

## **Employment Opportunity**

### **LAY PASTORAL ASSOCIATE**

#### **Newman Centre Catholic Mission & St. John Henry Newman Parish**

89 St. George Street, Toronto, ON M5S2E8

Full time (35 hrs per week)

#### **Overview:**

The Lay Pastoral Associate (LPA) will be responsible for supporting the missionary work of the Pastor & Executive Director of the Newman Centre Catholic Mission and the St. John Henry Newman Parish, working alongside the staff team of the Newman Centre. This position is key in effectively ministering to the needs of the Parishioners, Alumni, Faculty, and Staff of the University of Toronto community. The role will have a focus on Stewardship, Evangelization, Relational Ministry, and Faith Formation. The LPA will perform tasks related to: event planning, coordination of parish ministries, recruitment, training, and coordination of the parish volunteers (i.e., forming a Stewardship Committee for the parish), coordinating the Sacramental Preparation programs, organizing and facilitating Faith Formation programs, working as a part of the Development Team, and collaborating with staff team members to achieve the mission and vision of the Newman Centre.

#### **Responsibilities:**

- Recruit and train volunteers for liturgical ministries, sacramental preparation programs and other ministries.
- Coordinate liturgical schedules, prepare weekly prayers of the faithful and provide all other liturgical scripting as required (i.e., additional devotional prayers when needed, introductions and closing remarks, etc.).
- Form a Stewardship Committee for the Mission and work with other staff and volunteers to ensure that the Archdiocesan Pastoral Plan is implemented and rooted into community life.
- Assist in creating a welcoming environment and developing our hospitality ministry.
- Organize, coordinate and lead Bible Study and other faith formation programs.
- Plan and organize retreats and pilgrimages.
- Help coordinate services, and opportunities for prayer and adoration that foster faith.
- Coordinate Faith & Reason Lectures and other events in partnership with affiliated organizations.
- Develop, plan and implement faith formation programs and events outside of student chaplaincy (i.e., for parishioners, U of T faculty, staff and alumni).
- Work with a team of volunteers, overseeing and being responsible for all aspects of planning, scheduling, preparation, and the execution of all catechetical programs, especially the Rite of Christian Initiation for Adults, Marriage Prep, Confirmation and First Holy Communion (and Reconciliation).
- Collaborate with other parish staff in preparation for parish sacramental celebrations.
- Provide guidelines and policies for couples and families who are planning baptisms, weddings, and funerals at the parish. Attend rehearsals and provide the details of these liturgies and events to the Pastor and liturgical volunteers.

- Assist in the preparation of children and adults with special needs in a way that promotes inclusiveness and pastoral sensitivity as needed.
- Develop a follow-up ministry for people who have gone through our Sacramental Programming.
- Identify the need(s) for other parish programming and outreach initiatives as needed and work with the Pastor and staff team to create a program that will support this need.
- Work in collaboration with Development Staff Team to encourage a culture of giving (Stewardship) to solicit funding and support for the Newman Centre Catholic Mission.
- Provide updates and prepare reports for the Newman Foundation at Board Meetings and Annual General Meeting as required.
- Support and develop the Volunteer Screening Committee, implementing proper guidelines and policies and ensuring volunteer position descriptions are kept up to date.
- Serve as a resource to staff and volunteers in interpretation of Church teaching and canon law.
- Attend all pastoral council meetings, parish staff meetings and zone meetings, as appropriate. Meet at least once per week or as needed with the Pastor to communicate progress, challenges, and opportunities.
- Other duties, as required.

**General Requirements:**

- An active faith life at a local Catholic church with a written letter of recommendation from their Pastor who has known them for longer than 2 years.
- A Masters of Divinity or Theology degree with lay ministry training is preferred.
- Knowledge of Catholic sacramental theology and current Church teaching and issues related to RCIA, Baptism, Confirmation, Eucharist, Reconciliation, Marriage, Anointing and funeral rites.
- Parish-based ministry experience of at least two years.
- Skills in catechetics, public speaking, written communication and record keeping.
- Ability to facilitate large and small groups in prayer, discussion, and meetings.
- Ability to counsel and train individuals in Church Sacraments.
- Knowledge of Canon Law concerning marriage and annulments is an asset.
- Interpersonal skills for contact with the parish community and staff members. Must enjoy being around people and be comfortable in sharing aspects of their spirituality and experiences with them.
- Ability to build rapport quickly, foster trust in relationships, and work in a team environment.
- Knowledge of the mission of the parish and the Church and can enable others to live this mission in their own lives.
- Strong understanding of the Pastoral Plan of the Archdiocese of Toronto and Stewardship.
- An understanding of and ability to use collaborative management skills.
- Ability to use technology and other tools to create training programs, presentations, and reports.
- Experience with project management, budgeting and event planning.
- Ability to work on weekends, as required.
- Must be legally entitled to work in Canada.
- A criminal background check will be required of the successful applicant.

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to: **Fr. Mark Kolosowski** at **frmark@newmantoronto.com**. 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.*