



Archdiocese
of Toronto

Employment Opportunity

LAY PASTORAL ASSOCIATE (LPA)

St. Joseph the Worker Parish

191 Wade Gate Thornhill, ON L4J 5Y4

Full-time (35 hours per week, including evenings and weekends)

New Position

Target Hiring Salary: \$47,140

Overview:

St. Joseph the Worker Parish in Thornhill is a vibrant and growing Catholic community seeking a full-time Lay Pastoral Associate (LPA) to work closely with the Pastor in the parish's pastoral leadership and daily life. The LPA supports the parish's mission by strengthening liturgical life, forming and coordinating ministries, and fostering evangelization and community growth. This role is comprehensive and involves collaboration with clergy, staff, and volunteers across all areas of parish life.

Work Schedule:

The Lay Pastoral Associate serves the parish with a flexible schedule aligned with parish life, including worship and community activities. Weekend ministry will be adjusted as needed. The role requires generosity, flexibility, evening availability, and increased presence during liturgical seasons such as Christmas and Easter. The schedule may change to meet parish needs while maintaining weekly commitments.

Responsibilities:

- Collaborate with the Pastor in implementing the parish vision and pastoral plan
- Assist in the coordination and organization of parish life and activities
- Foster unity, communication, and collaboration among parish groups
- Promote a welcoming, engaged, and mission-oriented parish community
- Coordinate and support liturgical ministries (altar servers, lectors, EMHCs, ushers)
- Assist in the preparation and celebration of liturgies and major parish events
- Ensure proper formation and ongoing training of liturgical ministers
- Support sacramental preparation programs in collaboration with clergy and catechists
- Support and develop programs for children, youth, young adults, families, and seniors
- Lead or assist in adult faith formation initiatives
- Promote evangelization within and beyond the parish community
- Recruit, train, and support ministry leaders and volunteers
- Strengthen existing ministries and encourage growth in participation and mission
- Assist in coordinating parish events, outreach, and social initiatives
- Assist with parish communications (bulletin, announcements, website, digital media)
- Support scheduling and coordination of parish programs and activities
- Work collaboratively with parish staff in a structured and respectful environment
- Perform other duties as required

Qualifications:

- Practicing Catholic in good standing, faithful to the teachings of the Church
- Strong commitment to parish life and ecclesial mission
- Degree in Theology, Religious Education, or a related field (preferred)
- Basic knowledge of canon law regarding the sacraments (an asset)
- Ability to work collaboratively under the leadership of the Pastor
- Solid understanding of the life and structure of a Catholic parish
- Experience in parish ministry or a similar pastoral role
- Experience in catechesis, liturgy, or evangelization
- Strong interpersonal, organizational, and communication skills
- Proven ability to build relationships and foster unity
- Leadership grounded in humility, service, and pastoral sensitivity
- Initiative, reliability, and sound judgment
- Fluency in English (spoken and written)
- Proficiency in Microsoft Office and Mac OS
- Familiarity with digital media, including websites and other platforms
- Flexibility to work evenings and weekends
- Valid driver's license and access to a vehicle
- Must be legally entitled to work in Canada
- A criminal background check is required

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

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to: **Fr. Augusto Menichelli** at **stjosephtheworkerth@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.