

Lake Huron Family of Parishes

Pastoral Minister / Pastoral Worker

The Family of Parishes consisting of Immaculate Heart of Mary, Grand Bend, Our Lady of Mount Carmel, Mount Carmel, Precious Blood, Exeter, St. Boniface, Zurich, St. Peter in St. Joseph, and St. Peter, Goderich, Ontario, is seeking a full-time Pastoral Minister or Pastoral Worker with the knowledge, skill and ability to develop and support the liturgical, sacramental, and community life of the parish with a focus on outreach to families. Within that community, the Pastoral Minister/Worker may be engaged in a variety of ways depending on their gifts, capabilities and the needs of the community.

Duties & Responsibilities:

Sacramental preparation and youth discipleship

- Coordinate and facilitate sacramental preparation teams for the sacrament of Baptism.
- Coordinate and lead the formation of Sacramental Preparation for First Holy Communion, Reconciliation and Confirmation.
- To assist with the support and development of the Rite of Christian Initiation (RCIA)
- To assist in preparing children over the age of seven for the sacraments of initiation by meeting, instructing and working with their parents and family.
- To facilitate all of the sacramental preparation with a strong Catholic families focus.
- To coordinate and facilitate youth discipleship opportunities (ie. small groups, retreats, faith formation of youth), in coordination with Pastor/administrator and Coordinator of ministries.

Liturgical life:

- Work as a liaison for the preparation of liturgical celebrations at elementary schools in the parish.
- To be present at weekend liturgies as assigned/agreed upon.
- To participate in various programs and activities that help to strengthen and enhance the spiritual life of the parish.
- To facilitate all of the preparation with a strong Catholic families focus

- To be supportive of the recruitment and training for liturgical ministries as needed.

Qualifications

- Minimum requirement Certificate in Pastoral Ministry or a program deemed by the Diocese as equivalent, or willingness to begin formation in an approved certification or degree program approved by the parish and Diocese.
- Active practicing Catholic, a letter of recommendation from Pastor is required, if applicant is not from this particular Family of Parishes
- More advanced education would be an asset, M.Div., MTS, BA or MA in Religious Studies, Theology or Pastoral Ministry.
- Openness and understanding of the goals of the new evangelization and the pastoral plan of the Diocese regarding the Family of Parishes model.

Personal Attributes Include:

- Ability to work well and collaborate with others, with strong leadership skills to motivate and enable others, convene, manage, and direct groups.
- Strong organizational skills, with ability to plan, instruct, train and recruit as necessary and in accordance with the Diocesan “Called, Gifted and Sent” guidelines for volunteer management.

Other requirements

- Police Records Check Clearance
- Agree to Psychological testing with regards to suitability for Ministry as required by the Diocese.
- Hours of work based on a 40-hour work week; since the Pastoral Minister responsibilities involve work during weekends, as well as some evenings, hours of work and working conditions will be carried out on a flexible time schedule agreed upon by the Pastor.
- The successful candidate will have a 6-month probationary period. Following this period an evaluation will be conducted as outlined in the Diocesan Policy & Procedure Manual. (2006)
- Salary and benefits as stated in the Diocesan Policy & Procedure Manual (2006), in accordance with the annual Diocesan Salary Guidelines.

Deadline for receiving applications is Friday, May 7th. Interested applicants are invited to email a resumé along with the Pastor's letter of recommendation, as well as be prepared to provide two references from current and/or previous employers, to tlafort@dol.ca or mail to:

Selection Committee:
St. Boniface Parish
PO Box 81
22 Mary Street
Zurich, Ontario N0M 2T0

We thank all applicants for their interest. However, only those selected for an interview will be contacted.