

## POSITION DESCRIPTION

Position Title	Pastoral Associate
Agency	Our Lady of the Southern Cross Parish
Directorate/ Service Stream	Parish
Location/s	Springfield
Applicable Industrial Instrument	Choose an item.
Classification Level	Pastoral Ministry Schedule 1 Level 3 30 hours/week 4 week days x 6.5 hours 4 hours on weekend
NDIS Risk Assessed Grade (CCS only)	
Manager's Position	Parish Priest
Subordinates Position/s	Pastoral Project Officer

### Mission Vision and Values

**Parish vision:** Our Lady of the Southern Cross Parish is a safe community of love, who believes in the power of the Holy Spirit to change lives and forms disciples, who bring people to Jesus. As a disciple that belongs to our community, I commit to grow by worshipping, learning, connecting, serving, giving and making disciples.

#### Our Values:

- Compassion (Love) – “never see a need without doing something about it.” St Mary of the Cross (Vision – safe community of love, committing to serve and to give)”
- Being missional = proclaiming the Gospel by word and action to change lives and to bring people to Jesus. (Vision – makes and forms disciples)
- Transparency = we are accountable to each other and love each other in a spirit of trust and vulnerability. (Vision – safe community of love)
- Courage – listening to the signs of the Holy Spirit and moving forward with no fear to where God wants us to be. As individuals we have the inner strength and level of commitment needed to speak honestly and directly about one’s thoughts, opinions, and experiences – good or bad. (Vision – believe in the power of the Holy Spirit)
- Excellence –always striving to give and achieve the best in all circumstances for the Glory of God. (Vision – committing to grow by worshiping, learning, connecting, serving, giving, and making disciples)

### Organisational Environment

#### Parish

The Catholic Archdiocese of Brisbane makes a positive impact on the lives of hundreds of thousands of Queenslanders every week. Good works are undertaken through our 98 parishes and 146 schools, and 190

kindergartens, childcare, aged care, disability care, family and domestic violence assistance services centres and outreach to some of the most vulnerable groups in our community.

Springfield Parish is located in the South Country Deanery and is led by Fr Nev Yun (Parish Priest). The Parish is staffed by a Parish Manager, Pastoral Associate, Pastoral Project Officer, Graphic Artist and Encounter Point Leader.

### Position Summary

This role is a leadership position within the Parish that co-ordinates the Parish's mission, pastoral care and liturgical support and co-ordination under the direction of the Parish Priest and in collaboration with the Parish Leadership Team and Parish staff.

The role's focus is on the facilitation of the pastoral ministry across the Parish and to assist the Parish Priest in the organisation and delivery of the Parish services through the coordination of a range of pastoral activities and programs.

The role will assist in developing and implementing parish activities such as liturgical ministry, pastoral care, sacramental programs and adult faith education and formation. Welcoming new parishioners and assisting with equipping other members of the Parish for ministry is included in this role.

### Key Responsibility Areas

#### KRA 1

#### **Pastoral Care & Community Outreach**

- Collaborate, participate and communicate with the Parish Priest, Parish Leadership Team and parish groups in providing pastoral care and service to the community – identify within the parish, ways to encourage faith and faith experiences.
- Assist in the development and execution of the Parish pastoral strategy – to grow our Parishioners in spiritual maturity and to become missionary disciples
- Develop, implement and/or co-ordinate new and existing ministries and groups within the Parish with a view to enabling them to become self-sustaining. These include but are not limited to Alpha, Life Groups and Discipleship Program.
- Foster the ongoing faith development of Parish members through the implementation of agreed formation programs.
- Provide facilitation and support to Parish programs and their co-ordinators in their ministries, eg Sacramental Journey, Baptism preparation, RCIA and Encounter Youth.
- Develop, promote and participate in programs and activities that reach out to the entire Parish community.
- Cooperate and work collaboratively with the Parish office on all Parish matters.
- Assist the Parish Priest in providing pastoral care as needed.

#### KRA 2

#### **Liturgical Support & Worship Coordination**

- Chair the Liturgy Committee and work with the members to oversee scheduling and organisation of liturgical ministries and special liturgical events (e.g., Advent, Lent, Holy Week, feast days).
- Lead and assist where necessary in the preparation and coordination of liturgical celebrations, ensuring alignment with the liturgical calendar.
- Work with clergy, musicians, and liturgical ministers to enhance the worship experience.

- Ensure liturgical ministers, including lectors, extraordinary ministers of Holy Communion, altar servers, and sacristans are trained and supported.
- Ensure proper care and maintenance of liturgical items, vestments, and sacred spaces.
- Assist in developing liturgical catechesis to deepen parishioners' understanding of the Mass and sacraments.

#### General (for all positions)

- Acts always in a manner which does not place at risk the health and safety of themselves or any other person in the workplace.
- Upholds the Archdiocese's commitment to safeguarding children and adults at risk at all times.
- Meets their obligations under relevant legislation including Workplace Health and Safety, Child Protection, Privacy, Data Protection, Workplace Gender Equity and Anti-Discrimination.
- Takes all practical steps to minimise the Archdiocese's exposure to contractual and professional liability.
- Supports the Archdiocese's contribution to Reconciliation by identifying opportunities for First Nations Australia people.
- Any other duties as requested.

#### Workplace Health & Safety

- Ensure the physical and psychosocial safety of themselves, employees and clients during the provision of care and support.
- Identify and report any incidents or potential hazards or risks to the appropriate supervisor and submit notifications as required.
- Follow established safe work procedures and guidelines.
- Ensure timely completion of all mandatory WHS training.
- Participate in regular risk assessment development and reviews.

#### WHS for Leadership roles

- Comply with all policies and procedures ( this would cover all compliance areas not just safety)
- Review and monitor compliance of team members to ensure adherence to policies and procedures, and safe systems of work
- Ensure team members are provided with adequate information, training and supervision to perform their work tasks safely
- Review and monitor compliance of team members regarding completion of mandatory training
- Ensure that staff are provided with suitable equipment and facilities to perform their work safely

#### Incumbent Requirements (Qualifications, Knowledge, Experience)

##### **INCUMBENT REQUIREMENTS:**

##### Competencies:

- Computer literacy
- Sound oral and written communication skills
- Basic conflict resolution skills
- Flexible leadership ability and competence in the areas of group meeting procedures, group facilitation and related activities

##### Knowledge / Qualifications:

- Appropriate education or equivalent experience in Theology and/or Pastoral Ministries

- An understanding of parish life
- Possession of a Blue Card Working with Children and police check
- Current driver's license

**Work Experience:**

- Appropriate training / education in one or more areas of theology, spirituality, religious education, pastoral formation or a willingness to undertake formal training / education

**Personal Qualifications / Attributes / Traits / Capabilities:**

- A person of faith baptised and confirmed in the Roman Catholic Church with a commitment to the Mission and Direction of the Archdiocese of Brisbane.
- A lifestyle compatible with the values and teachings of the Church
- Demonstrated leadership ability and experience in group facilitation
- Demonstrated strong oral and written communication skills
- Organisational and planning ability
- Ability to work as part of a small team
- Ability to take initiative in the work environment
- Ability to prioritise tasks and meet deadlines
- High level of discretion and confidentiality in all matters

Key Stakeholders	
Internal	External
Parish Priest Parish Staff Parish Leadership Team Parish Liturgy Team Parishioners Voluntary Parishioner Groups School Principal, APRE and teachers Parents and Children	Providers of services and resources Archdiocesan departments and other church agencies

*This Position Description should be seen as a guideline, not a constraint, and is likely to evolve over time. Employees are encouraged to use their initiative and creativity to find other ways to contribute to their team and the whole organisation.*