



Position Vacant

Pastoral Associate

St. Clement of Rome, Bulleen

Our Parish

The Parish located in Egan Drive Bulleen, was established in 1963 and today is home to about 500 parishioners, predominantly of Italian heritage. However, in recent times we are becoming an increasingly multicultural Parish. The Parish comprises the school whose enrolment has seen a marked increase over the last few years, to which adjustments have had to be made to accommodate the needs of our children with their safety being of highest priority.

Our Values

We strive to be a Parish that is welcoming, generous, inclusive, compassionate and Christ-centred in all aspects of Parish life. Our simple motto: Love one another is the focus by which all try to respond to and participate in our collective Parish life.

Position Summary

The Pastoral Associate is to assist the Parish Priest in leading and delivering the mission and pastoral care of the parish community in accordance with the principles, practices and teachings of the Catholic Church. The Pastoral Associate is a key leader in our parish acting as a point of contact for all parishioners.

Key Responsibilities

Liturgy:

- Work with the Parish Liturgical Team to plan and prepare meaningful liturgies for the parish community.
- Attend weekend liturgies to assist in establishing and continuing a relationship with parishioners.
- Support the formation of people involved in Ministries e.g. Extraordinary Ministers of the Eucharist, Liturgy etc.

Adult Faith Development:

- Develop an RCIA program and assist with adult faith formation.
- Organise spiritual/educational programs within the parish.

Pastoral:

- Engage in pastoral visitation to homes of parishioners.
- Be familiar and engage with the various groups within the parish.
- Coordinate ongoing visitation and contact with the bereaved and those in need of support.
- Be an active member of the Parish Pastoral Council.

Sacramental:

- Coordinate the Parish Baptismal Program.
- Assist with the Confirmation, Eucharist and Reconciliation Programs, in partnership with St Clement of Rome Primary School.

Qualifications and Requirements

- Relevant tertiary qualifications
- Pastoral Associate accreditation
- An active faith
- Proven ability and experience in a similar role would be an advantage.
- Ability to provide leadership
- Excellent interpersonal and communication skills and be a good listener
- Good computer skills in Word, PowerPoint and email
- An ability to work independently and within a team
- Current Working with Children Check
- Undergo National Police Check (if successful)
- Driver's licence and private vehicle.

Working Relationships

The Pastoral Associate reports to the Parish Priest.

Conditions

- This will be a fixed term 12-month appointment, with a view to becoming ongoing.
- Hours of work are flexible and would include some evenings and weekends.
- The position is part time, 16 hours per week.
- Employment conditions will be in accord with the current Catholic Archdiocese of Melbourne Conditions of Employment for Pastoral Associates.

Applications are to be sent to recruitment@cam.org.au by Friday 18th October 2019.

Please submit a cover letter addressing the key responsibilities along with a current resume. 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