

POSITION DESCRIPTION

Position Title:	Outreach, Faith Formation, and Volunteers' programs Coordinator
Location:	St Paul's Pastoral Centre
Employment Status:	Part Time – Ongoing 9 hours per week
Reports to:	Parish Priest
Regular Liaison:	Parish Office Administrator, Parish bodies, Volunteer Ministers
Community Engagement:	Parishioners across all three worship centres, and others outside the parish.

POSITION PURPOSE

The Outreach, Faith Formation, and Volunteers' programs Coordinator is responsible for the performance of duties outlined below across the three communities of the Parish.

WORKING SCHEDULE.

Weekly Pattern: 9 hours

Monday: 5 hours - Joint working day with the Liturgy, Sacraments, Safeguarding Coordinator & the Pastoral Care, Community Development, and Funeral Coordinator

Tuesday: Friday- 4 hours as required by Outreach, Faith Formation, and Volunteers' Funeral duties.
Some activities may require Weekend attendance.

KEY ACCOUNTABILITIES

Volunteers Coordinator

Coordinates, plans, and delivers strategies and programs to attract and train volunteers to support all parish ministries.

With the support of the Liturgy, Sacraments, Safeguarding Coordinator & the Pastoral Care, Community Development, and Funeral Coordinator develops and delivers training for individuals and teams involved in various ministries. Some of the teams involved

Include:

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| <ul style="list-style-type: none"> • Extraordinary Ministers of the Eucharist, • Readers/Commentators, • Readers of the Word | } | <i>Liturgy, Sacraments, Safeguarding Coordinator</i> |
| <ul style="list-style-type: none"> • Private Home visitations, • Hospital/ Nursing Home • Visitations, • Communion Teams, • Parish events Volunteers, • Funeral Ministry Volunteers | } | <i>Pastoral Care, Community Development, and Funeral Coordinator</i> |

- Works with committees, teams formed to Promote Outreach, Faith Formation, and Volunteers' programs
- } *Outreach, Faith Formation, and Volunteers' programs Coordinator*

Coordinates programs to show recognition and appreciation of the work of volunteers;

Outreach & Faith Formation Programs

- Develops, with the assistance of the Parish Priest, an overview of the faith formation needs of parishioners of different age groups;
- Supports and Coordinates
 - Alpha programs,
 - Catholic Kids initiatives,
 - Young Adults,
 - Parish retreats/mission,
- Develops outreach programs for marginalized and isolated parishioners;
- Supports parish engagement with broader community initiatives with other churches and community groups;

Communication with Parishioners

- Prepares a weekly report for the Parish Bulletin;
- Informally communicates verbally with Parishioners to outline, explain and promote Outreach, Faith Formation, and Volunteers' programs matters.

Other duties

Other duties as assigned by the Parish Priest

POSITION REQUIREMENTS

Personal Attributes

- Effective communication skills;
- Energetic, motivated self-starter;
- Open-minded, flexible and adaptable.
- Respectful and empathetic
- Ability to work cooperatively;
- Ability to liaise with external organizations.
- Committed and practising Catholic.

Education and Work Requirements

- Relevant post-secondary qualifications or working towards them;
- Willingness to become accredited as a Pastoral Worker;
- Computer literacy with sound working knowledge of Microsoft Office suite
- Organizational and administrative skills,
- Co-operates with colleagues to achieve the implementation of all Parish Policies and procedures;

- Participates in meetings of staff as required by the Parish Priest
- Complies with policies and directives issued by the Parish including occupational Health and Safety and Code of Conduct.
- Knowledge of Parish Online system (PACEM) Desirable.
- Responds to own training/development needs;
- Seeks feedback on own performance;

Other Requirements

- Driver's license and private vehicle
- Valid Working with Children Check
- Police Check

Integrity in the Service of the Church

This position requires commitment to justice and fairness, upholding the dignity of all people, fostering safe and supportive relationships, reaching out to those who are poor, alienated and marginalized, and striving for excellence in all work.

Holy Trinity Parish is committed to the safety, wellbeing and dignity of all children and vulnerable adults, with zero tolerance for all forms of abuse.