1. **POSITION DESCRIPTION**

Position Title: Discipleship Intern (Parish)

Department: Discipleship – Proclaim Office for Missionary Renewal

Location: East Melbourne and assigned parish placements (various)

Employment Status: Casual (Roughly 15hours per week)

Reports to: Discipleship Specialist – Young Adults and Campus Ministry

1. **POSITION PURPOSE**

Discipleship is the way in which the Archdiocese encourages and fosters those encounters that shape people according to the new life the Lord calls them into. Those means include a culture in which vocations are inspired, team ministries are resourced, youth and young adults’ faith is nurtured, and the conditions are tended in which person-to-person witness can be freely manifest.

The Discipleship Internship is a paid internship for young adults selected from within the Archdiocese of Melbourne. The Internship is a multifaceted program designed to intensively form a small team of interns in the *Discipleship Method.* Working alongside the Discipleship Team, interns will play a valuable role in assisting us to build a culture of discipleship within the parishes and communities of the Archdiocese of Melbourne.

The *Discipleship Method* forms young people to walk beside their peers and accompany them into a relationship with Jesus. The *Discipleship Method* seeks to change the culture of youth and young adult ministry and has as its focus, not a particular model or program but ‘a way’ in which the individual and their ministry is ordered toward both becoming and forming disciples.

Through formation and training, individual mentoring, and “hands on” practicum in parishes, the interns will be introduced to the basics of the *Discipleship Method* in youth and young adult ministry. By gaining relevant skills and experience, this small team will, like yeast, become leaven among the parish communities of the Archdiocese.

1. **ORGANISATIONAL DESCRIPTION**

The Archdiocese of Melbourne through its ministries and agencies is at service of the people of God, planting the Gospel of Jesus Christ into their communities and lives daily.

Presided over by the Archbishop of Melbourne, the Archdiocese comprises around 1.1 million Catholics, and is the largest Archdiocese in Australia with a wide variety of people, cultures and ministries, providing services and support including pastoral, educational, social welfare and administrative support.

Under the guidance of four key priorities outlined by the Archbishop, the works and activities of the Archdiocese are oriented towards a missionary focus to address the ongoing needs of: Local Communities; Families; Youth and Young Adults; and the Poor and the Broken.

This is achieved through a pro-active engagement in the sharing of Mission; a reaching out in Gospel boldness; operating in an agile and responsive mindset; identifying and embracing what is fruit bearing in our works; understanding the outward focus and call of being missionary disciples; and being mindful of good stewarding in terms of time, talent and gifts.

1. **KEY ACCOUNTABILITIES**

* Interns will participate in regular training, both in intensive form at the beginning, middle and end of the year, 3 hours per week on a Thursday afternoon (East Melbourne based)
* Interns will participate in fortnightly one-on-one mentoring.
* Interns will be involved in 12 hours per week of parish/program-based practicums throughout the year. These opportunities will see them building and maintaining relationships with other youth ministers and parishes and implementing what they have learned in the internship. Under the direction of the internship coordinator, and utilizing the regular mentoring sessions, these projects will enable the interns to put their own creativity and individual skills into practice.
* Interns will be required to assist at a number of predetermined Archdiocesan events throughout the year.

1. **JOB COMPETENCIES – (SKILLS)**
2. National Police record check (essential)
3. Working with Children Check (essential)
4. Experience in Ministry/Mission within the Catholic Church and among young people (preferred)
5. **PERSONAL COMPETENCIES – (ATTRIBUTES)**
6. Interns are required to be a practising Catholic.
7. A willingness to deepen their own personal relationship with Jesus.
8. A desire to grow in their understanding and knowledge of their own faith.
9. Display a commitment to personal growth and to developing one’s own gifts and talents.
10. Exhibit a desire to share their faith with their peers in parishes and local communities.
11. Demonstrate an interest in and an ease with working with their peers.
12. A strong commitment to the values and teachings of the Catholic Church and ethos of the Archdiocese with a motivation to work within a local and national Church environment.
13. Sound time-management skills and ability to prioritise.
14. Excellent interpersonal, verbal and written communication skills.
15. Ability to multi-task and work quickly and efficiently.
16. High level of integrity, honesty and confidentiality, with an awareness and appreciation of Catholic Social Teaching.
17. Ability to work collaboratively within and across departments, agencies, and ministries of the Catholic Archdiocese of Melbourne.
18. **INTEGRITY IN THE SERVICE OF THE CHURCH**

Integrity in the Service of the Church aims to help employees reflect on and uphold Christian vision and values in all relationships and actions. The principles and standards which make up the Integrity in the Service of the Church are extensions of five basic principles for Church employees in which they:

1. **Are committed to justice and equity**
2. **Uphold the dignity of all people and their right to respect**
3. **Are committed to safe and supportive relationships**
4. **Reach out to those who are poor, alienated and marginalised**
5. **Strive for excellence in all their work**

Service, given according to these principles, is life-enriching for both providers and recipients.

Our Reform in the Walking program identifies the following values:

* Collaborative and can build engagement around a common purpose
* Energy and Passion for Gospel Mission – be informed by the needs of the people you serve – communities, poor, young and families
* Flexible and agile in how to respond to ever changing needs
* Accountability and delivery
* Foster solutions within the communities
* Stewardship Care