

## St. Gregory the Great

71 Williamsons Road

Doncaster Vic 3108

Phone: (03) 9412 8425

Email: [Doncaster@cam.org.au](mailto:Doncaster@cam.org.au)

## ST KEVIN'S

26-44 HERLIHYS ROAD

TEMPLESTOWE LOWER 3107

PH: 9850 5983

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ABN: 48 230 838 560



### POSITION DESCRIPTION

<b>Position Title:</b>	Evangelisation Leader
<b>Location:</b>	Catholic Parishes of Doncaster and Templestowe
<b>Employment Status:</b>	12-month Fixed Term Contract - (with possibility to extend) 28 hr/week, 50% Doncaster, 50% Templestowe.  Hours to be negotiated to suit.
<b>Reports to:</b>	Parish Priest

### POSITION PURPOSE

The Evangelisation Leader is co-responsible with the Parish Priest and Parish Pastoral Councils for leading & implementing evangelisation as an additional facet of our parish life. This is the facet that grows us as a people who are excellent in being invitational (evangelising). The parishes have already been putting a lot of effort into excellence for our Worship and Social Outreach. Those facets will continue and grow but inviting people to come to know Jesus Christ requires a particular focus.

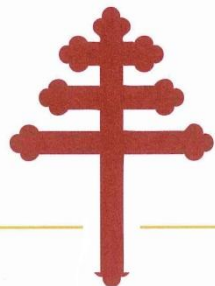
The Evangelisation Leader will help us to become, or become more, invitational. Explicitly bringing people to know Jesus by gently proclaiming the Good News. This role will help enhance the culture and capacity of the Catholic Parishes of Doncaster and Templestowe to become explicitly committed to evangelisation as well as other aspects of our mission to make disciples. Our parishes aspire to be filled with intentional disciples: bringing people to Christ and bringing the Gospel to the world. This role works in parallel with other roles in each parish that are accountable for the worship, outreach, financial and changing-church facets of a vibrant, vital and viable parish.

Critical to the position is a capable "missionary disciple", knowledgeable and well connected to the guiding magisterial teachings of the Roman Catholic Church, including the New Evangelization and the teachings of Pope Francis on mission.

This role supports the Parish Priest and Parish Councils by identifying and addressing evangelisation needs. The role is expected to require the equivalent of four days (28 hours) of effort with the schedule of the hours worked determined by agreement but is expected to be spread across days and evenings including on weekends depending on what is actually required.

### KEY ACCOUNTABILITIES (things the role is accountable for)

**1) Evangelisation** which advocates the implementation of Christ's proclamation "Go, Therefore and Make Disciples of all nations (MT 28:19)" within the parish community, the inactive community, and the unchurched.



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**2) Evangelise** through discipleship and catechesis of children, youth and adults incorporating new media and communication methods, and exploring new approaches to Christian Formation in order to form disciples who make disciples. This element must work in concert with youth/young adult efforts.

**3) Discipleship and Worship:** work with other groups in the parishes to develop and integrate evangelisation and intentional discipleship effectively into all the worship aspects of parish life.

### KEY RESPONSIBILITIES (things the role does, with the help of others)

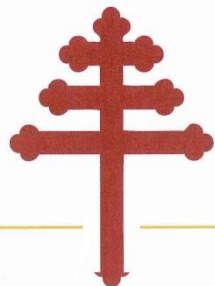
#### **Evangelisation** With the Parish Priest, Pastoral Council and Evangelisation Team

To establish an Evangelisation Team (volunteers/parishioners) and develop an effective overall parish evangelisation plan that draws on the work of others in the parish and integrates with the other four elements of a fruitful parish: Fellowship, Worship, Discipleship and Outward Focused Service. Alpha is listed first and will be a major focus initially but is not the only tool/focus that will be relevant over time.

- Leading and Coordinating Alpha and recruiting volunteers for:
  - Core Leadership Team
  - prayer team
  - catering and hospitality team
  - ensuring training of hosts and helpers (with Archdiocese and Alpha Australia)
  - establishing an effective leadership pipeline to grow leaders for other parish ministries
- Implement an invitational effort and attitude that can engage the active community, the inactive community and the unchurched in the parish region: to build relationships with and invite these individuals into our community more fully and ultimately into a relationship with Jesus. (Evangelii Gaudium)
- Monitors and adjusts the evangelization plan to reflect the parish's growth towards evangelization incorporating new learnings as needed and reviewing the plan annually.
- Collaborates with clergy, staff and volunteers (such as Liturgy, Music and Administration) to advance evangelizing goals in all facets of Parish life.
- Offers regular support, encouragement and presence to volunteers and promotes on-going evangelization opportunities for them.

#### **Discipleship:** With the Parish Priest, Pastoral Council and Evangelisation Team

- To develop an effective parish discipleship pathway which seeks to grow passionate intentional disciples into lifelong faith and relationship with Jesus, including developing groups such as Connect Groups, Bible Study etc. that follow on from Alpha / RCIA to provide support and companionship/friendship.
- With the existing youth / young adult groups and their leaders, help develop adult, young adult and youth small group ministry and culture at the parish, especially with a discipleship and evangelisation flavour.
- To explore new approaches to Christian formation that work in our culture in order to form disciples who then make disciples.



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- Assist with Worship, Parish Ministries, and Sacramental Program when needed and to ensure they are linked to the Evangelisation mission.

### Worship:

- With Liturgy Groups, to guide and recommend liturgical elements which reinforce evangelising and discipleship themes and initiatives.
- With Liturgy Groups, supports the clergy and liturgical ministries in implementing practices, music, devotions and other opportunities that bring people closer to Jesus.

### Other Responsibilities:

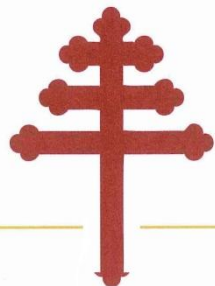
- Ensures Safeguarding requirements are fully / appropriately incorporated into all aspects of work.
- Guides, develops, and oversees the Evangelisation budget.
- Guides or undertakes the recruiting, training, and support for lay volunteers to assist with evangelisation efforts.
- Attend regional and diocesan conferences for continuing education and spiritual formation.
- Any other relevant duties assisting the Parish Team / Other tasks as directed by the Parish Priest

### SKILLS FOR SUCCESS

- Practicing Catholic aligned with Church teachings.
- Passionate missionary disciple committed to fostering an evangelising culture.
- Insight into cultural challenges affecting youth, millennials, and families, with strategies to address them.
- Preferred: Bachelor's in Religious Education, Theology, or related field.
- Embraces a Spirit-led, synodal approach to parish life.
- Collaborative and co-responsible team player.
- Strong knowledge of Alpha as an evangelisation tool.
- 5+ years' experience in parish ministry.
- Flexible availability, including evenings and weekends.
- Strong interpersonal and program management skills.
- Proficient in Microsoft 365 and modern communication tools; open to learning new technologies.

### PERSONAL ATTRIBUTES

- Committed to the mission and values of the Doncaster and Templestowe Catholic Parishes.
- Embodies Church teachings in daily work.
- Welcoming, solutions-focused attitude.
- Professional in presentation and conduct.
- Proactive and improvement-oriented.



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- Values efficiency, accuracy, and quality.
- Builds positive, collaborative relationships.
- Open to feedback and personal growth.
- Promotes a safe, healthy work environment.
- Demonstrates integrity, honesty, and confidentiality.

### OTHER REQUIREMENTS

- Working with Children Check
- Police Check
- Safeguarding Essentials Training
- Sign the Safeguarding Code of Conduct

### 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

### POSITION DESCRIPTION ACKNOWLEDGEMENT

I have received, reviewed and fully understand the position description for Evangelisation Leader. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_