

**VACANT POSITION – PASTORAL WORKER**  
**Fixed Term – 12 Month Contract**

The Bayside Catholic Mission brings together the communities of Sacred Heart Sandringham, St James' Gardenvale, St Joseph's Black Rock, St Joan of Arc's Brighton, Stella Maris Beaumaris, St Mary's Hampton across the various worshipping sites

Our Mission has recently undergone a significant period of change and we are now at the beginning of our rebuilding process. Our goal is to establish a healthy sustainable Catholic Mission that continues to build on our strong relationships within the Community.

To help us start moving towards our future vision, we are seeking a Part Time (18 hours per week) Pastoral Worker to contribute to the Pastoral needs of the Bayside Catholic Mission by delivering the mission, outreach and pastoral care of the parish community

**In this role, you will be responsible for key areas such as (but not limited to):**

- Coordinate and/or conduct visitation to hospitals and Nursing Homes within the Parish;
- Coordinate and/or conduct pastoral visitation to homes within the Parish;
- Liturgical Support at weekend Masses;
- Coordinate and/or conduct the ongoing visitation of the bereaved;
- Coordinate a Bereavement Support Group;
- Assist when required in the Rite of Christian Initiation of Adults;
- Assist when required to coordinate and implement catechesis for the sacraments of Baptism and Baptism preparation team.
- Assist when required to Work with Parish Liturgical Teams in planning for Sunday Eucharist's and for the liturgical seasons of the year;
- Assist when required with liturgical functions, to lead prayer services and provide other devotional opportunities;
- Assist when required to coordinate and lead marriage preparation programs for engaged couples. To assist engaged couples in the preparation of their marriage liturgy;

**To be successful in this role, you will need to have:**

- Skills in pastoral Counselling, visitation and support;
- The ability to work cooperatively with the group;
- A capacity to facilitate ministry initiatives using the skills of Parishioners;
- A capacity to work effectively with volunteers across various Parish ministries;
- Experience in Funeral ministry;
- Experience in Parish Ministry;
- Effective interpersonal, group facilitation, and network skills;

**As a committed member of the team you will display the following attributes:**

- A welcoming "Can do" attitude
- Professional personal delivery and appearance
- Ability to see when something needs to be done and proactively address the area of concern
- An enjoyment of continuous improvement – always looking for better ways of doing things
- A strong sense of pride around efficiency and quality (accuracy) of delivery
- The ability to build positive and collaborative relationships with other employees
- Familiarity with the Software package "Parish On Line"

The Parish is committed to the safety, wellbeing and dignity of all children and vulnerable adults and you will be required to undertake a Working with Children Check and a Police Check.

If you feel this is an opportunity you would like to explore, please send your application to [recruitment@cam.org.au](mailto:recruitment@cam.org.au) by 28<sup>th</sup> June 2021. Please submit a cover letter along with a current resume. If you would like a detailed position description contact Suzette Diaz, HR Partner on (03) 9926 5615. We look forward to hearing from you and wish you all the best.

*The Catholic Archdiocese of Melbourne is committed to the safety, wellbeing and dignity of all children and vulnerable adults. It is a requirement across our organisation that all clergy, employees and volunteers have a valid working with children check.*