



Employment Opportunity

LAY PASTORAL ASSOCIATE

Holy Cross Parish

291 Cosburn Ave Toronto, ON M4J 2M4

Full time (35 hours per week)

New Position

Target Hiring Salary: \$48,000 – \$52,000

Overview:

Holy Cross Parish is seeking a full time Lay Pastoral Associate to work with the Pastor and Associate Pastor as a member of the Pastoral Team. The primary role is to support and assist the priests with the daily pastoral care of the faithful by the development of pastoral life and initiatives, collaborate with all ministry leaders and teams in enhancing their presence and impact within and beyond the parish community ministries.

Responsibilities:

- Work with the Pastor and Parish team, participate in pastoral planning, and providing of formation of the parish community, its groups, ministries, and organizations.
- Collaborate with priests in preparation for parish sacramental celebrations.
- Recruit, develop and work with Ministry Coordinators and volunteers for liturgical ministries, sacramental preparation programs and other ministries.
- Coordinate liturgical schedules, prepare weekly prayers of the faithful and provide all other liturgical scripting as required (i.e., additional devotional prayers when needed, introductions and closing remarks, etc.).
- Identify the need(s) for other parish programming and outreach initiatives as needed and work with the Pastor and staff team to create a program that will support this need.
- Continue to develop a welcoming environment by coordinating the parish Hospitality Ministry.
- Event Planning (Pilgrimages, Evenings of Reflection, Social, Fundraisers) – envision, design, purchase, recruit volunteers.
- Art & Environment – design and set-up liturgical displays Lent, Easter, Thanksgiving, All Souls, Advent, Christmas, Sunday Masses.
- Support and develop the Volunteer Screening Committee, implement proper guidelines and policies and ensure volunteer position descriptions are kept up to date.
- Accept responsibility for general parish office activities and be able to carry them out.
- Collaborate with diocesan offices (Office for Formation of Discipleship, Office of Catholic Youth) and other Lay Pastoral Associates to share best practices, learn about resources to help with sacramental preparation, evangelization ministry and formation opportunities.
- Liaison with parish elementary school principals, administrative staff, and teachers (prepare school masses, organize meetings and luncheons).
- Attend all pastoral council meetings, parish staff meetings and zone meetings, as appropriate. Maintain open and ongoing communication with the pastor and parish team.

- Attend all parish staff meetings, LPA gatherings, and zone meetings, as appropriate.
- Other duties, as required

General Requirements:

- Professionally qualified either through degree or experience OR a Bachelor's degree qualification in religious education and catechesis is preferred along with at least 2 years of parish experience with sacraments of Initiation OR Masters of Divinity or Theology degree with lay ministry training is preferred.
- Excellent people, community building, and organizational skills.
- Lay Ministry Training (Lay Pastoral Visiting, Bereavement).
- Familiarity with Church documents relevant to formation and catechesis.
- Knowledge of canon law with respect to the reception of sacraments.
- Familiarity with Microsoft Office Suite, including scheduling functions of Microsoft Outlook.
- Valid driver's license and vehicle to permit travel that may be necessary as part of the job requirement.
- 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. Godofredo Claudio** at gclaudio@archtoronto.org. 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.