



Archdiocese  
of Toronto

## **Employment Opportunity**

### **Associate Director for Stewardship and Parish Vitality Office of Formation for Discipleship**

1155 Yonge Street, Toronto, Ontario M4T 1W2  
Full time, permanent (35 hours per week)

#### **Overview:**

The Office of Formation for Discipleship of the Archdiocese of Toronto is seeking a full time Associate Director for Stewardship and Parish Vitality to implement and contribute to the strategic direction set by the Archbishop of Toronto and to provide inspiring leadership and efficient coordination for all archdiocesan stewardship efforts and initiatives. The successful candidate will report to the Director of the Office of Formation for Discipleship.

#### **Responsibilities:**

- Develop, implement and review an archdiocesan-wide spirituality and practice of stewardship
- Collaborate with the archdiocesan Stewardship Commission and committee/s and contribute as requested by the Chair/s
- Liaise with other departments and offices at the Catholic Pastoral Centre (e.g. Office of Catholic Youth, Office of Vocations, Office of Public Relations and Communications) in order to assist parishes in implementing stewardship as an integral part of all ministry
- Support parishes in establishing and maintaining vibrant stewardship committees
- Collaborate with parishes to create and implement deep stewardship as a way of life
- Plan and organize formation events, annual conferences and opportunities for clergy, pastoral staff and laity to network, collaborate and deepen their understanding of stewardship
- Create, update and share year-round, multilingual, age-appropriate educational resources for use in parishes, Catholic schools, families and lay associations
- Develop and oversee the annual stewardship fairs and renewals in each parish to increase levels of engagement amongst parishioners
- Develop and maintain an archdiocesan-wide calendar of activities and services in stewardship
- Foster awareness, curate resources, communicate success stories, and share best practices within the Archdiocese and from other dioceses
- Establish and maintain a system of stewardship recognition and awards
- Serve as champion and respond to inquiries related to stewardship and parish vitality
- Participate in professional associations and conferences to remain current in Church developments and teachings and to develop a network of useful contacts in other dioceses
- Assist parishes by providing advice, resources and support in their hospitality and outreach efforts and in the fruitful engagement of parishioners in the life of the Church
- Other tasks related to stewardship and parish vitality that may reasonably be assigned by the Director

### **General Requirements:**

- Bachelor's degree in Marketing, Business Administration, Non-Profit Administration or related field
- Advanced degree in Pastoral Ministry or related field preferred
- A minimum four years' experience in a parish setting
- Practicing Catholic in good standing, actively involved in parish life or equivalent
- Demonstrable knowledge of stewardship as a foundation of Christian discipleship
- Knowledge of archdiocesan and parish structures and operations
- Excellent communication skills, verbal and written, and knowledge of related technologies
- Able to work independently and as part of the team
- Skilled at facilitating participation, co-responsibility, and collaboration
- Strong organizational and strategic planning skills
- An appreciation of the multicultural composition of the Archdiocese of Toronto
- Flexibility in work hours
- Means of transportation throughout the Archdiocese of Toronto
- Multilingual/bilingual is desirable
- A criminal background check will be required of the successful applicant

Those wishing to be considered should review the letter on Stewardship, written by Archbishop Thomas Collins ([Archbishop's letter on Stewardship](#)) and offer their impressions in their cover letter. The resume and cover letter should be submitted in MS Word or PDF format noting position number **2017-21** to **Stephanie Nargoz, Director, Human Resources** via email at [hr@archtoronto.org](mailto:hr@archtoronto.org). Deadline for receipt of applications is **December 22, 2017**. 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.*