

# Position Description

<b>Position</b>	Pastoral Co-Ordinator	<b>Diocese</b>	Auckland
<b>Parish</b>	St Patrick's Cathedral	<b>Location</b>	43 Wyndham St, Auckland, 1010
<b>Reports to</b>	Pa Peter Tipene (Dean)	<b>Date</b>	10.04.2018

## Job Purpose

The primary function of this position is to serve the community of St Patrick's Cathedral.

The pastoral co-ordinator will achieve this by leading the RCIA programme, Supervising Co-ordinator of the Children's Sacramental Programmes, along with leading all other Sacramental programmes and requirements for the running of St Patrick's Masses and celebrations.

## Major Responsibilities

The pastoral co-ordinator is a generalist serving in a key parish management position together with the parish priest and Finance and Operations Manager.

They form the core management team to ensure that the pastoral and administrative needs of the parish are met.

Key Tasks:	Expected Results:
1. Leading and running the RCIA Programme	<ul style="list-style-type: none"> <li>• Co-ordinate RCIA; prepare annual programme; arrange interviews with those on RCIA journey at various times especially before reception of Rites and at their request meet them when required; arrange formation for RCIA Team. Prepare catechumens and candidates for RCIA Rites. Prepare Certificates.</li> </ul>
2. Leading and running the RCIT Programme	<ul style="list-style-type: none"> <li>• Co-ordinate and prepare programme for RCIT when necessary.</li> </ul>
3. Leading and running St Patrick's Ministries	<ul style="list-style-type: none"> <li>• Induction, Co-ordination and Annual formation of Readers, Extraordinary Ministers of Communion, Sacristans, Collectors and Ushers. Update Guidelines for these ministries.</li> </ul>
4. Pastoral needs of the Parish	<ul style="list-style-type: none"> <li>• Attend to pastoral needs of parishioners/visitors to Cathedral; refer onwards to as required for their individual needs</li> </ul>
5. Organising and overseeing Parish volunteers	<ul style="list-style-type: none"> <li>• St Patrick's cathedral requires many volunteers to help run different areas of the church's activities, a key part of this role is ensuring those volunteers roles and committees are fulfilled and functioning. This may mean coaching, training and formation in some areas to achieve the required goals.</li> </ul>

### Disclaimer

*The above statements are intended to describe the general nature of work being performed by incumbents in the assigned position. They are not construed as an exhaustive list of all responsibilities, duties, or skills required of the incumbent. From time to time, personnel may be required to perform duties outside their normal responsibilities as needed.*

## **Other roles / responsibilities and tasks**

### **1. Liturgical Ministry:**

- 1.1 Assists in the preparation of parish sacramental celebrations through collaboration with liturgists and music ministers.
- 1.2 May lead communal prayer services, including wakes, final commendation and committal services, Stations of the Cross and ecumenical celebrations.
- 1.3 Assists in preparation of leaders of programs for the RCIA and other sacramental preparations.
- 1.4 Is a visible participant in Sunday masses, parish events and programs. May represent the pastor when requested.

### **2. Ministry of Education:**

- 2.1 Assists parish staff, volunteers and parish groups in spiritual development and formation. May develop retreats, in-services and prayers that foster faith.
- 2.2 Assists in the formation of the entire community in understanding the parish mission.
- 2.3 Collaborates with other parish staff in providing child, youth and adult religious formation.
- 2.4 Serves as a resource to other staff and volunteers in interpretation of church teaching.

### **3. Pastoral Work:**

- 3.1 Assists the parish priest in fostering a sense of community within the parish in which new members and established parishioners feel a sense of belonging to each other, the parish and the larger Church.
- 3.2 Directs pastoral services for individuals suffering from illness, grief or crisis.
- 3.3 Assists in responding to the needs of the poor and the forgotten in the parish and the community.
- 3.4 Affirms family life and encourages spouses and parents in their roles.

### **4. Administration:**

- 4.1 Supervises one or more specific ministries within the parish and oversees budget and financial records for these ministries.
- 4.2 Collaborates with the parish priest and other parish staff in the management of the parish. Also understands the roles of the Finance Committee, parish council and other committee responsibilities.
- 4.3 Assists in maintaining parish and canonical records.

**PERSON SPECIFICATION:** Pastoral Co-ordinator

**SKILLS, KNOWLEDGE AND/OR ABILITIES:**

**Worship:**

- Knowledge of Catholic sacramental theology including current church teaching and issues related to RCIA, Baptism, Confirmation, Eucharist, Reconciliation, Marriage, Anointing and Funeral Rites.
- Ability to lead large and small groups in prayer during liturgical celebrations.
- Ability to train individuals in church sacraments.
- Skill in interpersonal contact with the parish community. Must enjoy people and be comfortable in sharing their lives with them.

**Education:**

- Possesses an active faith life and is able to translate this into action for others. Will possess skill in organizing spiritual programming.
- Knowledge of the mission of the parish and the church and can enable others to live this mission in their own lives.
- Must have an understanding of and ability to use collaborative management skills.
- Strong knowledge of church teachings and biblical studies.

**Pastoral Skills:**

- Knowledge and ability to form group cohesion and consensus as opposed to fragmentation and disunity.
- Skill in being alongside individuals and groups especially in times of personal tragedy.
- Understanding of the needs of the parish and a compassion for the poor and forgotten members of the community.

**Administration:**

- Knowledge and skill in budgeting, finances and overall management operations. Skill in supervision and evaluation of staff performance.
- Knowledge of Catholic Diocesan and parish organizational structure. Ability to work cohesively with other staff and volunteers.
- Ability to utilize organizational skills in short and long range planning.

**EDUCATION, TRAINING AND/OR EXPERIENCE:** Masters Degree or its equivalent preferred. Masters of Divinity, Theology, Religious Studies or other degree with certified Lay Ministry training preferred. Parish based ministry experience of at least two years required. Skills in public speaking and administration required. Is an active participant in the work of the Catholic Church and is able to partake in the full sacramental life of the church.