



## POSITION DESCRIPTION

POSITION TITLE:	Parish Pastoral Associate
REMUNERATION SCALE:	Non-Award
REPORTS TO:	Administrator of Cathedral Cluster
EMPLOYMENT STATUS:	Permanent
HOURS PER WEEK:	15-20 hours
LOCATION:	St Joseph's, Quarry Hill and St Monica's, Kangaroo Flat
AUTHORISED BY:	Very Rev Brian Boyle ADM

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### Primary Objectives

The role of the Pastoral Associate is to work in collaborative ministry with 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.

### Major Accountabilities

The position of Pastoral Associate is responsible for the following:

1. Coordination of those pastoral ministry or ministries in the parish, as specified by the Administrator.
2. Working in collaboration with the Parish Priest or Administrator, Parish Pastoral Council and other parish staff and volunteers in ministries.
3. Facilitating the sacramental preparations of the candidates for the year, coordination with the Religious Education Leaders of local Catholic primary schools.
4. Supporting and directing the family in times of grief and sorrow (eg vigil, rosaries and funeral liturgies, including assistance in preparation of Funeral Liturgy)
5. Ministering, by way of visitation and Sacrament of the Eucharist, to those parishioners who are elderly and housebound, including those hospitalised and in nursing homes.



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6. Assist with the training and formation of Liturgical Ministers, eg Readers and Eucharistic Minister to the sick and housebound.
7. Facilitate and encourage Parishioners to become actively involved in parish liturgical life, faith formation programs and social outreach.
8. Under the direction of the Administrator, to manage and arrange the maintenance of parish buildings and infrastructure, equipment, utilities and service contractors on Parish property at St Monica's Kangaroo Flat and St Joseph's Quarry Hill.

### **Organisational Environment**

The mission of the Diocese is to proclaim the Reign of God and continue the mission of Jesus, under the direction and inspiration of the Holy Spirit. The values of peace, forgiveness, justice, love and healing which Christ lived and modelled in his own ministry are the same values of the Diocesan community. The Diocese contributes to the life and mission of the Catholic community in Australia.

The Parish is a child safe and equal employment opportunity employer. It has a zero-tolerance of any abuse to children; it encourages applications from Aboriginal and Torres Strait Islander peoples and people from culturally and/or linguistically diverse backgrounds.

### **Safety of Children and Vulnerable Adults**

- Ensure compliance with the Catholic Diocese of Sandhurst commitment to best practice in the care and safety of children and vulnerable persons.
- Every person involved in the Catholic Church has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children is at the forefront of all they do and every decision they make.
- Understand the process for reporting allegations or concerns of possible abuse.

### **Risk and Occupational Health and Safety**

- Observe safe work practices in accordance with training and instruction given and report any risk to the Administrator. Risks arising in the workplace may be financial, site, task or person specific or related to safety.
- Promote and implement occupational health and safety and risk mitigation processes within your workgroup.
- Comply with Parish occupational health and safety practices.
- Identify, report and, where appropriate, action risks/hazards in order to eliminate or mitigate the risk recurring.



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- Participate in the consultative processes provided by the organisation.
- Comply with reasonable instructions, policies and procedures given by the Administrator.
- Participate in prescribed training and attend all mandatory training sessions provided by the Parish.

### **Key Communications**

#### *Internal:*

- Administrator
- Parish staff
- Clergy
- Office of the Bishop

#### *External:*

- Parishioners
- Contractors
- Suppliers
- Volunteers

### **Accountability (Independence and Influence)**

The Pastoral Associate role has established procedures and specific guidelines under which it operates. However, day-to-day tasks can vary and require flexibility together with good organisational and time management skills.

Any decisions that fall outside the scope of the position are to be referred to the Parish Priest or Administrator as appropriate.

### **Job Environment**

The role of the Pastoral Associate is to provide friendship and support to fellow workers in ministry, to share resources and experience of pastoral ministry, and to encourage each other in the ministry of evangelization. The Pastoral Associate is encouraged to attend the regular diocesan meetings of Pastoral Associates and to support the work of the AFER Group in the Diocese.

### **Reasoning**

- Ability to use his/her initiative, demonstrate reliability and thereby require appropriate supervision and guidance.
- Ability to exercise discretion and confidentiality in undertaking this ministry.
- Attend relevant training sessions offered by the Parish and Diocese; recognising the necessity to continually develop skills and acquire additional knowledge appropriate to the role.



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- Actively seek opportunities for further personal and professional development in the role.
- Participate and contribute to an environment supporting continuous quality improvement focused on delivery of pastoral care.

### **Challenges**

The Pastoral Associate will be challenged to:

- Adhere to deadlines such as timely completion and distribution of meeting papers, ensure meeting rooms are ready for each booking, and preparation of liturgical materials for weekend Masses.
- Attention to detail such as the systemic coverage of Parish visitation and prompt attention to phone requests.
- Ability to prioritise tasks and undertake a number of tasks simultaneously.

### **Knowledge, Skills and Experience**

- An understanding of, and a commitment to, promote the principles of Catholic Social Teaching and Gospel values within the workplace.
- Previous active participation in a parish with an understanding of the nature of ministry in a parish community and a promotion of parish attributes such as welcoming and hospitality.
- Capacity to inspire active participation in, and promotion of, the mission of the local church.
- Excellent written, verbal communication and interpersonal skills, with a strong commitment to service.
- Some knowledge and skills of property maintenance.
- Computer skills including a proficiency in Microsoft Word, Excel & PowerPoint and the ability to produce high quality presentations.
- Excellent time management skills.
- Self-motivated, hard working with excellent teamwork.
- Ability to prioritise and undertake a number of tasks simultaneously.
- A current drivers licence

### **Decision Making**

The **Pastoral Associate** will refer all decisions that are outside established policies and procedures and beyond the scope of the position to the Administrator as appropriate.



### **Position Impact**

The **Pastoral Associate** will be required to perform other duties as reasonably requested from time to time by the Administrator who has the right to vary the description of duties according to changing needs, after discussion with the Pastoral Associate. The role does not have responsibility for other employees or any budget allocation.

### **Annual Review**

The position and the incumbent will be subject to a formal annual performance review against key performance indicators and to establish future goals and objectives.

### **Criminal Screening and Working Rights**

The successful candidate **MUST** provide:

1. A current **Police Record Check** and,
2. **Evidence of their Right to Work** in this location.
3. A current **Working with Children Check** is required for this role as it does involve child related work).

There will be a period of induction to the Ministry.

The period of probation will be 6 months from the date of commencement.

### **Position Description Acknowledgement**

I have received, reviewed and fully understood the content of this Position Description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under all conditions as described.

**Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_