

POSITION DESCRIPTION

Position Title:	Evangelisation Coordinator
Location:	Brunswick Moreland Catholic Community (incorporating the parishes of St Ambrose and Our Lady Help of Christians (Brunswick & Brunswick East), St Joseph's (Brunswick West), St Fidelis' (Moreland)
Employment Status:	Part-Time – Ongoing (0.8FTE)
Days:	Tuesday to Friday, and on occasions Saturdays/Sundays as required
Reports to:	Parish Priests

POSITION PURPOSE

The Evangelisation Coordinator is responsible for embedding and, alongside the Leadership Team, leading a culture change at Brunswick Moreland Catholic Community (BMCC) that builds a community across the collaborating parishes, committed to evangelisation and mission: bringing people to Christ and the Gospel to the world.

Critical to the position is a capable “missionary disciple”, knowledgeable and well-connected to the guiding magisterial teachings on the New Evangelisation. This position has a dual leadership role in forming disciples who form disciples:

- 1) Evangelisation which advocates the implementation of Christ's proclamation “Go, therefore and make disciples of all nations” (*MT 28:19*) within the BMCC community, the inactive community, and the unchurched.
- 2) Evangelise through discipleship and catechesis of children, youth and adults incorporating new media and communication methods, and exploring new approaches to Christian Formation to form disciples who make disciples.

The aim is to support the Priests by identifying evangelisation needs and with the Priests, mobilise the BMCC community to address and meet those needs.

KEY ACCOUNTABILITIES

1. Evangelisation

- Engage the active community, the inactive community and the unchurched in the BMCC area to build relationships with and invite these individuals into our community more fully and ultimately into a relationship with Jesus (*Evangelii Gaudium*)
- Work with the Evangelisation Council to grow and oversight delivery of an effective overall BMCC evangelisation plan that aims to sequentially develop the five systems of evangelisation, fellowship, worship, discipleship and outward focussed services (with support from the Archdiocese Proclaim: Office for Mission Renewal)
- With the Evangelisation Council, monitor and adjust the evangelisation plan to reflect BMCC's growth towards evangelisation incorporating new learnings as needed. Review and report on progress against the plan to BMCC no less than annually
- Support the work of the Faith Formation and Care Committee to enable the day to day development and delivery of the evangelisation and fellowship aspects of the evangelisation plan
- Establish and support the work of a School-Parish Support Committee to build on opportunities to connect schools and parishes in their joint work with families across BMCC
- Establish and support the work of a Social Justice and Outreach Committee to guide, support and grow the works of ‘outward-focused service’ of BMCC
- Establish and support the work of a Youth/Young Adult Committee to explore how BMCC can more actively engage and support younger community members to regain/maintain/enliven engagement with the BMCC community and beyond
- Develop, support and coordinate the work of Parish Host teams in each of the 4 Church communities of BMCC
- Collaborate with clergy, staff and volunteers to advance evangelising goals in all facets of BMCC life
- Oversee the baptism preparation program, RCIA and sacramental programs

- Implement ways to reach out to those active, inactive and the unchurched in our community
- Offer regular support, encouragement and presence to volunteer ministers and promote on-going evangelisation opportunities for them

2. Discipleship

- With the Priests and BMCC Evangelisation Council develop an effective parish discipleship pathway which seeks to grow passionate disciples into lifelong faith and relationship with Jesus
- With the Priests, BMCC Evangelisation Council and Faith Formation and Care Committee, create and continue/expand/commence adult, youth and young adult formation opportunities across BMCC
- To explore new approaches to Christian formation that work in our culture in order to form disciples who then make disciples

3. Worship

- Support the work of the Liturgy/Music Committee to guide and recommend liturgical elements which reinforce evangelising themes and initiatives
- With the Liturgy/Music Committee, support the clergy and liturgical ministries in implementing practices, events, music, devotions and other opportunities that bring people closer to Jesus

4. Communication

- Contribute to communication via weekly BMCC newsletter, website and social media, in conjunction with the Stewardship Coordinator and Parish Secretary/Finance Coordinator

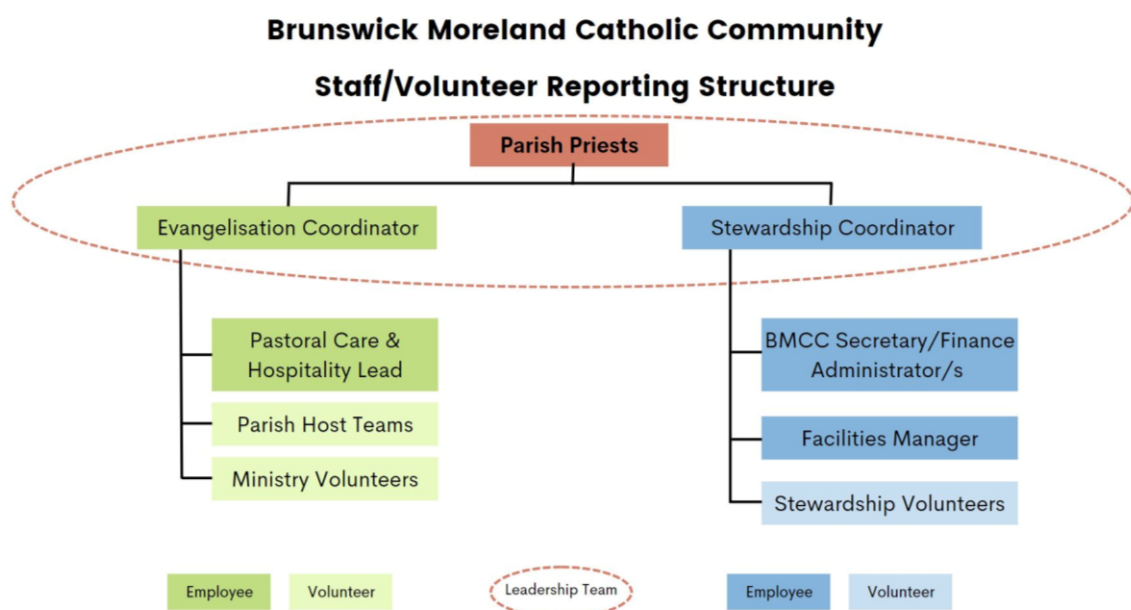
5. People

- Provide supervision/support, leadership and performance guidance to a small staff and volunteer team, including Pastoral Care/Hospitality Lead
- Work closely with Parish Priests and Stewardship Coordinator as the BMCC Leadership Team.

6. Other Responsibilities:

- Attend and regularly report to the BMCC Evangelisation Council
- Participate actively in professional/pastoral supervision
- Guide the recruiting, training, and support for lay volunteers to assist with evangelisation and formation efforts
- Attend regional and diocesan conferences for continuing education and spiritual formation
- Other duties as assigned

REPORTING STRUCTURE



SKILLS FOR SUCCESS

- Catholic in good standing with the Church's teachings
- A missionary disciple with the resolve and confidence to develop an evangelising culture
- An understanding of the cultural challenges impacting the faith of youth, millennials and young families, as well as knowledge or experience in ways to address these challenges
- Bachelor's degree in religious education, theology or other related field is preferred
- Five years or more professional experience
- Must be flexible in working days and hours; weekend work will be required as needed
- Ability to interact well with many people
- Assess, plan and implement programs in a timely manner
- Must be proficient in computer programs (Word, Excel, Power Point, etc.) and traditional and innovative communication technology; willing to learn new software and programs

PERSONAL ATTRIBUTES

- Respect for and identification with the mission, identity and core values of the Brunswick Moreland Catholic Community, hospitality and service to all who engage with the parish
- An enthusiasm for building Catholic community – building up a sense of community by ensuring strong, accountable and caring pastoral ministries and respecting people's faith and practices
- Understanding of the Catholic Church's teachings and ability to incorporate in their daily activities
- 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 in efficiency and quality (accuracy) of delivery
- The ability to build positive and collaborative relationships with other employees and parishioners
- Openly seek feedback on own performance with a willingness for personal and professional development
- A strong focus on ensuring all employees at BMCC work in a healthy and safe environment both physically and psychologically
- A high level of integrity, honesty and confidentiality

OTHER REQUIREMENTS

- Victorian Working with Children Check
- National Criminal Records Check

INTEGRITY IN THE SERVICE OF THE CHURCH

Integrity in the Service of the Church aims to help employees reflect on and uphold Christian vision and values in all relationships and actions. The principles and standards which make up the Integrity in the Service of the Church are extensions of five basic principles for Church employees in which they:

- 1. Are committed to justice and equity**
- 2. Uphold the dignity of all people and their right to respect**
- 3. Are committed to safe and supportive relationships, and adherence to the Code of Conduct**
- 4. Reach out to those who are poor, alienated and marginalised**
- 5. Strive for excellence in all their work**

POSITION DESCRIPTION ACKNOWLEDGEMENT

I have received, reviewed and fully understand the position description for Evangelisation Coordinator. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ **Date** _____

Employee Signature _____