

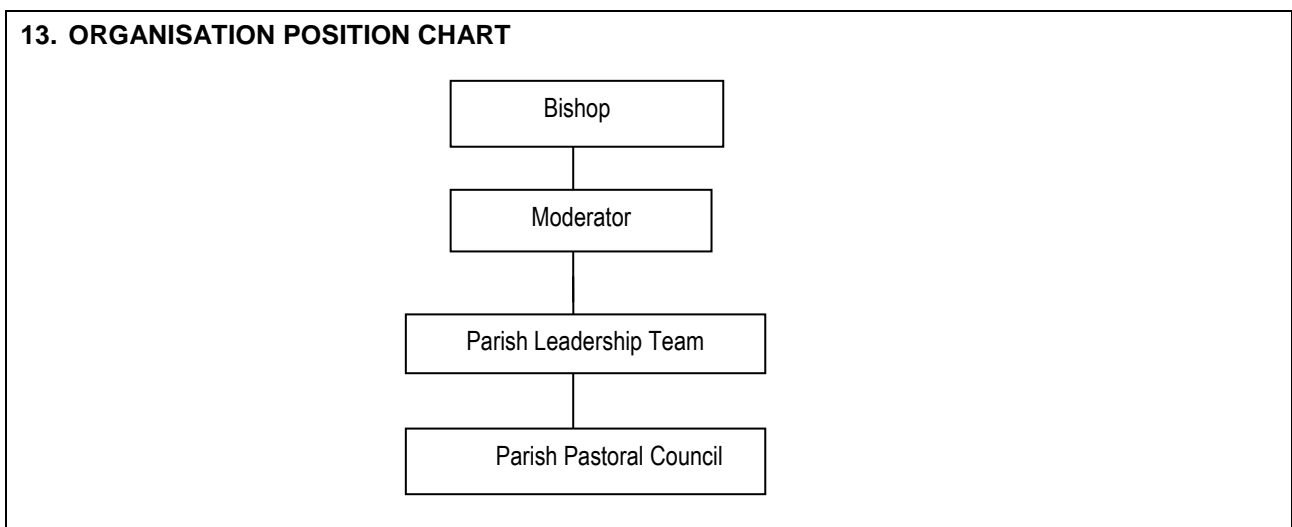
POSITION DESCRIPTION

1. POSITION TITLE:	Parish Leadership Team	2. STATUS / CLASSIFICATION:	Days of Responsibility To be allocated
3. SERVICE/FACILITY	St. John Vianney Parish, Morisset	4. LOCATION:	Parish Pastoral Centre
5. RELATIONSHIPS:	Bishop Moderator Parish Pastoral Council	6. DIRECT REPORTS:	Parish Staff
7. OVERALL POSITION OBJECTIVE			
<p>A Parish Pastoral Leadership Team is a group of people other than a priest, appointed by the Bishop who is entrusted with a share in the pastoral care of a parish community in accordance with Canon 517.2. This team exercises a leadership role of responsibility for the day to day functioning of a parish community in partnership with Priest Moderator designated by the bishop. They will be responsible for the normal pastoral and administrative duties of the community with the exception of those duties and responsibilities reserved in general for an ordained priest or in particular the Priest Moderator, as specified by Canon Law and the diocesan bishop.</p> <p>The primary purpose of this role is to lead the parish with the support of the Priest Moderator so that the people of the Parish of Morisset are cared for pastorally, sacramentally and spiritually.</p>			
8. ORGANISATIONAL ENVIRONMENT			
<p>A high level of support is required to the Moderator, having a clear understanding of the Catholic Church in the Diocese of Maitland-Newcastle and its structure and operations.</p> <p>Parishes are busy communities where administrative and pastoral functions form the day to day work environment.</p>			
9. QUALIFICATIONS REQUIRED			
<ul style="list-style-type: none"> • Qualifications in theology, pastoral ministries, administration or relevant profession are essential for this role. 			
10. COMPETENCIES, SKILLS & EXPERIENCE REQUIRED (Selection Criteria)			
Essential			
<ul style="list-style-type: none"> • Demonstrated ability and experience to organise administrative and pastoral functions of a parish. • Experience as a Pastoral Associate or in a similar role within a church organisation • Ability and desire to mentor parishioners as potential parish leaders • Excellent interpersonal and communication (written and oral) skills. • Ability to organise, prioritise and manage several tasks at one time in order to meet a deadline • Capacity to work effectively as a member of a team • Ability to work within the mission of the Diocese/Parish • Previous experience with managing people, both staff and volunteers • High degree of confidentiality • Understanding of the Canonical responsibilities of parish life 			
Desirable			
<ul style="list-style-type: none"> • Competency in computer programs 			

11. KEY ACCOUNTABILITIES		
Key Performance Area	Key Tasks	Performance Indicators
<p>1. Identity and Community which would involve the intentional promotion of the building of community by the development of relationships in the spirit of <i>communio</i>. Stewardship may provide the focus for community involvement and commitment. Hospitality and social activities should also assist in the building of community.</p>	<ul style="list-style-type: none"> • To empower people within the parish to take up their baptismal call to proclaim the message of the gospel through the use of their time and talents • To support those involved in the Identity and Community Foundation Team • To build a sense of community for those involved in the life of the church – parish, schools • To ensure that effective channels of communication are in place between all members of the parish who are involved in ministry • 	<ul style="list-style-type: none"> • Efficient running of the Pastoral Ministries • People feel empowered to be involved • Parishioners develop a sense of pride in their community
<p>2. Worship and Prayer which may include all forms of liturgical ministries such as sacristans, readers, musicians, altar servers, hospitality, special ministers of holy communion, children’s liturgy, ministry of communion to the sick etc.</p>	<ul style="list-style-type: none"> • Provide sound leadership in the area of liturgy • Provide guidance to those involved in the Liturgy and Worship Team • Provide formation opportunities for those who are involved in the liturgical life of the parish/school • Liaise with Foundation 3 to ensure adequate formation is provided to all ministers. 	<ul style="list-style-type: none"> • Parish liturgical practices are vibrant, inclusive, inviting and engaging • Parishioners are engaged in the prayer life of the parish
<p>3. Formation and Education which may include adult faith and spiritual formation, programs for the sacraments of initiation, RCIA, Special Religious Education, connecting with the Catholic primary school, etc.</p>	<ul style="list-style-type: none"> • Assist and ensure that appropriate formation is accessed by those involved in the parish • To maintain, develop and support programs in the parish under the five foundations • To assist in the formation and support of teams that exist in the parish e.g. caring team 	<ul style="list-style-type: none"> • Parishioners are engaged in their faith, spiritual and personal formation • Relevant formation opportunities are provided • Priority is given to Leadership formation
<p>4. Mission and Outreach inclusive of parish visitation, ministry to the sick, dying and bereaved, social justice team, ecumenical initiatives, St Vincent de Paul etc.</p>	<ul style="list-style-type: none"> • Liaise with individuals and teams in the organisation of various events and functions • To be available to people as required • To make links to other Christian Churches in the area with a view to collaboration wherever possible 	<ul style="list-style-type: none"> • St. John Vianney Parish is known in the community for its care, support and outreach • Parishioners are involved in the mission of the church to the wider community

<p>5. Leadership and Structure which could incorporate the Parish Pastoral Council, The Parish Finance Committee, The Parish Pastoral Teams, a commitment to the Diocesan Pastoral Plan, provision of appropriate organisational structures, plant, grounds and maintenance.</p>	<ul style="list-style-type: none"> • To communicate, work collaboratively with the Moderator • To work collaboratively with the PPC in giving direction to the parish • To empower the Parish Foundation Teams to attend to the operational and ministry needs of the Parish in conjunction with the PPC • To guide the work of the Foundation Teams • To companion, encourage and develop lay pastoral leaders within the parish • To explore new ways of being church under the umbrella of the Diocesan Pastoral Plan • To network with other Pastoral workers in the diocese • To work effectively with any staff engaged by the parish • To communicate and seek support from appropriate diocesan structures and systems 	<ul style="list-style-type: none"> • Relevant stakeholders consulted to ensure that their needs are met • Effective team management achieved • The parish is financially sustainable • Communication channels are effective • The Foundation Teams provide life for the parish • Collaborative leadership is achieved • Diocesan personnel are involved in support the life of the parish • Plans are in place for the ongoing development of the parish both pastorally and financially
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12. SIGNIFICANT CHALLENGES (short & long term)	
What?	Why?
Understanding of how the Moderator model will work in the parish	This model has not been tried in the diocese before
The development of lay leaders and the desire to form a lay parish leadership team	What formation is required and will assist in the formation of lay people
The capacity and willingness for people to work together as a Leadership Team	Team leadership is not something we have attempted to do and therefore we do not have any role models.



<p>14. EMPLOYMENT CONDITIONS</p> <p>Performance Management Performance agreement bi-annually with appraisal and reviews</p> <p>Reward & Recognition Educational and development opportunities negotiated bi-annually</p> <p>Remuneration These roles may be voluntary or they may be given an honorarium in order to cover costs.</p>					
<p>15. OTHER RELEVANT INFORMATION</p> <p>Occupants must:</p> <ul style="list-style-type: none"> • have a current drivers licence; • abide by the laws of the Commonwealth of Australia and NSW and the policies of the Diocese/Parish. Any criminal or civil action taken against the occupant must be reported immediately to the Moderator and Vice Chancellor - Administration; • take reasonable action to familiarise himself/herself with Diocesan/Parish policies and procedures; • not take advantage of their role in the Parish for personal gain; • take responsibility for their personal safety and the wellbeing of other employees, clients, contractors and other visitors to the Parish; and • be familiar with, and observe, Diocesan/Parish policy and procedures on Equity and Diversity and Workplace Health Safety in the performance of the responsibilities of the position. 					
<p>16. SIGNATURES</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center; vertical-align: top;">OCCUPANT</td> <td style="width: 33%; text-align: center; vertical-align: top;">SUPERVISOR</td> <td style="width: 33%; text-align: center; vertical-align: top;">DATE:</td> </tr> </table>			OCCUPANT	SUPERVISOR	DATE:
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