



Archdiocese  
of Toronto

## **Employment Opportunity**

### **YOUTH MINISTER**

#### **Holy Family Parish**

60 Allan Drive Bolton, ON L7E 1P7

Modified Full Time (25-30 hours per week)

Replacement Position

Target Hiring Salary: \$22 – \$26 per hour

#### **Overview:**

Holy Family Parish is seeking a modified full time Youth Minister to implement an all-encompassing strategy for a sustainable youth ministry.

This position requires at least 25-30 hours of work per week as needed by the Pastor (or Administrator), including some evenings and Saturdays.

#### **Responsibilities:**

##### *Rooted Ministry Development*

- Oversee and direct ministry (grades 3-5 students) that provides a strong catechetical, social and relevant issue component to its sessions (Saturday Evenings)
- Recruit, develop, and oversee a team of volunteers to assist in ministry
- Establish and maintain a presence in parish schools and develop healthy relationships with staff and students
- Plan, promote, prepare resources, and execute bi-weekly sessions/gatherings (Saturdays 3:00 pm - 4:30 pm)
- Coordinate one or two retreats per year

##### *EDGE Youth Ministry Development*

- Oversee and direct ministry (grades 6-8 students) that provides a strong catechetical, social and relevant issue component to its sessions
- Recruit, develop, and oversee a team of volunteers to assist in ministry
- Establish and maintain a presence in parish schools and develop healthy relationships with staff and students
- Plan, promote, prepare resources, and execute bi-weekly session/gatherings (Saturday Evenings after the evening vigil mass)
- Coordinate one or two retreats per year

##### *Life-teen Youth Ministry*

- Oversee and direct ministry (grade 9-12 students) that provides a strong catechetical, social and relevant issue component to its sessions
- Recruit, develop, and oversee a team of volunteers to assist in ministry
- Establish and maintain a presence in parish schools and develop healthy relationships with staff and students
- Plan, promote, prepare resources, and execute bi-weekly session/gatherings (Saturday Evenings after the evening vigil mass)

- Coordinate one or two retreats per year

#### *Confirmation Preparation*

- Work with existing team of volunteers to create a solid and engaging Confirmation preparation process
- Examine and note areas that can improve for following year's offerings
- Research other preparation processes/material to help improve offerings
- Run and oversee an in-depth and transformative Confirmation retreat
- Follow up with Confirmandii post Confirmation, invite more into the parish

#### *Summer Camp Programs*

- Help in the preparations for all the aspects of Holydays Summer day Camp
- Oversee Totus Tuus preparation and logistics
- Network and review other parish camp offerings for points of comparison
- Develop plans for parish to run its own summer camp options/experiences for following summer

#### *Administration, Coordination, & Future Growth*

- Foster an environment that supports youth ministry across the parish and its various ministries
- Visit schools connected to the parish at least once to twice a week
- Network with existing youth ministers in the Archdiocese to enhance opportunities, experiences, and resources
- Recruit, form, and direct all youth ministry volunteers
- Oversee and balance the youth ministry budget
- Develop social media platforms and networking options to communicate and enhance ministry outreach (and help in the parish office to update the communications in the parish website)
- Attend conferences and events to support the ongoing development and growth of youth ministry
- Other duties, as required

#### **General Requirements:**

- Possess related education/formation/training background
- Be in full communion with the Catholic Church (fully sacramentally initiated), respectful of the Pope, bishops, and pastor
- Have a mature spiritual life
- Be a strong and proficient communicator with suitable administrative skills and strong interpersonal skills
- Have knowledge about updating the Parish website
- Able to work collaboratively as a member of the parish pastoral team
- Excited about transmitting the Catholic Christian faith to the youth
- 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 vacation at 25-30 hours per week
- 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 with a 1%, 2% or 5% contribution match after eligibility requirements outlined in our Policies and Procedural Manual are met
- 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. Prem Sagar Addagatla** at [paddagatla@archtoronto.org](mailto:paddagatla@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.*