



## **Position Vacant Pastoral Associate**

### **St Jude the Apostle Parish, Scoresby**

#### **Our Parish**

St Jude's Parish, located in the outer eastern suburbs of Melbourne, was established in 1970. We are a parish of approximately 950 families from diverse backgrounds and cultures including Anglo/Saxon, Italian, Sri Lankan, Malaysian, Indonesian, Mauritian and South African. Our parish comprises the church, a community centre, tennis clubrooms and 3 primary schools, St Jude's, Holy Trinity and St Mary's College for the Deaf.

#### **Mission Statement**

In a spirit of Pastoral Outreach of St. Jude's Parish, we, the people of the parish, are called to  
**" Serve the Lord with Joy "**.

We respect diversity and welcome all who choose to belong to our community.  
By sharing our gifts and resources generously, we support and encourage all people who come our way. Let all our voices be heard in a spirit of openness that fosters ongoing communication across our Parish.

**Position Summary:** 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 the parish schools.

#### Qualifications and Requirements

- Relevant tertiary qualification
- 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.

#### Additional Information:

- Applications are to be sent to [recruitment@cam.org.au](mailto:recruitment@cam.org.au) by Friday 13<sup>th</sup> September 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.***