



Position Description: Sacramental Pathways Officer (0.4 - 0.6 FTE)

Archdiocese of Canberra and Goulburn

Position:	Sacramental Pathways Officer
Start Date:	January 2026
Award:	This position is award free, part -time
Salary:	Dependent upon qualifications and experience
Hours:	15.2 - 22.8 hours per week
Reporting:	Chancellor
Location:	St Christopher's Pastoral Centre, 55 Franklin St, Manuka

Overview

The **Sacramental Pathways Officer**, in close collaboration with the Synodal Evangelisation Team, will focus on engaging emerging generations through sacramental initiation and catechetical outreach into public schools and parish School of Religion experiences. This will include coordinating, resourcing and training a pre-post sacramental initiation offerings (including Summit, Kingdom and Basecamp retreats) as well as providing administrative support to the Archdiocesan Catechist network in collaboration with the Catechist Chaplain as well as supporting parish School of Religions and RCIA programs for sacramental initiation as directed.

Core Responsibilities

Sacramental Formation: Identify existing, and produce new, sacramental formation resources for Sacramental Programs / School of Religion (including the Summit, Kingdom and Basecamp resources) and the Rite of Christian Initiation for Adult (RCIA), including engagement from students in secondary education contexts, in collaboration with the Parish Animator and Evangelisation Animator. Support the implementation of parish based, school supported and family centred sacramental formation strategies, including the deliver of Summit, Kingdom and Basecamp pre/post sacrament offerings. Support the facilitation of key gathering points for Sacramental Initiation (Rite of the Elect) and networking events for leaders involved in Sacramental Initiation.

Catechists: Provide administrative support to the Archdiocesan Catechist network including authorisation and liaising with school and government authorities, coordinate training and formation opportunities for Catechists involved in the Confraternity of Christian Doctrine in collaboration with the chaplain, and support Archdiocesan training initiatives (including the Evangelisation Institute), incorporating Catechists

Communication & Engagement: Promote the offerings relevant to Sacramental Initiation and Catechists through digital platforms and traditional media channels. Coordinate with Catholic Voice, the Archdiocesan Communications and Synodal Evangelisation Teams to showcase impact stories and opportunities for engagement.





Evaluation: Ensure accurate data collection on participation, leadership outcomes, and evangelisation metrics (e.g., sacramental initiation engagement, students engaged in catechist outreach).

Key Relationships

- Catechist Chaplain
- Synodal Evangelisation Team (including Parish and Youth & Discipleship Animators)
- Institute for Professional Standards and Safeguarding
- Parish Priests and Parish Sacramental Coordinators
- Catholic Education (including RECs)

Sacramental Pathway Indicators (2026–2028)

- **50%** of Parishes hosting Summit, Kingdom and Basecamp retreats within 2 years.
- **4,732 initial faith decisions** supported through sacramental experiences and youth engagement pathways.
- **Identification and development** of a suite of sacramental offerings for children and youth.

Personal Attributes

- Deep personal faith and commitment to the mission of the Church.
- Strong project management skills.
- Proven experience in youth formation.
- Collaborative team dynamic.
- Excellent written and verbal communication skills.

Enquiries and Application

Applications should be sent in confidence to **Dr Patrick McArdle** via email at patrick.mcardle@cg.org.au and should include a resume and cover letter. Your cover letter must address how your skills, knowledge, experience and personal attributes align with the requirements of the role.

Applications close on Thursday 11th December 2025. Interested candidates are encouraged to apply as soon as possible as applications will be considered as they are received and until the role is filled.

Applicants must have unrestricted work rights in Australia. Only candidates whose applications will be progressed will be contacted. The successful candidate must have a current Working with Vulnerable People Check, or willingness to obtain.

The Archdiocese is wholly committed to ensuring the safety, well-being and dignity of all children and adults at risk, and acknowledges its important legal, moral and spiritual responsibility to create a safe and nurturing environment for those children and adults at risk. The Archdiocese has a zero-tolerance approach to child abuse. You are encouraged to read the Archdiocese Safeguarding Policies and Commitment via the Institute for Professional Standards and Safeguarding.

