

## **Position Vacant**

### **Sacramental Co-ordinator**



**Reports to:** Parish Priest

**Conditions:** This position is casual and will commence in 2020.

Working hours will vary and flexibility is required to be available on some evening and weekends during Masses, planning and during sacraments.

The role is to be based at St Joseph's Parish Malvern and is a paid ministry.

#### **Duties will include, but will not be limited to:**

1. Preparing children for prepare for First Reconciliation, First Communion and Confirmation.
2. Attending planning meetings with Parish Priest and School staff, assisting with planning and running of retreat held for Communion and Confirmation.
3. Actively support the Parish Priest with the Sacramental Program, key objective of ensuring efficient and seamless coordination with a strong pastoral focus in the parish.
4. Preparation of correspondence, maintenance of records, receiving telephone calls and enquiries relating to Sacraments.
5. Develop and maintain sound working relationships with the school staff, parents and children.
6. Active involvement with attendance at celebrations & liturgy for the sacraments, these may include weekday evening and weekend attendance.

## **Qualifications, Skills and Experience:**

1. A Sound understanding of theology is essential for this position.
2. High computer literacy with a working knowledge of Microsoft Office suite of applications (Word, Excel, Powerpoint and Publisher).
3. Ability to relate to a variety of people & develop sound working relationships, work with a spirit of generosity and achieve in a team environment.
4. Ability to work to deadlines and be attentive to detail and quality service provision.
5. Energetic and highly motivated with initiative and capacity to work with a minimum of supervision.
6. Well motivated to work for the Catholic Church and ideally possess a strong commitment to its practices and values.

## **Other Relevant Requirements**

- Working with Children Check
- Accreditation to teach Religious Education or Pastoral Workers / Associate with Sacramental preparation experience.
- VIT Registration or Working with Children and Police Record Check (New Check) required prior to start.
- Police Check (new check required)

## **Additional Information:**

1. Applications are to be sent to [recruitment@cam.org.au](mailto:recruitment@cam.org.au) by Friday 18 October. Please submit a cover letter, current resume and 3 appropriate and relevant referees.
2. For further information contact Nandi Adams, HR Officer on (03) 9926 5793.

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