



## Catholic Archdiocese of Adelaide

### POSITION DESCRIPTION

<b>POSITION TITLE</b>	Pastoral Team Leader: Community Life and Worship
<b>AGENCY/DEPARTMENT/ PARISH</b>	Pastoral Services Team
<b>TEAM</b>	Community Life and Worship
<b>LOCATION</b>	Catholic Archdiocesan Centre
<b>REPORTS TO</b>	Director, Pastoral Life and Mission
<b>TENURE</b>	5 years
<b>ROLE REVIEW:</b>	Conducted every 12 months

### PRIMARY OBJECTIVE OF THIS POSITION

*"I dream of a "missionary option" in the Church, making us more inclusive, more open, and more filled with the desire to go out there and welcome God's people through the doors" Evangelii Gaudium 25*

The Pastoral Lead: Community Life and Worship, will work collaboratively with the Director and Assistant Director, Pastoral Life and Mission who oversee pastoral services and mission in the Archdiocese, to serve parishes, schools and communities in the areas of liturgy and community life.

As a key leader in the Pastoral Service Team and informed by the outcomes of the 5<sup>th</sup> Australian Plenary Council, Adelaide Diocesan Assemblies, and the 2023-24 World Synod, this person will be responsible for leading the development of a vision and pastoral strategies which assist the Archdiocese and its parishes, schools and communities to engage in the full, active and conscious participation of all people in liturgical celebrations through good liturgical practice and formation; to become more welcoming and inclusive communities that are missionary and outward-facing as well as invitational and responsive to contemporary realities of people.

### KEY WORKING RELATIONSHIPS

Archbishop

Vicar General

Director, Pastoral Life and Mission

Assistant Director, Pastoral Life and Mission

Archdiocesan Pastoral and Team Leaders and Members of the Pastoral Services Team

Diocesan Offices and Agencies

Clergy and Religious

Parish Priests, Migrant Chaplains and Pastoral Associates/ Parish Leadership Teams

Parishes, schools and communities

Direct Responsibility for:

Team Members: Liturgy Educator/RCIA Coordinator  
Shared Administration Support with Justice, Healing and  
Inclusion and Events and Resource Development

Commissions:

Diocesan Liturgical Commission

## **KEY RESPONSIBILITIES**

### **Formation, Training and Resources for Community Life and Worship**

- In collaboration with other formation areas in the Pastoral Services Team (e.g., Ministry Formation Program, Parish Pastoral Support, etc.):
  - provide regular opportunities and resources available to a diverse range of people in the Archdiocese for training, education and formation in liturgical and community life;
  - Support the development and resourcing of Parish/ community Liturgy Teams, and the establishment of a network of liturgical - through education and formation, resource content creation.
  - provide formation, training and resources for the development of community life in parishes, schools and communities.
- Keep abreast of liturgical developments and resources that could be made available to parishes.

### **Archdiocesan Liturgical Celebrations**

- Provide advice and consultation for, and/or coordinate the preparation of diocesan liturgies or prayer services as requested by the Archbishop or the DLC, liturgies, especially those at which the Archbishop presides in collaboration with Archdiocesan Events and other relevant groups;
- Develop strategies and resources which assist parish liturgies, particularly in which the sacrament of Confirmation is celebrated;
- Provide advice and consultation for the preparation of parish, school and community liturgies or prayer services as requested clergy, lay pastoral leaders, or school staff.

### **Oversight of the RCIA Program, Adult Confirmation and Parish Baptism Teams**

- Support the Liturgy Educator/Coordinator of RCIA to develop a network of RCIA contacts in parishes
  - Prepare and circulate resources for RCIA to parishes
  - Prepare for the celebration of the Rite of Election and the Mass for new Catholics
- Support the Liturgy Educator/Coordinator of RCIA to plan the RCIA Statement Conference (in conjunction with the Port Pirie Diocese)
- Planning and preparation for Adult Confirmation
- Support for parishes to develop Infant Baptism Teams

### **Diocesan Liturgical Commission**

- Act in the role of executive officer for the Diocesan Liturgical Commission
- Develop, promote, and implement diocesan policies and support resources as requested by the Archbishop and the Diocesan Liturgical Commission.
- Discern and advice on the appropriation of national liturgical policies to the local situation.

### **Development of New Initiatives**

- Discern new directions, projects and programs which seek to support parishes and communities in their community life and worship.
- Provide advice and consultation to Archdiocesan leadership, parishes, communities, schools, and Catholic agencies in regard to policy development and pastoral practice.

### **Oversight of Budget and Human Resources Dimensions**

- Development and overseeing of the annual budget for the area.
- Compliance with human resource requirements for team staff.

### **Member of the Broader Pastoral Services Team**

- Collaborate with all members of the Pastoral Services Team and provide support to bring about a mission centered church.

### **PERSON SPECIFICATIONS**

- A strong personal faith life and commitment to Eucharist and a faith community
- Practical pastoral experience and academic qualifications in liturgy.
- Excellent interpersonal skills
- Innovative thinking and problem solving
- Capacity for community building
- High level written and oral communication skills
- High level organisational and facilitation skills
- High level information technology skills
- Experience in project management
- A proven capacity to consult, develop, implement and evaluate programs in collaboration with others
- Leadership experience in a professional setting

### **Qualifications and Experience**

- Relevant higher degree or post-graduate qualifications.

### **Enrichment**

- The Pastoral Lead is a significant position in the Archdiocese and ongoing enrichment is encouraged. This enrichment should include:
  - An annual retreat
  - Regular Spiritual Direction
  - External Professional Supervision
  - Engagement with ongoing formation and learning opportunities.

**OTHER CONDITIONS**

- It is a requirement that a Working with Children Check of all staff is undertaken prior to employment and is updated regularly in accordance with Archdiocesan policy. Employment is conditional on a successful Police Check clearance.
- Abide by the provisions of the *Safeguarding Children and Young People Policy* and Best Practice Guidelines.
- Attend training in Child Safe Environments: Reporting Abuse and Neglect within three months of commencing in the role and refresher training as required.
- Contribute to the Archdiocese of Adelaide’s Work Health and Safety policies and programs by:
  - understanding employee rights and responsibilities under the Work Health and Safety Act 2012,
  - meeting the requirements of the Work Health and Safety policies and programs,
  - participating in Work Health and Safety training programs.
- During your employment you are required to observe all policies and procedures. These have been established to ensure that we meet the ethical, quality and industrial standards necessary for a high level of professionalism.

<b>Print name</b>	<b>Signature</b>	<b>Date</b>
EMPLOYEE:		
ARCHBISHOP:		

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