



<b>Position Title:</b> Director of Mission and Pastoral Life	<b>Location:</b> Catholic Diocese of Sale, Warragul
<b>Reports to:</b> Bishop of Sale	<b>Employment Status:</b> Permanent full time

## The Organisation

The Diocese of Sale through its ministries and agencies is at the service of the people of God, proclaiming the Gospel of Jesus Christ in their communities and daily lives.

Presided over by the Bishop of Sale, the Diocese comprises around 128,000 Catholics and a wide variety of people, cultures, and ministries, providing services and support to twenty-seven parishes and forty-five schools through pastoral, educational, social welfare, and administrative support.

## The Role

The Director of Mission and Pastoral Life is the lead advisor to the Bishop of Sale and Diocesan leaders in becoming a synodal Church through communion, participation and mission. The Director will assist in developing a strategic response to adult formation, resources, communication and engagement which will bring people closer to Jesus Christ and by forming missionary disciples equipped for the proclamation of the Good News.

Key Areas of Responsibility include:

- Development of a strategic plan of adult formation for the Diocese.
- Coordination of resources which support pastoral life and mission modelled on synodality across the chancery, parishes and other agencies.
- Creating networks which enhance dialogue, discernment and pastoral action across the Diocese.
- Strengthening support for parish leaders and the formation of Pastoral-Mission Councils reflecting the synodal way of being Church.
- Facilitating opportunities which identify Christian leadership and equips individuals for their particular charism in service of the Church.
- Coordinating Liturgical Formation for parish leaders and facilitate Diocesan liturgical events.
- Being the point of reference and connection for the Diocese of Sale in matters of mission and pastoral life across the Province of Victoria and nationally.

This is an excellent opportunity for a qualified individual who is motivated to work within the Church environment and has exemplary service delivery skills working with diverse and complex stakeholders.

**Applications**, including a cover letter and copy of your current Resume addressing the selection criteria and how your qualifications and skills align to the requirements of the Position Description should be forwarded to Mary Winter (Business Manager) by email [maryw@sale.catholic.org.au](mailto:maryw@sale.catholic.org.au) by 5pm 22 August 2023

For further information relating to this position, contact Mary Winter on (03) 5622 6600

## ***Position Description and Key Selection Criteria***





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<b>POSITION TITLE:</b>	<b>Director of Mission and Pastoral Life</b>
<b>REPORTS TO:</b>	<b>Bishop of Sale</b>
<b>FULL TIME EQUIVALENT:</b>	<b>1.0</b>
<b>LOCATION:</b>	<b>Sion House, Warragul</b>
<b>AUTHORISED BY:</b>	<b>Bishop of Sale</b>
<b>DATE:</b>	<b>August 2023</b>

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## **POSITION OVERVIEW**

The Director Mission and Pastoral Life is a key member of the Chancery Team, tasked with providing adult formation, advice, support, and communication in progressing the outcomes of the Diocesan Assembly 2019, Decrees of the Fifth Plenary Council, the directions which emerge from the forthcoming Synod on Synodality 2023-2024 and our own Diocesan Mission Plan and priorities.

The Director will play an important role in engagement between the Chancery, parishes, communities, and other Diocesan agencies. Through the development and coordination of formation opportunities. This person will assist clergy and lay-leaders from diverse parishes and agencies to strengthen a sense of communion, participation and mission that focuses on pastoral leadership, evangelisation, inclusive leadership, and liturgy. Articulation of ecclesiology, liturgical principles and pastoral mission as found in the Constitutions of the Second Vatican Council will be foundational and strengthened by further reference to other encyclical and pastoral documents issued by recent Popes, the Holy See and the Australian Church. Fundamental to this is a Christological perspective which proposes and invites all to ponder the question: "Who do you say I am?" (Matthew 16:15)

The Director will also have responsibility for those chancery staff and Diocesan volunteers whose ministry is directed toward parish pastoral engagement, catechesis, and sacramental services.

## **KEY RESONSIBILITIES**

### **Formation: Communion Participation Mission**

- Develop a strategic formation plan which responds to the theological, liturgical, pastoral, and missionary needs of parishes in response to the key areas of Communion, Participation, Mission as developed and emerging from the Synod 2023-2024 and informed by Diocesan mission and pastoral priorities.
- Through dialogue, attentiveness, and discernment, develop initiatives and direct Diocesan resources to those areas of pastoral life which require further support, guidance, and resources. The pastoral needs of young people, families, individual, First Nations, aged-disabled-lonely and other needs will be a particular focus; and
- Design, lead and coordinate a range of formation activities offered both in person and online that will:

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- provide guidance and resources to clergy in the development of Pastoral Councils and leadership within their parishes and communities in becoming a synodal missionary Church.
- enhance, support, encourage and guide the formation of leaders within parishes; and
- enhance the capacity of parish leaders in their service to parishes and missionary outreach to the wider community and beyond.

### **Liturgical Formation and Diocesan Celebrations**

- As required, ensure the facilitation and coordination of key Diocesan Liturgical events including oversight of liturgical rites, music, and formation activities.
- Develop Diocesan resources which aid prayer and support liturgical practice in response to the Church's liturgical calendar.
- Coordinate the rites of the RCIA with the Diocesan Coordinator and provide support and advice as required.
- Provide resources and facilitate training for Liturgical ministries (Lector, Extraordinary Ministers of the Eucharist, Pastoral Care of the Sick) and other ministries which emerge as required.
- Ensure the protection of copyright through the maintenance of Group Copyright licence for all parishes within the Diocese through One Licence, LLC, for the lawful reproduction of hymn texts, music, printing of booklets and projection.
- Convene the meetings of the Diocesan Liturgical Commission once established.

### **Coordination of Staff and Volunteers**

- Provide direction, advice and support to Chancery staff engaged in the delivery of communication, outreach, and formation.
- Ensure consistency of communication, engagement, and methodology in service provision to parishes.
- Provide support and guidance to those involved in the delivery of pastoral formation, catechesis, RCIA, youth ministry, care of the poor and liturgical ministries across the Diocese of Sale.

### **Pastoral Reference National and Province**

- Be a reference point for Diocesan engagement at a National Level in particular, ACBC Commissions and National Pastoral Projects Office.
- As required, network with Province leaders in common ecclesial tasks.
- Assist with annual data collection for the National Centre for Pastoral Research.

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

- Prepare and oversee the annual budget for the area with the Business Manager.
- Ensure relevant compliance competencies are met.

### **KEY WORKING RELATIONSHIPS**

- Bishop
- Vicar General
- Business Manager
- Facilitator: Synod and Mission
- Diocese of Sale Education Ltd
- Diocesan Master of Ceremonies
- Diocesan Commission for Liturgy and emerging Diocesan Pastoral Mission Council



- Catechist Coordinator
- Clergy and Religious
- Parish Priests, Lay Pastoral Associates, Lay Ministry Volunteer Leaders
- Pastoral Support Officer
- RCIA Coordinator
- Safeguarding Officer

In addition, the Director of Mission and Pastoral Life will work collaboratively with the Diocesan Facilitator Synod and Mission to ensure there is clarity of direction, purpose and delivery of the vision and pastoral strategies as identified and articulated.

## KEY SELECTION CRITERIA

### Personal

- A strong personal faith life and commitment to the Eucharist and a faith community.
- A commitment to helping contribute to a synodal, Christ-centred, missionary mode of Church.
- High level public presentation and facilitation skills.
- Excellent interpersonal skills.
- Creative and imaginative thinking.
- Demonstrated capacity for leadership and community building.
- High level written and oral communication skills.
- High level organisational skills and capacity to multi-task.
- High level information and technology skills.
- Experience in leading projects and people.
- A proven capacity to consult, develop, implement, and evaluate programs in collaboration with others.
- Leadership, accountability, and a collaborative approach

### Qualifications

- Practical pastoral experience and higher degree academic qualification/s in areas such as theology, adult education, liturgy, or spirituality would be essential.

### Diocesan Requirements

- Current Working with Children Check
- Adherence to Safeguarding Policies and reporting requirements.
- Mutual signing of Contract and Diocesan policies.