



Employment Opportunity

LAY PASTORAL ASSOCIATE

Guardian Angels Parish

10630 Creditview Road Brampton, ON L7A 0T4

Full time (35 hours per week)

New Position

Target Hiring Salary: \$48,000 – \$53,000

Overview:

Guardian Angels Parish is seeking a full time Lay Pastoral Associate who has demonstrated **spiritual maturity**, a **genuine heart for ministry**, and a desire to serve others in Christ's name. The ideal candidate will walk alongside the pastoral team and congregation, actively participating in the ministry of care, encouragement, and discipleship.

Responsibilities:

- Direct and oversee various faith formation programs that support a lifelong deepening of the Catholic faith for all parishioners
- Provide faith formation opportunities to the different parish ministries and sacramental catechists by leading religious education and evangelization retreats and training programs
- Work collaboratively with the Parish Sacramental Preparation Team & Faith Development on the development of a yearly schedule for all faith formation programs
- Evaluate faith formation programs and make recommendations to the pastor
- Research available materials and provide necessary primary and supplemental materials for all programs
- Provide support to the formation team for training, resources and programs
- Act as resource person for the formation team, staff and parish community
- Attend and participate in weekly staff meetings
- Recruit, train, assign, monitor and evaluate catechists, ensure their teachings adhere to established curriculum and remain consistent with Catholic doctrine and moral/social teaching
- Assist all program coordinators in their efforts to recruit, train and evaluate volunteer catechists
- Determine and implement steps to identify and reach out to area Catholics not actively involved in their faith
- Meet with and prepare children who wish to celebrate sacraments who are not baptized Catholic
- Prepare candidates and their families for reception of sacraments
- Perform any other job-related duties, as necessary, for the smooth flow of work in the church and/or as assigned by the pastor
- Other duties, as required

General Requirements:

- A degree in theology
- Faith-based knowledge and understanding of the Roman Catholic Church and respect for its practices and teachings
- Effective oral and written communication skills. Can foster open dialogue
- Ability to build, maintain & grow relationships with parishioners, schools, parents, teachers & volunteers
- Proficiency in Microsoft Office and experience with current technology, including social media
- Ability to work both independently, as well as collaboratively
- Strong organizational skills and the ability to develop and implement a personal work plan
- Able to work variable hours, including evenings and weekends
- A valid driver's license and access to a reliable vehicle
- 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. Ravi Kakumanu** at **guardianangelsbr@archtoronto.org**. Deadline for receipt of applications is **August 15, 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.