



Employment Opportunity

LAY PASTORAL ASSOCIATE

St. Mary Star of the Sea Parish

11 Peter Street Mississauga, ON L5H 2G1

Full time (35 hours per week)

Replacement Position

Target Hiring Salary: \$49,000 – \$53,000

Overview:

St. Mary Star of the Sea Parish is seeking a full time Lay Pastoral Associate (LPA) to support the development of pastoral life and initiatives, particularly the formation and training of parishioners for varied ministries. With the other members of the pastoral team, the LPA supports the parish's catechetical and sacramental programs. The LPA is also responsible for implementing outreach activities that meets the spiritual formation of youth grades 6-8.

Responsibilities:

Lay Pastoral Ministry

- Work with the pastor and parish team to participate in pastoral planning and provide formation for the parish community, its groups, ministries and organizations.
- Assist in planning and organizing Catholic sacramental programming and preparation for RCIA, Baptism, Confirmation, Eucharist, and Reconciliation.
- Support the development of parish programming for youth, young adults and seniors.
- Develop programs of ongoing adult faith formation.
- Assist in developing an ongoing program of spiritual development, including retreats, pilgrimages, Bible study, faith sharing etc.
- Assist in the preparation of children and adults with special needs in a way that promotes inclusiveness and pastoral sensitivity.

Youth Ministry

- Oversee and direct the parish EDGE ministry (grades 6-8 students) that provides a strong catechetical, social and relevant issue component to its sessions, either bi-weekly or weekly.
- Assist and potentially direct the Sacrament of Confirmation formation process through the parish that is comprehensive.
- Coordinate and lead the necessary Confirmation Retreat for confirmandii.
- Hold 2 to 5 gatherings per month, providing resources, planning, promoting and executing the ministry.
- Prepare and lead 1 to 2 retreats per year for the youth and 1 retreat per year for volunteers involved in those ministries.

Administration

- Develop a team of parish volunteers to assist in the various ministries and co-operate with the Volunteer Screening Committee to promote compliance with the Archdiocesan Volunteer Screening Program.
- Accept responsibility for general parish office activities and be able to carry them out.
- Collaborate with diocesan offices (Office for Formation of Discipleship, Office of Catholic Youth) and other LPAs to share best practices, learn about resources to help with sacramental preparation, evangelization ministry and formation opportunities.
- Liaison with parish elementary school principals, administrative staff, and teachers (prepare school masses, organize meetings and luncheons).
- Develop necessary social media outlets and networking opportunities to communicate and enhance ministry outreach.
- Oversee the parish ministry budget development and usage.
- Attend all pastoral council meetings, parish staff meetings and zone meetings, as appropriate.
- 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.
- Fully initiated member of the Catholic Church in full communion with the Church
- Familiarity with Church documents relevant to formation and catechesis.
- 5-7 years of experience developing and leading religious education and formation programs.
- Knowledge of canon law with respect to the reception of sacraments.
- Excellent people, community building, and organizational skills.
- Highly organized and competent administrative skills.
- Develop, implement and evaluate new faith-based programs relevant to the needs of families.
- Work collaboratively as a member of the parish pastoral team.
- Familiarity with Microsoft Office Suite, including scheduling functions of Microsoft Outlook.
- Proficiency and knowledge in the use of social media and website Content Management Systems (experience with Episerver an asset).
- Able to work evening and weekends.
- Have a valid driver's license and access to a reliable vehicle.
- 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. Laszlo Nagy** at **lnagy@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.