

Parishes of Camberwell, Balwyn Deepdene and Surrey Hills Wattle Park
Ministry Role Description

Parish Life Team Member

Purpose:

To support the Sunday worshipping community and enhance their involvement in Parish Life.

To give parishioners regular face to face contact at each weekend Mass across each of our parish Churches.

To provide a point of contact for pastoral initiatives and pastoral needs coming in and out of parish life.

To be part of a team and work with a leader.

Responsible to:

Parish Priest

Role Description:

The role of the Parish Life Team is to animate the parish community at the local level and to be an accessible contact person at their local worshipping community.

Duties:

The Parish Life Team member will:

- Arrive at least 15 minutes before the commencement of Mass, and be clearly visible and available to parishioners prior to and after Mass.
- Assist welcomers with greeting parishioners as they arrive at the Parish Church.
- Be the overall point of contact at that location for information flow to parishioners and feedback from parishioners in relation to the strategic directions of the parish council.
- Assist the parish priest in being aware of the pastoral needs at the local level by communicating with and recording pastoral needs to be communicated to the parish priest (or members of the parish staff)
- Promote engagement with parish life and ministries at the local parish community level.
- Assist sacristans to fill liturgical requirements as needed.
- Attend hospitality and in particular have an eye to new parishioners and assist them in finding a place in the local community.

Duties may vary from parish to parish.

Conditions:

- This is a volunteer role.
- Expected commitment is to be part of a team and be present at the same Mass each week in the same parish church.

- Parish Life Team members are required to:
 - hold a current Victorian Working with Children Check or Victorian Institute of Teaching (VIT) registration linked to the Parish.
 - have a current Police Check.
 - read and sign the Code of Conduct on an annual basis

Duties may vary from parish to parish.

Training required:

- All volunteers must complete a safeguarding training module on an annual basis.
- Initial induction training prior to commencing in the role and other training as required.

Qualifications and experience:

- Knowledge and experience of parish life are important to this role.
- Parish Life Team Members will be provided with training.

Skills and attributes:

- Respects the cultural, gender and age diversity of the parish.
- Committed to the safety of children, young people and vulnerable people.
- Willingness to work collaboratively as part of a team.
- Reliability.
- Responsibility.
- Willingness to participate in learning opportunities e.g. induction, training and development.
- Respects confidentiality and privacy.
- Able to communicate effectively and respectfully with others.

Benefits to this position:

Those who commit to this ministry will have the privilege of serving the parish community, contributing to the inclusion and welcome of people in our Churches and the building up of our parish life.