



Family of Faith Campaign Lay Pastoral Associate Subsidy Application

(to be filled out by the Pastor)

I. General Information

1. Name and Contact Information:

_____ (your name)

_____ (your telephone number)

_____ (your email address)

2. Parish Name and Address:

_____ (parish name)

_____ (parish address)

3. Statistics from Last Four Years:

a. Baptisms: 2025: _____ 2024: _____ 2023: _____ 2022: _____

b. First Communions: 2025: _____ 2024: _____ 2023: _____ 2022: _____

c. Confirmations: 2025: _____ 2024: _____ 2023: _____ 2022: _____

d. Marriages: 2025: _____ 2024: _____ 2023: _____ 2022: _____

e. Funerals: 2025: _____ 2024: _____ 2023: _____ 2022: _____

4. Number of Schools:

Primary Catholic: 0 1 2 3 4 5 6

Primary Public: 0 1 2 3 4 5 6

Secondary Catholic: 0 1 2 3 4 5 6

Secondary Public: 0 1 2 3 4 5 6

1. Number of Lay Employees assisting the Pastor (*Please indicate if part time or full time*):

Care Taker/ Plant Manager: _____

Secretary: _____

Bookkeeper: _____

Housekeeper: _____

Youth Minister: _____

Other: _____

2. Number of Clergy or Religious assisting the Pastor (*Please indicate days per week*):

Priests: _____

Deacons: _____

Brothers: _____

Sisters: _____

II. Terms of Reference

The employment of a Lay Pastoral Associate (LPA) is to assist the Pastor and Parish to achieve some of the objectives in the [Archdiocesan Pastoral Plan](#).

The Job Description of the Parish LPA, to be agreed on by the Pastor, Finance and Parish Council, approved by the Office of Formation for Discipleship (OFD) and the Archdiocesan Human Resources Department, ought to address some of the objectives of the Pastoral Plan. To this end, the Pastor and Parish representatives are asked to discuss and complete the Table of Parish Work Plan for Lay Pastoral Associate Engagement within Section III below. [Sample generic job descriptions](#) tailored to particular needs have been provided by OFD.

The Office of Formation for Discipleship will provide any assistance required to complete the application form. For more information or additional support please contact the Office of Formation for Discipleship (formation@archtoronto.org).

A review of outcomes from the deployment of the subsidized LPA will be done with the Pastor, Parish representatives and LPA on an annual basis.

Parishioners will be informed on a yearly basis on the Pastoral Plan objectives accomplished with the assistance of the Parish LPA.

The funds to subsidize the employment of an LPA come from the Family of Faith Campaign and are guaranteed for three years.

It is expected that Parishes will contribute to the employment and deployment of the LPA, paying for benefits, office space, telephone, computer and office supplies.

Employment conditions will have to conform to the Archdiocesan Policies and Procedures Manual for Employees of the Archdiocese of Toronto (Nov. 2019).

The Pastor will facilitate the involvement of the LPA in professional development and peer consultation meetings organized by the OFD.

It is also expected that the Pastor, Parish Finance and Parish Council commit to attempt to continue the employment of the Lay Pastoral Associate on an ongoing basis after the three years guarantee of the Family of Faith funding ends.

Priority will be given to the parishes with the greatest social and financial needs and which do not already have an LPA.

Please note that by applying for this subsidy the Finance and Accounting Department of the Archdiocese will be providing a financial summary of the parish to the allocations reviewing council.

Please inform the Office of Formation for Discipleship when the individual hired for the program left employment and returned unused funds.

III. Table of Parish Work Plan for Lay Pastoral Associate Engagement

1. How do you expect an LPA to assist you in “Celebration of the Sunday Eucharist with Full, Conscious and Active Participation of the Faithful” (Pastoral Plan Objective #1)			
Goals	Year 1	Year 2	Year 3
Training- coordinating altar servers?			
Coordinating church decorations according to liturgical season?			
Training- coordinating extraordinary ministers of the Eucharist and lectors?			
Other?			

2. Do you expect the LPA to provide parishioners with “Opportunities for Prayer, Spiritual Formation and Enrichment?” (Pastoral Plan Objective #2)			
Goals	Year 1	Year 2	Year 3
Attending-guiding or connecting with existing parish prayer groups?			
Providing parish workshops on the Sacraments, Scripture, and other subjects?			
Providing pastoral counselling one on one?			
Other?			

3. Do you expect the LPA to assist you in forming “A Communal Life in the Parish which Offers Welcome, Hospitality and Outreach” (Pastoral Plan Objective #3)			
Goals	Year 1	Year 2	Year 3
Training-supporting hospitality persons/ ushers?			
Organizing volunteers for after Mass coffee, donuts and socialization?			
Organizing clothes drives for the poor and marginalized?			
Coordinating supports for single parents and disabled?			
Other?			

4. Do you foresee the LPA as assisting you/freeing you to provide “A Strong Pastoral Leadership in the Parish which Promotes Diverse and Collaborative Roles in Pastoral Service”? (Pastoral Plan Objective #4)			
Goals	Year 1	Year 2	Year 3
Assisting you in supporting parish groups?			
Conveying your messages to parish groups or community you cannot personally attend?			
Researching for you cultural or devotional norms and customs of parishioners from various ethnic groups so as to better communicate with them?			
Other?			

5. Do you plan to have the LPA assist you in “Effective Pastoral Governance-Structure and Councils in the Parish Which Promote Stewardship and Ensure Accountability” (Pastoral Plan Objective #5)			
Goals	Year 1	Year 2	Year 3
Attend/participate in the Parish Pastoral Council?			
Attend Finance Council as needed?			
Assist you in developing the Parish Pastoral Plan?			
Other?			

6. How do you see the LPA assisting you in “Supporting the Family, the Domestic Church”?
(Pastoral Plan Objective #6)

Goals	Year 1	Year 2	Year 3
Forming and supporting a Family Life Committee?			
Organizing marriage preparation classes?			
Organizing marriage follow-up classes?			
Workshops for parents to teach the faith to their children?			
Children/teens book fairs? Movie days?			
Support for the bereaved?			
Other?			

7. Do you foresee the LPA assisting you in developing a parish “Commitment to a Renewed Evangelization-Catechetical and Formation in Faith”? (Pastoral Plan Objective #7)

Goals	Year 1	Year 2	Year 3
Presenting lectures or workshops on the Sacraments, Catholic faith, RCIA?			
Engaging parents of children about to be baptized, receiving First Communion or Confirmation, following up and supporting them as they transmit the faith to their children?			
Organizing teen and young adult recreational and catechetical activities?			
Organizing pilgrimages?			
Organizing visits to drop in centres and nursing homes?			
Other?			

8. Do you see the LPA assisting you in presenting “A Strong Witness to an Apostolic Mission-Outreach Ministries and Service”? (Pastoral Plan Objective #8)

Goals	Year 1	Year 2	Year 3
Forming and supporting a Parish Social Justice and Action Committee?			
Providing assistance to new/expecting single parents?			
Visiting the sick?			
Assisting refugees?			
Organizing clothing drives for the poor?			
Organizing pro-life activities?			
Posting, on parish web site, information on catholic social teaching?			
Other?			

The above is understood and agreed on:

Pastor: _____

Parish Council Representative: _____

Parish Finance Council Representative: _____

Date: _____

Please attach a job description for the Lay Pastoral Associate position specific to your parish