



Archdiocese
of Toronto

Employment Opportunity

LAY PASTORAL ASSOCIATE

St. Timothy's Parish

21 Leith Hill Rd North York, ON M2J 1Y9

Full time (35 hours per week)

New Position

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

Overview:

St. Timothy's Parish is seeking a full time Lay Pastoral Associate to coordinate sacramental preparation for First Holy Communion and Confirmation, the RCIA ministry as well as major ministry events and faith formation programs.

Responsibilities:

Sacramental Preparation

- Administrate and coordinate the existing Sacramental Preparation Programme for the parish (Confirmation and First Holy Communion)
- Teach the First Holy Communion programme at St. Timothy Catholic School, Divine Mercy Catholic School and the parish
- Work collaboratively with the Confirmation Catechist to engage children and their parents in the life of the Parish

RCIA Ministry

- Plan, coordinate, and lead the parish process for adults seeking full initiation into the Catholic Church
- Serve inquirers, catechumens, and candidates (non-Catholic and Catholic adults seeking Confirmation) through evangelization, catechesis, liturgical preparation, and pastoral accompaniment
- Work closely with the pastor, parish pastoral team and volunteer team members to foster a welcoming environment and support participants as they discern, grow in faith, and become active members of our parish community

Ministry Events/Faith Formation Program

- Plan, coordinate, and lead key ministry events assigned by the pastor
- Lead the parish's 'Faith Formation Programs' – daylong programs meant to evangelize and minister to parents of First Communion, Confirmation and RCIC candidates, as well as RCIA candidates
- Other duties, as required

General Requirements:

- Suitable theological education and spiritual formation, from a Catholic institute of higher learning, e.g. M.Div., M.A. Theology, M.R.E. or equivalent experience.
- Fully initiated member of the Catholic Church in full communion with the Church
- Minimum of 3 years of related work experience
- Demonstrated administration, teaching and facilitation skills
- Strong interpersonal, organizational and communication skills
- Understanding of the Catholic Church, its tenets and culture, and respect for its leadership and parish clergy
- Able to work evenings and weekends on occasion
- Valid driver's license and vehicle to permit travel are assets
- 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. Brenton Cordeiro, CC** at sttimothyto@archtoronto.org. Deadline for receipt of applications is **July 31, 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.