



Employment Opportunity

LAY PASTORAL ASSOCIATE

St. John Fisher Catholic Church

300 Balmoral Drive Bramalea, ON L6T 1V6

Full time (35 hours per week)

New Position

Target Hiring Salary: \$48,000 - \$53,000

Overview:

St. John Fisher Catholic Church is seeking a full time Lay Pastoral Associate (LPA) whose ministry is comprehensive and relates to all aspects of the parish life. The responsibilities of the LPA will depend on the needs of the parish – priorities of new initiatives and responsibilities will be outlined by the Pastor and his Pastoral council. Stewardship will permeate throughout these various initiatives and responsibilities, so that each parishioner at St. John Fisher Church will know that he/she has a role to play in the vitality of the parish and its mission to Evangelize to the gathered and the scattered.

The nature of this position requires availability for frequent evening and weekend work and the incumbent will have a variable work schedule totalling 35 hours per week. Lieu time may be accrued during busier periods with the pastor's prior consent.

Responsibilities:

- Assist Parish Staff, volunteers and parish groups with ongoing programs.
- Work with Pastor, parish staff, Ministry Coordinators and volunteers in spiritual development and formation.
- Liaise with schools and other community partners.
- Recruit and train volunteers for current and new ministries and programs.
- Research and develop programs that the Pastor and Pastoral Council deem as vital for the ongoing growth of the parish community.
- Help to organize an annual Parish Stewardship event, where parishioners are called to recognize their gifts for service.
- Develop and enhance existing parish ministries and Sacramental programs.
- Develop retreats, in-service training and prayer opportunities that foster faith in the community.
- Collaborate with other parish staff and volunteers in providing child, youth and adult religious education.
- Collaborate with other parish staff and volunteers in preparation for parish sacramental celebrations.
- Assist in the preparation of children and adults with special needs in a way that promotes inclusiveness and pastoral sensitivity.
- Provide opportunities for families to encounter Christ, deepen their faith and engage in parish life through prayer, formation, service, and fellowship.

- Develop and provide programs, activities and resources that strengthen marriages or assist parents in raising their children in faith (e.g., marriage enrichment, parenting courses, intergenerational events, Marriage Sunday events).
- Help to organize an annual Parish Volunteer Appreciation event.
- Strengthen communication with parishioners and the wider community through social media.
- Assist the Pastor with special assignments as required.
- Attend all pastoral council meetings, parish staff meetings, and zone meetings as appropriate.
- Other duties as required.

General Requirements:

- Have an active faith life at a local Catholic Church.
- Degree or diploma in Theology, Religious Education, or another related field.
- Have parish-based ministry experience, preferred.
- Skills in catechetics, public speaking, written communication.
- Ability to facilitate large and small groups.
- High competency in the various programs that will provide the support for the ministry required (i.e. Microsoft Word, Excel, PowerPoint and related programmes).
- Comfortable in the use of modern communication technology, web navigation and social media.
- Commitment to ongoing formation and education as required.
- Ability to collaborate with the pastor, staff, volunteers and parishioners.
- Ability to prioritize, organize, meet deadlines and multitask.
- Available to work evenings and weekends.
- A valid driver's licence and vehicle an asset.
- 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: **Father Liborio Amaral** at **lamaral@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.