

Employment Opportunity

PART-TIME LAY PASTORAL ASSOCIATE (LPA)

St. Peter's Church- Toronto

659 Markham Street- Toronto, Ontario

Part time (14-16 hours per week)

New Position

Target Hiring Salary: \$25.00 per hour

Overview:

St. Peter's Church in Toronto is seeking a part-time Lay Pastoral Associate who, under the direction of the Pastor, will be responsible for the parish RCIA and assisting with First Holy Communion and Confirmation programs. The Lay Pastoral Associate will also serve as a liaison to the parish's elementary school. This is a contract position from September 2025 to June 2026.

Responsibilities:

- Coordinate and be responsible for the parish's RCIA program which meets on Tuesday evenings.
- Assist in the sacramental preparation of children, teens and adults with special needs in a way that promotes inclusiveness and pastoral sensitivity.
- Liaison with the parish's elementary school principal, administrative staff, and teachers and visit the classrooms weekly (prepare school masses, organize meetings and luncheons).
- 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., or equivalent. The candidate could also be a student pursuing such a degree.
- Formal pastoral education preferred.
- Familiarity with Church documents relevant to formation and catechesis.
- 2-3 years of experience developing and leading religious education and formation programs, or equivalent.
- Knowledge of canon law with respect to the reception of sacraments.
- Familiarity with electronic media including embedded website material such as YouTube.
- Understanding of the Catholic Church, its tenets and culture, and respect for its leadership and parish clergy.
- Must be legally entitled to work in Canada.
- 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 or PDF format to: **Fr. Michael McGourty** at frmikem@stpeterstoronto.ca. 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.