

The Opportunity

Our Mission

At the Catholic School of Evangelization (CSE), our mission is to provide impactful formation and creative opportunities to encounter the living Christ, the richness of the Catholic Church, and to live a life of vibrant faith proclaiming the Good News by word and witness. Over the last 30 years we've pursued this mission through various means, with the primary functions being the Discipleship Formation Program, Camp Ministry, and Outreach, and through these we've served thousands of people and helped lay a strong foundation of faith in people's lives.

Our Team

Our team recognises the great responsibility we carry in seeking to fulfil God's vision for our ministries, and we step forward to answer the call with a firm commitment to personal excellence and accountability to ourselves, each other, and to God. We recognize that serving at the CSE is a calling to make an impact that will make a difference for generations to come.

About The Role

We are currently seeking an On-Site Missionarie(s) who shares and supports our mission to live full-time at the Catholic School of Evangelization for the 2025-2026 season. The main purposes of the On-Site Missionary is to be a welcoming and prayerful presence to all who enter, to ensure proper functioning and upkeep of the building and grounds, and to be a host to the various groups that come through the CSE. We recognize that people also have unique gifts and talents, and we do what we can to allow people's gifts to shine through and help us in our mission, be it through ministry, administration, special projects, and much more.

Role Description - Grounds and Facility

- Ensure the grounds are well maintained at all times according to one's ability. This includes but is not limited to:
 - Snow removal and treating ice buildup
 - Lawn mowing and edge trimming
 - Brush clearing and garden maintenance
 - Cleaning eavestroughs and ensuring downspouts are well connected
 - Garbage and debris clean up
- Ensure vehicles are well maintained at all times according to one's ability. This includes but is not limited to:
 - Washing interior and exterior
 - Ensuring proper fluid levels and proper tire pressure levels
 - Ensure vehicles are functioning properly
 - Identify any issues and bring them to the attention of the Director.
 - If able, take the necessary steps to address issues.

- Ensure the building is well maintained at all times according to one's ability. This includes but is not limited to:
 - Sweeping, washing and vacuuming floors
 - Cleaning showers, sinks and toilets
 - Doing dishes and maintaining kitchen equipment
 - Doing laundry, folding and putting laundry away as needed
 - Ensure hazardous materials are stored according to WHIMS standards
- Perform routine maintenance tasks such as testing smoke alarms, adding salt to water softener, inspecting furnaces and hot water tanks, etc...
- Perform minor renovations according to one's ability such as patching and painting, repairing toilets and faucets, etc...
- Monitor the building and grounds for maintenance issues and bring them to the attention of the Director. If able, take the necessary steps to address maintenance issues.
- Attend to emergencies and help arrange for outside help/expertise when necessary

Role Description - Hosting

- Preparing the building for guests such as rental groups, camps, or private retreatants. If able, this may also include moving furniture to accommodate groups with different needs
- Welcome group representatives and provide a thorough tour of the building with instructions on using the facility and cleaning instructions upon completion
- Be on-site or on call to assist groups during their stay when needed
- Perform a thorough walk-through with group representatives at the end of their stay to ensure all areas have been cleaned according to the rental agreement and that there is no damage to the building or property
- Make determinations on building cleanliness and notify groups if an additional cleaning fee will be billed if the issue is not resolved
- In the event that areas are left uncleaned, perform cleaning duties to bring the area back up to an acceptable standard (compensation may be included depending on the extent of the cleaning required and if a cleaning fee was charged to the group)
- Provide at least one month's notice to the Director if they will be unavailable to perform hosting responsibilities on certain days
- Additionally, some groups do request catering and/or cleaning services and there may be opportunities for On-Site Missionaries to earn a stipend for performing these services (this is over and above the expectations for On-Site Missionaries and stipends will be negotiated on an "as needed" basis)

Requirements

- Bilingual an asset (French and English, written and oral)
- Adult over 18 (can include single people or married couples with no children)
- A Catholic in good standing
- Experience in a kitchen environment or with building/grounds maintenance an asset
- Post-secondary training or experience in theology, youth ministry, or related field an asset
- Experience in administrative work an asset
- Class 5 driver's license an asset

- Clean criminal record check and not on the child abuse registry
- Completion of the Diocesan Safe Church Environment training
- Safe Food Handling certification (arranged and paid for by the CSE)
- WHIMS certification (arranged and paid for by the CSE)
- Get tenant insurance, and add the CSE as additional named insured on the policy, prior to moving belongings to the CSE. Proof of insurance will be required.

Opportunity Details

- Position begins as early as August 25th, 2025 and runs till June 19, 2026 with the possibility of yearly extensions. We are open to considering a more permanent living arrangement that overlaps the Summer Camp season.
- In exchange for free lodging and utilities (water, internet, electricity) you will commit to a total of 20 hours per week of service to the CSE completed by the end of each month.
- On-site Missionaries will live rent free in the building, and be the sole occupant, while serving as an On-Site Missionary.
- The On-Site Missionary will purchase and prepare their own food, or pay a nominal amount to a communal budget for food and work within a communal food preparation schedule.
- Be aware that there are times where we are running camps or have larger groups using the facility which may be difficult for some.

How to Apply

Please follow this link to submit your expression of interest.

[On-Site Missionary Application Form](#)

All interested parties are encouraged to apply as soon as possible. We will conduct interviews in May and June, with the hopes of filling the position by June 31st. Feel free to call us at 204-347-5396 or email us at directors@catholicway.net if you have any questions about this role.