

St. Martin De Porres Church
4179 Lawrence Ave East, Scarborough, Ontario M1E 2S3

Phone: 416 284 9192

Fax: 416 284 0201

Email: church.office@stmartindeporres.ca

Employment Opportunity

Lay Pastoral Associate

St. Martin de Porres Parish

4179 Lawrence Ave. East, Scarborough ON M1E 2S3

Full time (35 hours per week)

Overview:

St. Martin de Porres Parish is seeking a full-time Lay Pastoral Associate to provide leadership and direction for yearly activities of the parish.

Responsibilities:

Volunteers and Ministries:

- Organize an annual ministry fair
- Support parishioners in serving as volunteers and assist group leaders with orientation and training of volunteers for various programs
- Strengthen existing ministries and initiate new ones
- Provide a culture of stewardship in the parish
- Oversee the screening of volunteers
- Other duties as assigned by the Pastor

Catechesis:

- **RCIA** – Arrange initial interviews, enquiry sessions, and screening of sponsors. Organize the Catechumenate, the rites, dismissals, teaching and ongoing formation.
- **RCIC** – Arrange parent meetings, documentation, sessions with candidates, and organization of rites.
- **Religious Education for Public School Children** – Recruit, screen, train if necessary, and support the formation of catechists. Maintain the registration of students, communicate with parents through written form, monitor instruction, and organize end of year celebration.
- **Children's liturgy** – Recruit, screen, train and support the formation of all volunteer catechists, as well as keep abreast of all on-going training for catechists. Prepare materials to be used for weekly sessions.
- **Baptism** – Complete initial meeting with the parents, setting baptismal dates as per Church's mandate and lead the baptismal preparation classes for the parents and godparents.
- **First Reconciliation & First Eucharist** – Administer parent information sessions, registration of candidates and keep track of returned registration forms and copies of baptismal certificates.
- **Confirmation** – Administer parent information sessions, registration of confirmation candidates, keep track of registration forms, recruit, screen, and train volunteer catechists. Implement the Archdiocesan program "Anointed for Mission", screen candidate's sponsors, and organize rehearsals for confirmation candidates.

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General Requirements:

- An advance degree in theology, pastoral studies or religious education is preferable
- Previous work experience is an asset
- A faith-based understanding of the Catholic Church, its tenets and culture, and respect for its leadership and parish clergy
- A flexible attitude, and an ability to work harmoniously with parish staff
- Ability to work independently as well as collaboratively
- Effective written and verbal communication skills
- Ability to work flexible hours
- 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 format to:

Fr. Anthony Gonsalves, Pastor at franthonygns@hotmail.com. Deadline for receipt of applications is **Friday, November 17, 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.