



Catholic Archdiocese of Adelaide

POSITION DESCRIPTION

POSITION TITLE	Parish Formation Project Officer
AGENCY/DEPARTMENT/ PARISH	Pastoral Services Team
TEAM	Formation
LOCATION	Catholic Archdiocesan Centre
REPORTS TO	Assistant Director, Pastoral Life and Mission
TENURE	18 months (August 2025 – January 2027)

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 Parish Formation Project Officer will work collaboratively with the Assistant Director, Pastoral Life and Mission and Archdiocesan Formation Commission to support the development and implementation of Archdiocesan formation programs.

The Formation Project Officer provides pastoral expertise in the area of faith formation and program facilitation. The position is responsible for delivering programs, project management, resource procurement, training parish leaders and program evaluation.

KEY WORKING RELATIONSHIPS

- Executive Director, Pastoral Life and Mission
- Assistant Director, Pastoral Life and Mission
- Members of the Pastoral Services Team
- Parish Priests, Migrant Chaplains and Pastoral Associates/ Parish Leadership Teams
- Diocesan Offices and Agencies
- Clergy and Religious
- Parishes, schools and communities

Collaboration with:

Commission: Archdiocesan Formation Commission

KEY RESPONSIBILITIES

The Formation Project Officer is responsible for:

- Supporting the development and implementation of Archdiocesan formation programs (parish-based formation, collaborative leadership program, and Archdiocesan Synod formation process). This work includes support for:
 - writing and content development of formation materials.
 - promoting programs and materials and recruiting participants.
 - sourcing and curating appropriate materials and resources to support the formation program content.
 - training leaders and facilitators for parish and diocesan formation programs.
 - evaluation of pilot projects.

Member of the Broader Pastoral Services Team

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

PERSON SPECIFICATION

- A strong personal faith life and commitment to Eucharist and a faith community
- Practical pastoral experience in faith formation, training and group facilitation.
- 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

Qualifications and Experience

- Relevant qualifications including a degree in theology and proven experience of leading adult education or formation.

OTHER CONDITIONS

- It is a requirement that a Working With Children Check (WWCC) of all staff is undertaken prior to employment and is updated regularly in accordance with Archdiocesan policy. Employment is conditional on a successful WWCC clearance.
- Abide by the provisions of the South Australian Catholic Child Protection Council Policy for the Care, Wellbeing and Protection of Children and Young People and the implementation procedures.
- 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; and
 - 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.

Print name	Signature	Date
EMPLOYEE:		
ARCHBISHOP:		