

St. Patrick's Catholic Church

141 McCaul Street Toronto, Ontario M5T 1W3

Phone: 416-598-3269 Fax: 416-598-3869

Email: secretary@stpatrikstoronto.ca Website: www.stpatrickstoronto.ca

Employment Opportunity

Parish Lay Pastoral Associate

Full Time – 40 hours per week

We are a welcoming, diverse, inner-city community of believers, united in the Catholic Faith. Through spirit-filled worship, education and outreach, we are called to live out the Gospel in our contemporary world. St. Patrick's Church is an English and German speaking community located in downtown Toronto. Ministered by Redemptorist Priests and Brothers, St. Patrick's is the National Shrine of Our Mother of Perpetual Help.

The Lay Pastoral Associate will bring administrative and pastoral leadership to programs and events, sacramental preparation of children and adults, ministry support and screening of parish volunteers. This position is an opportunity to bring creativity, energy, and spirituality together in a pastoral outreach to the parish community and the broader church.

Roles and Responsibilities:

- Planning and facilitating programs for Sacramental Preparation (Baptism, First Reconciliation, First Communion, Confirmation)
- Liturgy planning and preparations in collaboration with Pastoral Team
- Provide oversight to Volunteer Screening Program
- Coordinate recruitment, training, scheduling and supporting of Parish Volunteers in Parish Ministries
- Provide ministry support and leadership to Youth and Young Adult Ministry in collaboration with Pastoral Team
- Oversee ministry with High School Retreat Team and Retreat Ministry
- Assist with Parish Administrative Functions as needed.
- Creation and maintenance of ministry brochures, posters, website, and bulletin boards
- Other duties as required

General Requirements:

- Bachelor Degree and Masters of Divinity or equivalent
- One to three years of experience in a similar type of position
- Demonstrated skills in pastoral ministry, teaching and facilitation skills
- Superior written and verbal skills
- Demonstrated knowledge of Microsoft Office 2010 Suite
- Experience working with websites and email communication and desktop publishing is an asset
- Knowledge of Parish and Archdiocesan structures
- Ability to work independently as well as collaboratively in an organized manner

Those wishing to be considered for this position

should submit their resumé along with a cover letter sharing your vision of Parish Ministry.

These may be submitted in WORD or PDF format to:

Fr. Santo Arrigo C.Ss.R., Pastor, St. Patrick's Church

sarrigo@stpatrikstoronto.ca or by fax: 416-598-3869.

Deadline for submission of Resumes FRIDAY JANUARY 27, 2012.

We thank all applicants, however, only respondents selected for an interview will be contacted.