

Position Description

Position Title Pastoral Associate/ Pastoral Assistant

Conditions The position is Part-time, beginning on the basis of a 3 day working week with some flexibility to work weekends (a total of 24 hours per week) with the possibility to increase the working hours in the future if available.

This role will see the successful candidate working from the Parish Offices situated at 22 Robinson Street, Moonee Ponds.

This position will offer the successful candidate an opportunity to be creative in initiating new direction and involvement of families within the Parish Community along with the further development of existent programs within the Parish.

The successful candidate will be one who

- > Is committed to participate in the Liturgical life of the St. Monica's Parish as well as be a member of the Parish Pastoral Council and Parish Leadership Team.
- > Will display some knowledge and experience of the RCIA and Parish Sacramental Programs, and be prepared to work in conjunction with our own St. Monica's Parish Primary School and the associated Catholic Secondary Colleges in the area.
- > Will help co-ordinate Parish Pastoral Outreach to new and existing family groups and to the sick and elderly, as well as support the existent bereavement group within the parish.
- > Will assist in identifying and help develop the spiritual and pastoral needs of the parish as well as seek to recruit and provide formation for those who volunteer for the various ministries

Qualifications, Skills and Experience.

Evidence of Theological and/or Pastoral studies undertaken (Degree or Diploma) will be highly regarded but not essential. Evidence of having pastoral experience within a Parish context is an advantage.

Good communication, time management and organisational skills with an ability to competently operate computer programs, in particular Office and Word, and be proficient with Power Point

Other relevant Requirements:

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

Additional Information

Applications to be sent to recruitment@cam.org.au by Friday 29th March, 2019 please submit a covering letter with current resume.

For further information contact Fr. Anthony Feeney on (03) 9370 5035 or tonyfeeney46@gmail.com

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