



Archdiocese
of Toronto

Employment Opportunity

ASSISTANT TO CHAPEL DIRECTOR Chapel of St. Joseph (at Holy Cross Cemetery)

211 Langstaff Rd E, Thornhill, ON L3T 3Z2

Full time (35 hours per week)

Replacement Position

Level 9: \$41,959 – \$62,936

Overview:

The Chapel of St. Joseph is seeking a full time Assistant to Chapel Director to provide administrative support to the Chapel Director and ensure the smooth running of the Chapel. The assistant will interact with various stakeholders including families of the deceased, Holy Cross Cemetery and the Archdiocese of Toronto.

Responsibilities:

Chapel Duties

- Ensure that the Chapel is prepared before all Masses/services - lectionary set, sacred vessels prepared, sufficient hosts, candles lit, incense prepared
- Responsible for ensuring that the Director's instructions regarding liturgy, flowers, pictures, etc. are followed
- Assist at Funeral Masses/services in the Chapel as required, e.g., Lector, Altar Server
- Arrange multilingual priests for non-English speaking funerals
- Confirm clergy/ministry for the Funeral Mass/service; when required obtain letter of good standing/copy of Celebret
- Assist clergy as required including familiarizing visiting Clergy and all visiting priests as well as Ministers of other faiths
- Liaise with families of the deceased, Holy Cross Cemetery staff and Archdiocese of Toronto staff
- Ensure organist/cantor is confirmed and provides music selections for the Mass/service

Administrative Duties

- Handle sensitive and confidential information with professionalism and tact in matters relating to the daily activities of the Chapel
- Edit, proof, and compose correspondence
- Meet with and/or phone each family to discuss the information for the Funeral Mass/service to be held at the Chapel and send follow up emails
- Maintain the Chapel filing system and inventory of Chapel supplies (e.g., wine, hosts, etc.)
- Record all Funeral Masses/services and graveside services that the Chapel Director presides at in the Chapel of St. Joseph Death Register
- Other administrative duties such as receiving, opening and distributing mail, preparing outgoing mail, postage, courier pick-up, filing and photocopying
- Advise Catholic Cemeteries and Funeral Services (CCFS) of any issues related to Chapel lighting/repairs, etc.

Housekeeping Duties

- Coordinate cleaning of altar linens, albs, chasubles, pall, and altar cloth weekly
- Clean and add fresh holy water to fonts daily and ensure adequate level of holy water supply for the Chapel

Accounting Duties

- Handle financial administration of the Chapel including Accounts Payable, Accounts Receivable, journal entries, general ledger maintenance, bank reconciliations, banking transactions, etc.
- Prepare tax receipts for Chancery Office and CCFS
- Prepare Parish Financial Report for the Archdiocese of Toronto (6 months)
- Handle all accounting inquiries from CCFS

- Other duties, as required

General Requirements:

- Post-secondary education preferred
- 3 or more years of general office experience
- Accounting experience is an asset
- Strong computer skills and proficient using MS Word, MS Excel, MS PowerPoint and Google suite
- Working knowledge of financial accounting processes and strong mathematical skills
- Experience with PCAN (Accounting Software) an asset
- Must be comfortable dealing with other faiths, Ecumenical Ministers and families
- Good listening skills, friendly demeanour and empathetic approach
- Well developed customer service, communication and problem-solving skills in order to deal with difficult and sensitive situations tactfully and promptly
- Strong written and verbal communication skills
- Demonstrated ability to maintain confidentiality and represent the Chapel professionally
- Good organizational, multi-tasking, planning and time-management skills
- Strong interpersonal skills and ability to remain calm under pressure
- Accurate and detail-oriented
- Adaptable and able to adjust to changing circumstances, e.g., priest not showing up for service
- Must be able to lift up to 20 lbs, able to bend, crouch and kneel to move storage boxes, files and other items as required
- Faith-based understanding of the Catholic Church and commitment to its teachings
- Familiarity with the Catholic funeral Mass and graveside and vigil prayers
- 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 annual vacation upon hire
- 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 after 3 months with a 1%, 2% or 5% contribution match
- 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 noting position number **2025-09** to: **Stephanie Nargoz, Director, Human Resources** at **hr@archtoronto.org**. Deadline for receipt of applications is **July 17, 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.