership, administrative, and management experience.
- Master's degree preferred, with course work in administration, public relations, theology, pastoral ministry, and relevant work experience, including excellent oral and written communication skills
- Proven ability to work collaboratively with others, listen respectfully, problem-solve, and foster respect
- Knowledge of Canon law preferred; willingness to take courses appropriate to the position.

Interested applicants are invited to submit a resume and cover letter by April 21, 2025, to:

Roman Catholic Diocese of Victoria

Attention: Bishop of Victoria

4044 Nelthorpe Street

Victoria, BC V8X 2A1

Email: jobs@rcdvictoria.org

We reserve the right to shorten or extend the deadline for applications depending on interest.

Please apply early to ensure your application will be considered.

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