

**VACANT POSITION**  
**Mission & Discipleship Coordinator**



We are looking for someone with a heart for the work of evangelisation, to help us develop and implement our missionary program. Ideally this person is a keen observer and learner and has a capacity to think innovatively about how we can best lead people today towards spiritual maturity.

This is a permanent part-time position and is based at the Parish office in Burwood. The role starts at 28 hours per week, with the potential for increased hours as the role develops. Terms and conditions of employment are governed by the Archdiocese of Melbourne.

Applications are to be sent to [recruitment@cam.org.au](mailto:recruitment@cam.org.au) by 2nd March 2021 Please submit a cover letter along with a current resume. For further information, contact Suzette Diaz, HR Partner on (03) 9926 5615. We look forward to hearing from you and wish you all the best.

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

***See full position description for role details.***



<b>POSITION DESCRIPTION:</b>		<b>Mission &amp; Discipleship Coordinator</b> <b>St Benedict's Parish, Burwood</b>
<b>Reporting to:</b>	Parish Priest	
<b>The Position:</b>	<p>This role is a leadership position within the parish that directs the parish's evangelising mission in collaboration with the Parish Clergy and senior leadership team. It places particular emphasis on engaging the unchurched.</p> <p>The role's focus is upon the implementation of our discipleship pathway in the parish: delivering programs such as Alpha, establishing small faith groups, coordinating adult faith formation, and supporting our efforts to integrate new members to our community.</p>	
<b>Responsibilities:</b>	<p>The Mission &amp; Discipleship Coordinator is accountable to the Parish Priest for the following:</p> <ul style="list-style-type: none"><li>• Assisting in the development of our discipleship pathway</li><li>• Developing, implementing and/or coordinating new and existing ministries and groups in the parish with a view to enabling them to become self-sustaining. These include but are not limited to: Alpha, small faith groups</li><li>• Fostering the ongoing faith development of parish members through the implementation of formation programs</li><li>• Developing faith resources for the use of our parishioners</li></ul>	

	<ul style="list-style-type: none"> <li>• Other related pastoral duties, such as connecting with new members to our parish.</li> <li>• Supporting and mentoring volunteer ministry leaders in our parish</li> <li>• Contributing to the development of our welcome ministry and new person follow-up processes</li> <li>• Supporting the development of our online strategy and development of online content</li> </ul>
<b>Safeguarding Responsibilities</b>	<ul style="list-style-type: none"> <li>• The applicant is required to have an understanding of and commitment to, child safety and the wellbeing of children</li> <li>• Helps to implement our safeguarding procedures so that we can provide a child-safe environment</li> </ul>
<b>Inter-relationships:</b>	<p>The Mission and Discipleship Coordinator interacts with the following internal and external groups:</p> <ul style="list-style-type: none"> <li>• <b>Senior Leadership Team:</b> Is a member of this team.</li> <li>• <b>Parish Council:</b> Is a member of this team</li> <li>• <b>Other Parish Groups and Volunteer Co-ordinators:</b> Alpha leaders, adult faith formation group leaders and small community leaders.</li> </ul>
<b>Qualifications and Experience:</b>	<p>The Mission and Discipleship Coordinator will have:</p> <ul style="list-style-type: none"> <li>▪ Experience of leadership;</li> <li>▪ Demonstrated ability to work collaboratively;</li> <li>▪ Ability to co-ordinate and take initiative in areas such as: <ul style="list-style-type: none"> <li>➤ Evangelisation</li> <li>➤ Education and Formation</li> <li>➤ Pastoral Care</li> <li>➤ Community Building and Leadership Development</li> <li>➤ Administration</li> </ul> </li> <li>▪ Relevant qualifications or the willingness to undertake completion of courses such as adult education, theology, pastoral ministry or other related areas.</li> </ul>
<b>Desirable Personal Qualities</b>	<p>The Mission and Discipleship Coordinator will demonstrate the following attributes:</p> <ul style="list-style-type: none"> <li>• A deep personal commitment to Christ and the Catholic faith</li> <li>• Commitment to Catholic Church teachings and the particular Archdiocesan vision</li> <li>• A regular prayer life</li> <li>• Well-developed sense of Church and the Church's mission in the world</li> </ul>

- Sound understanding of the foundations of Catholic theology
- A personal connection with our style of spiritual expression at St Benedict's
- Experience in running faith programs, and an ability to plan, execute and review such programs
- High level of people skills to communicate effectively at all levels
- Ability to deal with personal issues with sensitivity, tact and discretion
- A desire to share the gospel with those who have not received it
- An attitude of inclusiveness and welcome
- Ability to encourage and develop the skills of others
- Respect for the diverse experiences and perspectives of others
- Work well in a team environment
- Enthusiastic about building Christian community
- Ability to confidently lead groups and individuals in facilitative processes
- An eye for excellence in service of the mission of Jesus
- Capacity to enthuse and empower others
- Organisational and administrative skills
- Authentic, visionary leadership, capable of seeing the 'big picture'
- Awareness of and a commitment to service
- Willingness to receive feedback and engage in professional coaching

**Performance Management:**

The performance of the Mission and Discipleship Coordinator will be appraised each year, having regard to:

- the performance on the key responsibilities and attributes for this role
- Their ability to collaborate with the Parish Priest and Council in building a vital Christian community focussed on living and promoting the reign of God in the world;
- the ability to develop and maintain relationships with key parish personnel, group and ministry leaders, and parishioners generally; and with Chancery staff, parishes and agencies.