



Archdiocese  
of Toronto

## **Employment Opportunity**

### **LAY PASTORAL ASSOCIATE**

#### **St. Gabriel's Parish**

670 Sheppard Ave. East, North York, ON M2K 1B7

Full time (35 hours per week)

Replacement Position

Target Hiring Salary: \$50,960 - \$58,240

#### **Overview:**

St. Gabriel's Parish is a diverse and vibrant parish in North York, Toronto, ministered by the Passionist Congregation. In the spirit of the Second Vatican Council, St. Gabriel's strives to be a community of faith that takes to heart the Gospel message of loving God and loving one's neighbours. Parishioners are encouraged to actively participate in the life of the parish, deepening their faith through education, and to live this faith outside the walls of the church, especially in the love and care of those who are suffering or are marginalized. And as a church built to express a concern for the environment, it also tries to instill in the parish community the importance of caring for the Earth, our common home.

The Lay Pastoral Associate will bring administrative and pastoral leadership to programs and events, be responsible for adult faith formation in the parish, especially the Rite of Christian Initiation of Adults (RCIA), support and train volunteers for various liturgical ministries, and bring creativity and energy to building a welcoming, active and vibrant parish community. The individual will also work on heightening the awareness of parishioners to issues of justice, peace and integrity of creation, and to encourage appropriate responses to these issues.

#### **Responsibilities:**

- Plan and facilitate the RCIA;
- Plan and facilitate various adult faith formation programs, including retreats, workshops, and talks;
- Recruit, train, schedule and support volunteers for various liturgical ministries, especially the Extraordinary Ministers of the Eucharist who serve at mass, who bring communion to the hospital or to those confined in their homes.
- Encourage the involvement of parishioners in issues of justice, peace and the integrity of creation, and to facilitate and assist in their activities when needed;
- Be a sign of welcome to parishioners;
- Attend and participate in weekly staff meetings;
- Other duties, as required

#### **General Requirements:**

- Bachelor's degree in related field of study, Master of Divinity or equivalent – specializations in justice and peace issues and eco-spirituality will be an asset
- Minimum of two years of related work experience
- Demonstrated skills in pastoral ministry, teaching and facilitation skills

- Superior written and verbal skills
- Superior computer skills
- Ability to work independently as well as collaboratively and in an organized manner
- Ability to work irregular hours, including evenings and weekends
- Understanding of the Catholic Church, its tenets and culture, and respect for its leadership and parish clergy
- 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. Paul Ruttle, CP** at **[pruttle@stgabrielparish.ca](mailto:pruttle@stgabrielparish.ca)**. Deadline for receipt of applications is **January 21, 2026**. 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.*