

POSITION DESCRIPTION

Position Title:	Pastoral Care, Community Development and Funeral Co-ordinator
Location:	St Paul's Pastoral Centre
Employment Status:	Part Time – Ongoing 14 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

Pastoral Care, Community Development, and Funeral Coordinator is responsible for the performance of duties outlined below across the three communities of the Parish.

WORKING SCHEDULE.

Weekly Pattern: 14 hours

Monday: 5 hours - Joint working day with the Liturgy, Sacraments, Child Safeguarding Co-ordinator and the Outreach, Faith Formation, and Volunteers' programs Coordinator.

Friday: 5 hours according to the individual's preference, Funeral activities as required – 4 hours.

KEY ACCOUNTABILITIES

Pastoral Care & Community Development

Develops and implements pastoral visitation programs to Private homes, Nursing homes, Hospitals;

- Takes part in, and is accompanied by volunteers, in Home visitation, Nursing homes, Hospitals and communion ministry programs;
- Actively promotes social activities (fellowship) that bring parishioners together to share their lives and experiences.
- Provides ongoing pastoral support to parishioners in need through the involvement of St Vincent de Paul, Trinity Care and other assistance programs;

Funeral Ministry (4 hours allowance)

(Funeral Duties are event-driven and therefore cannot be scheduled into weekly program. However, The Parish has built into the Weekly work Schedule 4 hours per week to be assigned to funeral ministry. This is based on an average of two funerals per week based on prior Parish history. The Parish priest will confirm funeral duties at the Pastoral Care, Community Development, and Funeral Coordinator and submitted the Parish Coordinator on a fortnightly basis.)

Meets with bereaved families for funeral planning;

- Works with local and visiting priests providing the service,
- Works with Funeral Directors,
- Works with Parish Administration,

Prepares funeral liturgical materials,

- Liaises with Funeral Directors, Clergy, Musicians, and Volunteers;
- Assists during funeral Masses;
- Arranges memorials to support grieving families several times per year;
- Contacts funeral volunteers as needed;
- Provides training for volunteers in the funeral ministry;

Communication with Parishioners

- Prepares a weekly report for the Parish Bulletin
- Informally communicates verbally with Parishioners to outline, explain and promote Pastoral Care, Community Development, and Funeral 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.