



HOLY FAMILY PARISH

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Archdiocese
of Toronto

Employment Opportunity

LAY PASTORAL ASSISTANT

Holy Family Parish

91 Ribblesdale Dr Whitby, ON L1N 6Z3

Full time (35 hours per week)

Replacement Position

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

Overview:

In obedience to Jesus' command to "make disciples of all nations", Holy Family Parish seeks to intentionally develop a culture of discipleship and ongoing faith formation for people of all ages and stages in their faith journey. This successful applicant will report to the pastor and provide leadership and direction for the faith formation programs of the parish. He/she will be responsible for taking the lead in cultivating this culture in all the church's ministries including Sacramental preparation and life-long faith formation. The individual will work closely with the Parish Council and other parish team members and committees to fulfill the mission of the parish and in the process, promote discipleship among parishioners as they share their time and talent.

Responsibilities:

- Direct and oversee various faith formation programs that support a lifelong deepening of the Catholic faith for all parishioners
- Attend parish council meetings; this includes providing a monthly report to the parish council, when requested
- Provide faith formation opportunities to the different parish ministries and sacramental catechists by leading religious education and evangelization retreats and training programs
- Work collaboratively with the Parish Sacramental Preparation Team & Faith Development on the development of a yearly schedule for all faith formation programs
- Evaluate faith formation programs and make recommendations to the pastor
- Research available materials and provide necessary primary and supplemental materials for all programs
- Provide support to the formation team for training, resources and programs
- Act as resource person for the formation team, staff and parish community
- Attend and participate in weekly staff meetings
- Recruit, train, assign, monitor and evaluate catechists, ensuring that their teachings adhere to established curriculum and remain consistent with Catholic doctrine and moral/social teaching
- Assist all program coordinators in their efforts to recruit, train and evaluate volunteer catechists
- Determine and implement steps to identify and reach out to area Catholics not actively involved in their faith
- Meet with and prepare children who wish to celebrate sacraments who are not baptized Catholic
- Prepare candidates and their families for reception of sacraments

- Perform any other job-related duties, as necessary, for the smooth flow of work in the church and/or as assigned by the pastor

General Requirements:

- A degree in theology, pastoral studies or religious education is preferable
- Previous work-related experience is a benefit
- Faith-based knowledge and understanding of the Roman Catholic Church and respect for its practices and teachings
- Effective oral and written communication skills. Can foster open dialogue
- Ability to build, maintain & grow relationships with parishioners, schools, parents, teachers & volunteers
- Proficiency in Microsoft Office and experience with current technology, including social media
- Ability to work both independently, as well as collaboratively
- Strong organizational skills and the ability to develop and implement a personal work plan
- Able to work variable hours, including evenings and weekends
- A valid driver's license and access to a reliable vehicle
- Provide two reference letters
- 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. László Nagy, Pastor** at holy.family@rogers.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.