



**MARCELLIN COLLEGE**  
160 Bulleen Road, BULLEEN  
VIC.3105  
**MINISTRY ASSISTANT**

Title	Ministry Assistant
Classification	Education Support Officer
Level	Category C Level 4
Value Range	\$85038 - \$96863
Employment Status	Ongoing, Full time

The Ministry Assistant is appointed by the Principal and is accountable to the Principal through the Deputy Principal – Faith and Mission. This role will support the implementation of the College Mission in the areas of spirituality, community and education.

The Ministry Assistant is a member of the Ministry Team and as such strives to ensure that Gospel, Catholic and Marist values are reflected throughout the various opportunities provided to our community in the areas of faith celebration, religious education, ministry and co-curricular involvements. Under the direction of the Deputy Principal – Faith and Mission, the Ministry Assistant works closely with all members of the Ministry Team to support the faith development of students, staff and parents of Marcellin College. They will provide practical support to each member of this team, facilitating efficient delivery of the religious and ministry programs at Marcellin College.

The Ministry Assistant is expected to support and promote the vision and goals of the College as a faith learning community founded on the Gospels and Marist Charism. All College staff are committed to ongoing professional learning.

#### **Key Responsibilities:**

The provision of practical support to the Ministry Team: to support each team member with the efficient development, timely delivery and implementation of the College's comprehensive religious programs.:

- Assisting the Ministry Team in the production of appropriate resources
- Arrange appropriate set-up of the Champagnat Chapel, and to resource the Sacristy and ensure that it is always a welcoming and well organised support for visiting Priests, staff, students and visitors
- Oversee and organise fortnightly masses including the creation of the order of service
- Plan with and oversee liturgical leaders such as lectors, Special Ministers of Communion etc
- Assist with Reflection Days including liaison with external organisations
- Ensuring that all ministry publications, resources and documentation are in line with the Marcellin Identity Style Guide specifications
- Ordering of chapel supplies
- Processing of invoices
- Creation and distribution of excursion lists
- Administration of permission and medical information through Consent2Go
- Creation and follow up of Maintenance requests
- Booking of facilities and services (such as accommodation, guides, transport, speakers, etc.)
- Set up and maintenance of MyMC page areas pertaining to promotion and Ministry organisation
- Formulation of Ministry Calendars
- Processing of RSVPs for relevant Ministry events

#### **Events**

##### *Faith Celebrations*

- To assist the Deputy Principal – Faith and Mission and the College Chaplains with administration, documentation and set-up associated with all College Masses, liturgies and prayer opportunities
- To assist the Deputy Principal – Faith and Mission with administration, documentation and set-up associated with staff and student faith formation opportunities, including professional learning and meetings

##### *Immersion Programs*

- To provide administrative assistance to the Deputy Principal – Faith and Mission and to the tour convenor of the annual Marist Solidarity Immersion in Cambodia
- To support the set up of events related to the overseas Marist Solidarity Immersion
- To provide administrative assistance to the Deputy Principal - Faith and Mission for the St. Marcellin Champagnat Award

##### *Solidarity Week*

- To provide practical support by creating resources and managing the receipt of donated items

##### *Religious Education*

##### *Year 12 Seminar*

- To assist the Religious Education Learning Leader with administration associated with the Year 12 Seminar Program
- To support the Year 12 Ministry Options and the administration associated

#### Faith-in-Action

- To facilitate the administration of the program in support of the Religious Education Learning Leader, including the administration associated with permission and medical information and associated follow up and record keeping and act as liaison with Christian Service providers

#### Retreats

- To assist the Deputy Principal – Faith and Mission, Religious Education Learning Leader and retreat staff with practical support, including administration and resourcing of the Retreat programs

#### Reflection Days

- To assist the Deputy Principal – Faith and Mission, and Religious Education Learning Leader with practical support, including administration and resourcing of the Reflection Days programs

#### Game Changers

- To provide practical support to the Game Changer Mentors with the administration, resourcing and set-up for camps, Bourke Immersion, Gold Graduation and various associated ministry activities, including participation in Marist Youth Ministry activities

#### Promotion

- In consultation with the relevant team member, creation of displays to promote specific events, occasions and solidarity foci, as well as displays for Open Day events, Catholic Education Week, and College Tours
- Support College Tours by ensuring the Champagnat Chapel is appropriately set up

### Child Safety

Marcellin College is committed to the safety and wellbeing of our students. The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safety and Protection program across the entire College community.

All staff at Marcellin College take an active role, and are well informed of their obligations, in relation to Child Safety under Ministerial Order No. 870 "Child Safe Standards – managing the risk of child abuse in schools". Employment at Marcellin College is subject to school policies including the Child Safety and Protection Policy, Child Safety Code of Conduct and Mandatory Reporting Policy, being read, understood and adhered to by being proactive in reporting any concerns or identified risk. Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.

All staff at Marcellin College are committed to embedding a culture of Child Safety and implementing all child protection procedures and requirements when employing and engaging any workers including all employees, volunteers and contractors. For further information on our Child Safety Code of Conduct and our Child Protection and Safety Policy please refer to our website: [www.marcellin.vic.edu.au](http://www.marcellin.vic.edu.au).

### CRITERIA

Applicants should be able to demonstrate:

#### Essential

- A commitment to the Catholic ethos and Marist Spirituality
- A commitment to Child Safety and experience in creating a child safe culture
- Highly developed interpersonal skills and the ability to relate to and engage with people at all levels of an organisation through collaboration and clear communication
- Highly developed organisational skills with success in event management
- Ability to work as part of a collaborative team
- Highly developed written and verbal communication skills, including presentation skills and sound administrative skills
- Excellent ability to deal with all members of the College community

**Terms and Conditions of employment** are as per the Victoria Catholic Education Multi Enterprise Agreement 2018 (VCMEA).

The position will from time-to-time require attendance outside normal hours from which time in lieu will be considered. The successful applicant will be required to undergo a Criminal Record Check.

All employees at Marcellin College are to follow college policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.