



Employment Opportunity

LAY PASTORAL ASSOCIATE

St. Jerome's Parish

8530 Chinguacousy Road Brampton, ON L6Y 5G4

Full time (35 hours per week)

New Position

Target Hiring Salary: \$47,320 (\$26 per hour)

Overview:

St. Jerome's Parish is seeking a full time Lay Pastoral Associate (LPA) to assist in the pastoral life and mission of the parish in a comprehensive way. The LPA will have designated responsibilities in sacramental preparation, RCIA, pastoral care, liturgy, and faith formation for children, youth, adults and families. This role involves training, guiding, and supporting parish ministry leaders, fostering a collaborative and faith-filled environment. The ideal candidate will possess a strong sense of purpose and a commitment to advancing the mission and vision of St. Jerome's Parish.

Responsibilities:

- Manage, implement, and oversee all aspects of sacramental preparation, including Baptisms, First Reconciliation, First Communion, Confirmation, Weddings, and Funerals.
- Lead and support volunteer teams and catechists for sacramental programs, including online registration, parent sessions, classes, retreats, rehearsals, and celebration dates.
- Oversee the faith formation of children, youth, and adults through programs such as Children's Liturgy, Youth and Young Adult Ministry, RCIA, and other parish faith initiatives.
- Train and coordinate Extraordinary Ministers of the Eucharist and Lectors.
- Provide workshops and presentations on the Sacraments, Scripture, and related topics.
- Collaborate with parish staff to deliver religious education and formation for all age groups.
- Assist in developing and implementing the Parish Mission and Pastoral Plan in collaboration with the Pastor, pastoral team, and parish leaders.
- Other duties assigned by the Pastor.

General Requirements:

- An active faith life at a local Catholic Church.
- A Master's degree or Master of Divinity in theology, religious education or other degree with lay ministry training is preferred.
- Minimum of two years of parish-based ministry experience.
- Excellent interpersonal, organizational, and communication skills—both written and verbal.
- Proven ability to prioritize, multitask, and meet deadlines.
- Demonstrated confidentiality, discretion, and attention to detail and the ability to work with others.
- Proficient in Microsoft Office (Word, Excel) and digital record keeping.
- Comprehensive knowledge of Catholic sacramental theology and current Church teaching related to Baptism, Confirmation, Eucharist, Reconciliation, Marriage, RCIA, Anointing, and Funeral Rites.

- Experience in catechetics, public speaking, and volunteer coordination.
- Collaborative, team-oriented approach with genuine care for parishioners and their faith journeys.
- Commitment to work on weeknights and weekends as required.
- 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. James Cherickal** at jcherickal@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.