

Redemptorists of Canada

426 St. Germain Avenue
Toronto, ON M5M1W7

Associate Director of Ignite Ministry

Job Description and Responsibilities

The Redemptorists of Canada are a Religious Community serving the Catholic Church from coast to coast, providing ministry in both English and French, as well as serving in the Roman and the Ukrainian Byzantine Churches.

Ignite Ministry is rooted in the long-standing tradition of the Redemptorists serving in direct ministry with young people and providing leadership formation to parishes and diocese for over 40 years. www.ignite-canada.ca

The primary role of the Associate Director of Ignite Ministry is to coordinate, plan and facilitate programs of Ignite Ministry Canada. This program encompasses ministry with and for young adults, and high school aged youth incorporating the principles of Comprehensive Youth Ministry.

1. Ignite Ministry Toronto

- Coordinate Ignite Toronto program and planning team
- Collaborate with St. Patrick's Parish for planning and scheduling Ignite Programs and Events
- Oversee coordination of Ignite planning of programs, including, but not limited to monthly events and Street Patrol Program
- Oversee program calendar, event descriptions and planning information for all events.
- Promote Ignite Events through Social Media accounts and platforms, including Website, Meet Up, Eventbrite (where needed), Archdiocese and Parish Website, and Linktree
- Maintain Toronto Calendar on Ignite Website
- Hands-on planning and co-facilitating of events with the planning team.
- Promote involvement from the local Redemptorists and collaborators.
- Track program statistics and expenses

2. High School Retreat Ministry Team

- Liaison with participating School Chaplains to promote, coordinate and plan retreats
- Develop and oversee the retreat program materials and supplies
- Recruit, train, schedule and support young adult volunteer leaders and support volunteers
- Track program statistics and expenses

3. Ignite Canada

- Coordinate opportunities for support and training of youth and young adult initiatives in Redemptorist Ministry Sites across Canada
- Maintain and advance the www.ignite-canada.ca website to be a resource for across Redemptorist parishes and ministries.
- Coordinate programs and projects for young people across Canada.
- Promote and advance the vision of Redemptorist Youth and Vocation Ministry (RYVM) outlined in the General Guidelines for RYVM (Rome, 2020)
- Liaison with Redemptorists and Staff from across the North American Conference for initiatives and programs for Redemptorist Youth and Vocation Ministry.

4. NETWORK Leadership Workshops and Seminars

- Coordinate and oversee the NETWORK Leadership Workshops and Seminars for training in youth, young adult and family and children ministry.
- Plan and execute Workshop and Seminar schedule and calendar with speakers and topics
- Receive registrations and payments for sessions
- Host Online Leadership Workshops and Seminars
- Track program statistics and expenses

5. Social Media and Website

- Coordinate and manage all social media platforms and promotion of events and programs through websites and social media.
- Actively manage: Ignite Website, Ignite Facebook, Meet Up, Linktree, Eventbrite, SurveyMonkey

6. Perform other tasks and responsibilities as assigned by the Director which may include:

- Providing support for other Redemptorist projects and initiatives, including, but not limited to communications and social media.

Hours of Work

The Associate Director of Ignite Ministry is expected to work 35 hours per week. The Associate Director of Ignite Ministry is expected to be in attendance on site as follows:

- Regular working hours of Monday – Friday (7 Hours/Day), excluding 1 hour for lunch and/or breaks during the day. The specific schedule to be determined by the Director of Ignite in consultation with the Associate Director of Ignite.
- Flexibility of work hours is required as many of our preparation sessions and events with young adults and NETWORK take place in the evening.

Specific events include:

- Ignite Toronto evening events
 - NETWORK Leaders Workshops and Seminars (evenings)
 - Planning Team Meetings
 - Other times to be arranged as required and approved in advance.
- Employees are paid for the hours worked in a semi-monthly period.

Education and Skills

It is expected that the Associate Director of Ignite Ministry will have, as a minimum, a university degree at the Bachelor level. A Masters of Divinity, or equivalent degree in Catholic theology from a recognized theologate, applicable pastoral experience in a Catholic setting, and a working knowledge of a comprehensive approach to youth ministry are also considered important qualifications for this position.

The Associate Director of Ignite Ministry must:

- Be able to take responsibility and leadership, and be a strong team player who can collaborate effectively as a member of the various planning teams, and with the Redemptorists.
- Have a strong faith commitment to the Catholic Church and have the ability to impart this knowledge to people at various levels and ages.
- Be able to motivate others to participate and contribute to the work of Ignite Ministry.
- Enjoy working with and relating to people.
- Be self-motivated, flexible and able to handle multiple tasks at the same time.
- Have excellent organizational, administrative and leadership skills
- Have excellent interpersonal, group facilitation and pastoral skills.
- Be familiar with website design, web content management, and social media platforms and use
- Have working knowledge of Microsoft Office 2010 Suite or higher, and Quickbooks.
- Facility with the French Language (preferred)

Probation Period and Evaluation

The Associate Director of Ignite Ministry will enter into a 3 month Probationary Period. After this 3 month period, the Associate Director of Ignite Ministry will be evaluated and offered a permanent contract. Another evaluation will take place at 6 months during the first year, and at the completion of the first year. Evaluations will then take place on an annual basis.

Supervision and Support

The Associate Director of Ignite Ministry will be supervised by the Director of Ignite Canada, who will provide support, training and on-going formation to the Coordinator of Ignite Ministry. The Director of Ignite Canada will provide accountability to the Provincial Superior and the Provincial Council.

The Associate Director of Ignite Ministry will be a member of the Ignite Commission for Redemptorist Youth and Vocation Ministry Canada, chaired by the Director of Ignite Canada, and made up of Redemptorists and young people engaged in the Ignite Ministry Program.

The Office of the Associate Director of Ignite Ministry will be at Redeemer House, 151 McCaul Street, Toronto, and will find points of connection and integration with the Staff at St. Patrick's Church, as well as the staff for the Edmonton-Toronto Region of Redemptorists and the Province of Canada at 426 St. Germain Avenue, Toronto.

Position Advancement Available

The Associate Director, after an appropriate period of time, and through the recommendation of the Director of Ignite Ministry and in the consultation of the Provincial Council may be considered for the position of the Director of Ignite Ministry Canada.

Compensation

Rate of pay will be determined based on education and experience.

June 5, 2024