



Archdiocese  
of Toronto

## **Employment Opportunity**

### **YOUTH MINISTER**

#### **St. Anthony of Padua Parish**

940 North Park Drive Bramalea, ON L6S 3L5

Full time (35 hours per week)

New Position

Target Hiring Salary: \$22.00 per hour

#### **Overview:**

St. Anthony of Padua Parish is seeking a full time Youth Minister who, under the direction of the Pastor, will Minister implement social retreats and outreach activities that meet the spiritual formation of grade 6-12 youth. The Youth Minister provides leadership and direction for the yearly activities of the parish youth, as well as advocacy for the youth.

#### **Responsibilities:**

##### *EDGE Ministry*

- Oversee and direct the grade 6 – 8 program at the parish that provides a strong catechetical, social and relevant issue component to its sessions bi-weekly or weekly
- Develop and lead a team of parish volunteers to assist in this “tween” program
- Prepare and run an “Edge” ministry retreat annually
- Excel in being a strong and proficient communicator and have competent administrative skills

##### *Life Teen High School Ministry*

- Oversee the parish Life Teen program at the parish that provides a strong catechetical, social and relevant issue component to its sessions bi-weekly or weekly
- Recruit, form and train (or arrange for) a team of parish volunteers to assist in this teen program
- Prepare and run a high school ministry retreat
- Prepare and run a retreat for volunteer leaders in the youth ministry programs (annual)
- Plan for visits with students at high schools

##### *Sacrament of Confirmation Preparation*

- Implement and support the Sacrament of Confirmation formation process through the parish that is comprehensive, and handle the responsibilities of the Confirmation itself
- Run the necessary Confirmation Retreat for confirmandii

##### *Camp Ministry and Other Youth Program Opportunities*

- Prepare and provide parish summer camp experiences for children at or through the parish as an outreach tool for the parish
- Assist in providing opportunities for parish “Edge” kids and current Altar Servers in the parish to attend summer Edge Camp

- Seek opportunities to join run other youth programs such as March Break camp, Totus Tuus, Steubenville youth conference, and others.
- Provide leadership training, direction and support for parish staff of camps

#### *Ongoing Functions*

- Research and pursue appropriate youth conferences and events to support parish ministry
- Seek opportunities to network Young Adult community within and without the parish
- Network with existing Catholic youth ministries in the Archdiocese to enhance opportunities, experiences and resources that could benefit the parish
- Ensure that volunteers undergo screening process through the Volunteer Screening Committee

#### **General Requirements:**

- Have minimum one year of related education/formation/training background suited for the work required in this position
- Have a mature spiritual life
- Be in full communion with the Catholic Church
- Strong interpersonal skills
- Work collaboratively as a member of the parish pastoral team
- Have excellent computer skills necessary for administrative functions (documents, presentation tools, web navigation, etc.)
- Have an above average knowledge in the use of technology such a social media
- Able to work evenings and weekends
- Have access and use of a vehicle for the position
- Be able to set 2 – 4 Goals to be achieved in each KRA per year
- 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:

- 15 days 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. Jibin Joy** at **JJoy@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.*