



Employment Opportunity

COORDINATOR, DEAF MINISTRY

Office of Clergy Personnel

1155 Yonge St Toronto, ON M4T 1W2

Modified full time (25 hours per week)

Overview:

The Office of Clergy Personnel is seeking a modified full time Coordinator, Deaf Ministry to identify and address the spiritual needs of the Deaf in the Archdiocese of Toronto. The coordinator oversees the running of programs at DeSales Chaplaincy and ensures that interpreters are provided for weekly Sunday Masses at designated locations and other archdiocesan celebrations and events.

Responsibilities:

Pastoral Care

- Identify spiritual care needs of the Deaf community, report to the Director of Clergy Personnel, and develop programs to address these needs as directed
- Create opportunities for Catholic formation and evangelization. This includes office hours and coordination with the Archdiocese in regard to available formation programs
- Assist with retreats and deaf ministry programs
- Provide ministry to the Deaf focused on sacramental support. This includes assisting in sacramental preparation of deaf children and adults, hospital visiting, etc.
- Ensure interpretation at regular Sunday masses for the Deaf and at special archdiocesan events
- Provide Sunday ministry to the Deaf Community at St. Stephen's Chapel, this includes Mass interpretation and community events
- Develop a system of meeting the Eucharistic needs of the Deaf homebound and those in nursing homes

Community

- Serve as the main contact for the Deaf and the parishes for interpretation needs related to: sacramental preparation, funerals, visiting of the sick, sacramental celebrations of the Deaf and/or their families, etc.
- Maintain an updated list of available Catholic resources for the Deaf in our community including a list of parishes within the Archdiocese that have interpreted Masses or Services
- Liaise with other organizations working with the deaf (i.e.: Silence Voice, Bob Rumball Centre for the Deaf, CHS, and other pastoral workers in neighbouring dioceses)
- Contact with Separate School Board for resource purposes only. School board to provide own funding for interpretation needs

Training

- Build and maintain a directory of certified interpreters who can interpret Sacramental celebrations
- Provide training to new Interpreters on religious signs and the new signs for the Roman Missal

Administrative

- Administer the DeSales Chaplaincy office in downtown Toronto which includes one part time report
- Maintain a website for Deaf Ministry in the Archdiocese. On this website it should be possible to follow Holy Mass and homilies, address current questions of our faith, and, when occasions arise, to have a better understanding of ethical questions of political relevance
- Attendance at relevant archdiocesan meetings
- Collaborate regularly with the Chaplaincy Office. Logistical work including: annual reports (or more frequent if necessary) to the Office of Clergy Personnel and Chaplaincy

Miscellaneous

- Additional hours or activities outside of these 25 hours require prior approval
- Other duties may be required to advance the goals and objectives of chaplaincy. Some duties may change as chaplaincy planning objectives move forward

General Requirements:

- University degree/College diploma or equivalent. Theological training equivalent which provides a strong understanding of the Catholic Faith, the Catholic Church, its tenets and culture, and respect for its leadership and parish clergy
- Fluent and certified ASL interpreter
- Experience and understanding of Deaf Culture and the Deaf Community
- Strong interpersonal skills, the ability to encourage long-term professional relationships, and an ability to communicate with clarity and precision
- Desire to serve the community and to commit time and talents to this ministry
- Skilled at working independently as well as part of a team
- Availability during the week and on weekends
- Administration background with staff management and/or human resources experience an asset
- The job requires some travel throughout the Archdiocese of Toronto, a valid driver's licence and a reliable vehicle is required
- A criminal background check will be required of the successful applicant

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format noting position number **2022-19** to: **Stephanie Nargoz, Director, Human Resources** at **hr@archtoronto.org**. Deadline for receipt of applications is **December 10, 2022**. 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.