



POSITION DESCRIPTION: OFFICER - WORSHIP AND PRAYER

REPORTS TO: Manager Worship and Prayer	GRADE: 3
<p>ORGANISATIONAL SUMMARY</p> <p>The Diocese of Maitland-Newcastle serves the people of the Newcastle, Hunter and Manning regions which have a population of some 150,000 Catholics. Through its parishes, pastoral groups, and its agencies of Catholic Schools, CatholicCare, St Nicholas Early Education and other agencies the diocese provides faith, spiritual, pastoral, educational, social welfare, and community development. The Diocese employs approximately 4,000 staff across its parishes and agencies. Our wider community is also supported by many volunteers.</p>	
<p>VISION</p> <p>To live the joy of the Gospel and share it with the world.</p>	
<p>MISSION</p> <p>We are committed to serving all in the community so that they may experience life to the fullest.</p>	
<p>PRIMARY PURPOSE</p> <p><i>'The Parish is the presence of the Church in a given territory.'</i> (EG28) It comprises ALL the baptised and all the Catholic agencies ministering within its geographical footprint. Pastoral Ministries seeks to accompany parishes, embodying the ancient axiom, 'As We Pray, So We Believe, So We live.' Our shared life in Christ is experienced in the encounter of worship, reflected on as faith seeks understanding, and lived in missionary discipleship. Together we are called to holiness and to proclaim the Good News.</p> <p>As part of the Pastoral Ministries Team, The Officer – Worship and Prayer works with the Manager of Worship and Prayer, accompanying and engaging the local Church (Parishes, Schools, CatholicCare, St Nicholas, Shared Services, Office of Safeguarding and the Catholic Development Fund) and growing mutually supportive relationships for the sake of community and mission.</p> <p>The position will develop according to the gifts and experience of the person and the worship and prayer needs of the community. Initially, the primary focus of the Officer – Worship and Prayer will be the ministry of Christian Initiation working with the Diocesan Liturgy Council (DLC) and Diocesan Christian initiation Forum to grow this ministry according to the vision, principles and processes of the <i>Rite of Christian Initiation of Adults</i>.</p> <p>The Officer – Worship and Prayer will work synodally, listening to the wisdom, experience and questions of all, seeking to empower and develop the community's capacity to work from principle to practice and grow its liturgical vision, understanding and skill.</p> <p>This position plays an important role in Pastoral Ministries.</p> <p>The incumbent will commit to working within Work Health and Safety guidelines and Code of Conduct at all times whilst in the employ of the Catholic Diocese of Maitland-Newcastle.</p>	



KEY ACCOUNTABILITIES	
KEY PERFORMANCE AREA	KEY TASKS
The Diocesan Liturgy Council (DLC)	<ul style="list-style-type: none"> • Be an active member of the DLC supporting the Manager - Worship and Prayer with organisation tasks as appropriate.
Liturgical Practice	<ul style="list-style-type: none"> • Support the development of meaningful liturgical practice within the diocese through the ministry of accompaniment. • Support communities in growing people's liturgical capacity, particularly those Catholics who have little or no connection with the worshipping community • Promote good liturgical resources
Christian Initiation – RCIA and Sacraments of Initiation	<p>Work with the Manager, the DLC and the Christian Initiation Forum on achieving the purpose of the Forum as stated in its mandate:</p> <ul style="list-style-type: none"> • Grow in its knowledge and understanding of the RCIA • Reimagine the Sacraments of Initiation of children through the lens of the RCIA • Engage in ongoing contemplative dialogue with parish communities • Provide a forum for all parish Christian Initiation ministers • Engage in strategic planning to promote the growth of Christian Initiation in the diocese • Be an active member of the Christian Initiation Australia Network (CIAN) and grow relationships with Christian Initiation ministers from other dioceses • Participate in national and state conferences and other formation opportunities • Be alert to and support potential new members • Provide Pastoral Guidance as deemed appropriate • Ensure the preparation, celebration and review of diocesan events
DLC Projects	<ul style="list-style-type: none"> • Support the ongoing work of DLC Projects as appropriate and possible. Particularly the Penance Project because of the association of Penance with the Christian Initiation of Children.
Worship and Prayer Office	<ul style="list-style-type: none"> • Participate in the life and ministry of the Office of Worship and Prayer supporting the growth of synodality and accompaniment in ministry.
Pastoral Ministries Team	<ul style="list-style-type: none"> • Be an active member of the Pastoral Ministries Team • Work with the respective managers in Pastoral Ministries

QUALIFICATIONS

Essential

- Tertiary studies in Theology and/or Liturgy
- Current Class C Drivers Licence
- Successful applicant must provide successful clearances to the following:
 - Working with Children
 - Criminal background checks
- Experience and understanding of the Pastoral Plan and organisation of the Diocese of Maitland-Newcastle

SKILLS AND EXPERIENCE

- Faith expressed through commitment to the Catholic Church and its teachings
- An understanding of Vatican II *Communio* and *Missio* ecclesiology, and synodality, and their expression in the call to missionary discipleship
- nurturing liturgical life, and particularly the ministry of Christian Initiation
- Engaging others in collaborative processes grounded in dialogue that develop supportive relationships
- A well-developed and mature spirituality, prayer and faith life
- A reflective, creative, resilient, flexible, well-organised person who enjoys exploring new possibilities
- Previous experience in working with multiple stakeholders for the purpose of serving the wider community
- balancing vision and reality and working positively in the gap
- Excellent interpersonal, organisational and communication skills, and ability to use a variety of communication tools

KEY RELATIONSHIPS

INTERNAL	EXTERNAL
Manager of Worship and Prayer	Parish communities
Diocesan Liturgy Council and its sub-groups and networks, particularly the Christian Initiation Forum.	School communities
Pastoral Ministries and Chancery staff	National initiation Networks
Administrative Assistant Worship and Prayer	The Community
Catholic Schools Office Religious Education and Spirituality Department	
Parish Leadership	
Diocesan Agencies	

LEGISLATIVE AND RISK REQUIREMENTS

Occupants must:

- Abide by the laws of the Commonwealth of Australia and NSW and the policies of the Catholic Diocese of Maitland-Newcastle.
- Report, as soon as practicable to the Head of Human Resources, any criminal action taken against them, or civil action that may have an impact of the reputation of the Catholic Diocese of Maitland-Newcastle or may lead to a conflict of interest;
- Take reasonable action to understand and familiarise himself/herself with the Catholic Diocese of Maitland-Newcastle's policies and procedures, including those relating to the expected Code of Conduct and confidentiality.
- Not take advantage of their role at the Catholic Diocese of Maitland-Newcastle for personal gain;
- Take responsibility for their own health, safety and wellbeing and that of other employees, clients, contractors and visitors in the Catholic Diocese of Maitland-Newcastle workplaces, understanding that all employees have a duty of care toward one another.
- Complete required Child protection/vulnerable people training
- Have a Working with Children Check.

EXPECTED EMPLOYEE BEHAVIOUR

Employees must:

- Treat all people with respect, sensitivity, courtesy, understanding and compassion
- Embrace diversity and difference in those they serve or with whom they work
- Promote personal growth, ongoing professional development and develop both in themselves and others
- Commit themselves to effective professional working relationships with colleagues and clients
- Through the exhibition of justice and fairness in relationships and service, promote proper working conditions and also recognise when injustice, unfairness and abuse occurs in the workplace and respond appropriately
- Exhibit transparency, accountability and act responsibly in the use of Church resources
- Provide professional and competent service
- Comply with relevant legislation and directives
- Be mindful of privacy principles and manage information accordingly

Signature of Incumbent:

Date:

Supervisor:

Position Description Last Reviewed

Next Review is due on