Employment Opportunity

LAY PASTORAL ASSOCIATE
St. Mary's Parish
66 Main St S Brampton, ON L6W 2C6
Modified Full Time (minimum 20 hours per week)
Replacement Position
Target Hiring Salary: $23 – $24 per hour

Overview:

St. Mary's 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 parish life and pastoral 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, sacramental, youth, and outreach programs.

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.
- Assist in animating parish programs, including those that take place on evenings, weekends, and Sundays.
- Support the development of parish programming for youth, young adults, families, and seniors.
- Develop and assist with programs of ongoing adult faith formation.
- Work with the Pastoral team to grow 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.
- Work with all levels of parish life (e.g. parish teams, parish office, volunteer groups, etc.) to program and integrate program dates, activities, events, meetings rooms and activities by assisting with and integrating the digital parish calendar and the parish bulletin.
- 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.
- Valid driver's license and vehicle to permit travel that may be necessary as part of the job requirement.
- Familiarity with Church documents relevant to formation and catechesis.
- experience developing and leading religious education and formation programs.
- Strong written and verbal communication skills.
- Excellent interpersonal and organizational skills.
- Bilingual in Spanish would be an asset.
- 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.

- Must be in good physical condition as this position may require some light physical activity including set up/take down of tables and chairs, etc.
- 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:

- 3 weeks of vacation at 20 hours per week
- 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. Peter Marr** at **pmarr@archtoronto.org**. Deadline for receipt of applications is **Until the position is filled**. 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.