



## **Employment Opportunity**

### **LAY PASTORAL ASSOCIATE**

#### **St. David's Parish**

2601 Major Mackenzie Dr W Maple, ON L6A 1C6

Modified Full Time (25 hours per week)

Target Hiring Salary: \$26 per hour

#### **Overview:**

St. David's Parish is seeking a modified full time Lay Pastoral Associate who will work with the pastor and as a member of the Pastoral Team. The primary role is to support the development of pastoral life and initiatives, particularly the formation and training of parishioners for varied ministries. With the other members of the team, the Lay Pastoral Associate supports the parish's catechetical and sacramental programs.

The nature of this position requires availability for frequent evening and weekend work as the incumbent will have a variable work schedule totalling 25 hours per week. Lieu time may be accrued during busier periods with the Pastor's prior consent.

#### **Responsibilities:**

- Work with the pastor and parish team, participate in pastoral planning, and providing of formation of the parish community, its groups, ministries and organizations.
- Work with the pastor and parish team to plan and organize Catholic sacramental programming & preparation for RCIA, Baptism, Confirmation, Eucharist, Reconciliation, and Marriage.
- Assist in the sacramental preparation of children, teens and adults with special needs in a way that promotes inclusiveness and pastoral sensitivity.
- Work with the Pastoral team to develop an ongoing program of spiritual development, including retreats, pilgrimages, Bible study, faith sharing etc.
- Co-operate with the Volunteer Screening Committee to promote compliance with the Archdiocesan Volunteer Screening Program.
- Attend all pastoral council meetings, parish staff meetings and zone meetings, as appropriate.
- Other duties, as required.

#### **General Requirements:**

- An active faith life at a local Catholic church.
- A Master's degree or Masters of Divinity in theology, religious education or other degree with lay ministry training is preferred.
- 5-7 years of experience developing and leading religious education and formation programs.
- Knowledge of Catholic sacramental theology including current Church teaching and issues related to RCIA, Baptism, Confirmation, Eucharist, Reconciliation, Marriage, Anointing and funeral rites.
- Parish based ministry experience of at least two years.
- Skills in catechetics, public speaking, written communication and record keeping.

- Ability to counsel and train individuals in Church Sacraments.
- An understanding of and ability to use collaborative management skills and maintain interpersonal contact with the parish community.
- Must enjoy being around people and be comfortable in sharing aspects of their lives with them.
- Knowledge of the mission of the parish and the Church and can enable others to live this mission in their own lives.
- Familiarity with Microsoft Office Suite, including scheduling functions of Microsoft Outlook.
- Familiarity with electronic media including embedded website material such as YouTube.
- Media production knowledge an asset.
- Availability to work evening and weekends.
- Must be legally entitled to work in Canada.
- A criminal background check will be required of the successful applicant.

**Benefits:**

This role is eligible for:

- 12 vacation days per year (equivalent to three 24-hour workweeks)
- Group benefits plan after 3 months (Health, Dental, Life Insurance, Travel Medical Insurance, Long Term Disability, and Employee and Family Assistance Program)
- Defined Benefit pension plan with a 1%, 2% or 5% contribution match after eligibility requirements outlined in our Policies and Procedural Manual are met
- Access to family-friendly policies including Maternity/Parental Leave top-up benefits and paid sick days which can be used for family caregiving due to emergency or sickness
- Reimbursement for professional designation/membership fees and continuing education
- Paid annual retreat days and moving days

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to: **Fr. Martin Cherumadathy** at **mcherumadathy@archtoronto.org**. Deadline for receipt of applications is **August 9, 2024**. We thank all applicants, however, only those selected for an interview will be contacted.

*In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodations to individuals with disabilities. If contacted for an interview, applicants should make any accommodation needs known at that time.*