

PASTORAL ASSOCIATE/PASTORAL WORKER, - St Anthony's, Noble Park.

St Anthony's, Noble Park is seeking to employ a Full-time (*preferable but negotiable*) Pastoral Associate/ Pastoral Worker (*with a view to attaining accreditation as a Pastoral Associate*) at 38 hours per week (*preferable but negotiable*), to begin in 2019 (Start date to be negotiated). The successful applicant would be sharing in the leadership of the Parish with the Parish leadership Team.

The successful person will be one who:

- Will co-ordinate and have empathy for the diverse and inclusive nature of our Parish;
- Will give leadership which resources, empowers and sustains the various Parish groups;
- Will recognize and celebrate the various strengths and gifts within our community;
- Will be available, approachable and compassionate;
- Will demonstrate an innovative and creative approach to various situations within Parish life;
- Is self-motivated, has the ability to manage time, set priorities and plan own workload;
- Will maintain and develop the sense of belonging and welcome already present at St Anthony's;
- Will assist in the identification and development of the spiritual and pastoral needs of the Parish
- Will recruit and provide formation for volunteers within the community
- Will demonstrate computer skills using Microsoft Office.

Responsibilities will include:

- Membership of the Parish leadership team/Parish Council Finance Team and parish staff meetings;
- The Sacramental Program
 - to work with, support and encourage the R.E. Team
 - to assist in the delivery of the family-based sacramental program
 - to co-ordinate the catechetical program to non-Catholic school children
 - to liaise with the Parish Primary School R.E.C and community.
- Pastoral Service/Outreach
 - to be a compassionate presence among the people
 - to co-ordinate and provide a listening ear to care groups in the Parish
 - to form and resource Parish Bereavement Team

➤ Liturgy/Worship

- to provide leadership as a support and resource for the Liturgy Team and parish choirs

➤ Faith/Spirituality

- to utilize the resources of the Deanery, archdiocesan agencies and parish to provide and promote programs, workshops, retreats and adult faith development

Salary and Conditions:

Salary and contract conditions will be according to the Archdiocesan guidelines.

The successful applicant will need to be flexible with their time, be available for special Parish celebrations and be a presence at weekend Masses.

The experiences, gifts and talents of the successful applicant will be taken into consideration in determining the exact nature of the responsibilities and duties of this role.

Other Relevant Requirements

- Working With Children Check
- Police Check (new check required)

Additional Information:

1. Applications should be addressed to: recruitment@cam.org.au by 31 January 2019.
2. For further information contact Ashley Thomas, Human Resources Officer on 9926 5615.

The Archdiocese is committed to the safety, wellbeing and dignity of all children and vulnerable adults.