

Employment Opportunity

LAY PASTORAL ASSOCIATE

Holy Rosary Parish

354 St. Clair Avenue West Toronto, ON M5P 1N4

Full time (35 hours per week) – 1 Year Contract

Replacement Position

Target Hiring Salary: \$25 – \$28 per hour

Overview:

Holy Rosary Parish is seeking a full time Lay Pastoral Associate (“LPA”), who works with the pastor and is a member of the Pastoral Team, 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 LPA supports the parish’s catechetical and sacramental programs. The LPA has a heart for evangelization. This is a 1-year contract position.

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 and preparation for Baptism, Reconciliation, Eucharist, Confirmation, Marriage and RCIA.
- Support the development of parish programming for youth and young adults.
- Assist with the development of and provide ongoing support for family ministry.
- Develop programs of ongoing adult faith formation.
- Work with the Pastoral team to develop an ongoing program of spiritual development, including retreats, parish missions, local pilgrimages, Bible study, faith sharing etc.
- Assist in the preparation of children and adults with special needs in a way that promotes inclusiveness and pastoral sensitivity.
- Coordinate monthly overnight Eucharistic Adoration.
- Provide ongoing resources to people involved in ministry.
- Manage social media and website content.
- Co-operate with the Volunteer Screening Coordinator to promote compliance with the Archdiocesan Volunteer Screening Program.
- Collaborate with diocesan offices (Office for Formation of Discipleship, Office of Catholic Youth) and other Lay Pastoral Associates to share best practices, learn about resources to help with sacramental preparation, evangelization ministry and formation opportunities.
- Liaison with parish elementary school principals, administrative staff, and teachers (prepare school masses, organize meetings and luncheons).
- Attend all pastoral council meetings, parish staff meetings and zone meetings, as appropriate.
- Other duties, as required.

General Requirements:

- Suitable theological education and spiritual formation, from a Catholic institute of higher learning e.g. M.Div., M.A. Theology, M.R.E. or equivalent experience.
- Fully initiated member of the Catholic Church in full communion with the Church

- Excellent people, community building, and organizational skills.
- Ability to develop, implement and evaluate new faith-based programs relevant to the needs of families.
- Familiarity with Church documents relevant to formation and catechesis.
- 3 - 5 years of experience developing and leading religious education and formation programs.
- Basic knowledge of canon law with respect to the reception of sacraments.
- 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.
- Able to work evenings and weekends on occasion
- Valid driver's license and vehicle to permit travel are assets.
- Must be legally entitled to work in Canada,
- A criminal background check will be required of the successful applicant.

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to: **Fr. Peter Turrone** at pturrone@archtoronto.org. Deadline for receipt of applications is **April 4, 2025**. 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.