



Employment Opportunity

YOUTH MINISTER

St. John's Parish

794 Kingston Road Toronto, ON M4E 1R7

Full time (35 hours per week)

New Position

Target Hiring Salary: \$54,000 – \$57,000

Overview:

St. John's Parish is seeking a full time Youth Minister to provide full pastoral support to the Pastor regarding youth and young adults. Reporting to the Pastor, the Youth Minister will organize Parish programs (including EDGE, LifeTeen, and Confirmation Preparation) for the youth through collaboration with the Pastor and the Parish Team. The Youth Minister will also be responsible for training and providing support for volunteers. The successful candidate will need to submit a criminal record check and be willing to work flexible hours – including weekends.

Responsibilities:

EDGE Ministry (Grade 6 – 8)

- Oversee and direct the grade 6 – 8 program at the parish that provides a strong catechetical, social & relevant issue component to its sessions bi-weekly or weekly
- Develop and lead a team of parish volunteers to assist in this “tween” program
- Prepare and run an “EDGE” ministry retreat
- Mark time to consistently visit youth, engage in relational ministry
- Develop and advocate for creating an environment that supports youth ministry across the parish and its ministries
- Engage youth at nearby Catholic school(s)
- Develop necessary Social Media outlets and networking options to communicate and enhance ministry outreach
- Excel in being a strong and proficient communicator and have competent administrative skills

Sacrament of Confirmation Preparation

- Work with the Catechesis Team for the Sacrament of Confirmation formation process through the parish, create a program that is comprehensive, and handle the responsibilities of the Confirmation itself (liturgical and administrative)
- Run the necessary Confirmation Retreat for Confirmandi
- Recruit, direct, and form leaders to assist with Sacrament of Confirmation preparation

Life Teen High School Ministry (Grade 9 – 12)

- Oversee the parish LifeTeen program at the parish that provides a strong catechetical, social and relevant issue component to its sessions bi-weekly or weekly
- Recruit, form and train (or arrange for) a team of parish volunteers to assist in this teen program
- Prepare and run a high school ministry retreat

- Prepare and run a retreat for volunteer leaders in the youth ministry programs (annual)
- Plan for visits with youth outside school hours, but also engage in visiting the nearby Catholic high schools and seek beneficial collaborations
- Establish healthy interactions and opportunities for parents to connect to the ministries

Camp Ministry Opportunities

- Prepare and provide parish summer camp experiences for children at or through the parish as an outreach tool for the parish
- Assist in providing opportunities for parish “EDGE” kids to attend summer EDGE Camp
- Provide leadership training, direction and support for parish staff of camps
- Explore feasibility of running a March Break camp at or through the parish as an outreach tool for the parish
- Other duties, as required

General Requirements:

- Post-secondary level education or equivalent experience
- Above average knowledge in the use of technology and social media
- Ability to honour and maintain confidentiality
- Excellent interpersonal and service-oriented skills
- Excellent verbal and written English communication skills
- High degree of attention to detail and strong organizational skills
- Ability to work with minimum supervision
- Capable of working both independently and as part of a team
- Computer literacy: Proficiency in Microsoft Office Suite, knowledge of organizational databases, web, and email skills
- Knowledge of parish and Archdiocesan structure an asset
- A faith-based understanding of the Catholic Church, its tenets and culture, and respect for its leadership and parish clergy
- Have access and use a vehicle is preferred
- 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 to: **Fr. Joshua Roldan** at stjohnsto@archtoronto.org. Deadline for receipt of applications is **June 6th, 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.