|  |
| --- |
| *Insert Parish logo here* |

|  |  |  |  |
| --- | --- | --- | --- |
| Position title: | Minister of Liturgical Environment | Position reports to: | *Parish Priest* |
| Positions reporting to this one: | None. | Other key relationships: | Sacristan, Master of Ceremonies |
| Position Purpose: | The role of the Minister of Liturgical Environment is to prepare the church for worship. |
| Qualifications and experience: | * No formal qualifications or experience required.
* Is gifted as an artist or designer
* Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments.
 |
| Training: | * All volunteers must complete the Safeguarding Essentials online training module on an annual basis.
* Roles which work directly with children and young people are required to complete the Working Safely with Children and Young People online training module every 3 years.
* Please note: Volunteers aged 16-17 must provide parental permission prior to undertaking online training modules. Volunteers under 16 do not undertake online training modules.
* Other training as directed.
 |
| Conditions: | * This is a volunteer role.
* Expected commitment is ……. hours a week/month.
* Must hold a current Victorian Working with Children Check or Victorian Institute of Teaching registration.
* Volunteers aged under 18 are exempt from the requirement to hold a Working with Children Check.
* Must apply for a Police Check or provide a recent Police Check if applicable.
 |

| Skills and attributes: |
| --- |
| * Commitment to the safety of children, young people and vulnerable people
* Motivated to work within the Catholic Church environment and a strong commitment to its values
* Commitment to ongoing personal faith formation
* Honesty and integrity
* Reliability
* Responsibility
* Willingness to work collaboratively as part of a team
* Planned and organised
* Willingness to participate in learning opportunities e.g. induction, training and development
* Able to communicate effectively and respectfully with others
* Flexible and adaptable
* Respect confidentiality and privacy
* Is familiar with the liturgical calendar and the symbols and expressions of the Catholic church
 |

| Key Results Areas: | Key Duties:  |
| --- | --- |
| Preparation of the church for worship | * Consults with clergy, sacristan and master of ceremonies.
* Purchases or acquire resources as necessary.
* Prepares church for worship.
 |
| Training | * If requested, assists in training new liturgical ministers.
 |

**Further reference:**

- *Ministry of the Liturgical Environment*, Melbourne: Archbishop’s Office for Evangelisation, 2013.