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SERVING THE COMMUNITIES OF  
ST LEONARD'S NAREMBURN • ST PHILIP NERI NORTHBRIDGE • ST THOMAS' WILLOUGHBY  
TWINNED WITH THE PARISH OF LETEFOHO, TIMOR LESTE

## Sacramental Coordinator

- Lower North Shore Parish
- Permanent Part Time – 3 days per week
- \$32.00 per hour plus super
- Willoughby location

As Sacramental Coordinator you will work with the Parish Priest and parish team to engage positively with families of children participating in sacraments, promote parish partnerships, develop a model of family catechesis and nurture strong relationships with the parish, schools and parents/ carers.

### About the Role

The Sacramental Coordinator works with the Parish Priest to:

- provide children's sacramental programs;
- engage the families of children participating in the Sacraments of Initiation in a way that nurtures the faith of children and parents, confirms them as disciples of Jesus and strengthens their identity as Catholics who belong to the parish and are members of the Catholic Church;
- promote parish, school and family partnership as essential to family evangelization;
- develop a model of family catechesis rooted in pastoral accompaniment across the ages and stages of family life;
- nurture and enhance strong parish, school and parent relationships, acknowledging that roles are distinct yet complimentary.

The role reports to the Parish Priest of Lower North Shore Parish.

### About You

You are experienced coordinating and supporting Catholic ministries. You have a personal commitment and understanding of the Catholic Church and have worked with parish communities in the past. You have a comprehensive knowledge of contemporary sacramental programs. You understand parish communities and have exceptional skills in managing and maintaining harmonious relationships with those communities while meeting the demands of ministry work. You have excellent oral and written communication skills, are highly organised and proficient in contemporary word processing software and event applications.

This role has been assessed as requiring a Working With Children Clearance (**WWCC**) prior to appointment.

You will be able to meet most of the following selection criteria:

1. A personal commitment to the Catholic faith and an understanding of the Catholic Church and parish communities;
2. A comprehensive knowledge of contemporary Sacramental programs;
3. The ability to lead the team for the Sacramental Programs (Confirmation, Reconciliation and Eucharist), and involve the parish team, school staff (REC and Year Teachers) and CCD in the preparation and delivery of those programs;
4. Experience working cooperatively and productively with volunteers in a Christian environment;
5. A proven record of working harmoniously with stakeholders to achieve positive outcomes;
6. Proficient skills in contemporary computer applications including the Microsoft Office suite;
7. Excellent organisational skills and the ability to prioritise and reorganise priorities;
8. Excellent word processing, telephone and diary management skills;
9. Excellent written and verbal communication skills including the ability to write sacramental program content;
10. Working with Children Check (**WWCC**) clearance;
11. A current NSW driver's licence.

### **Benefits of working with us**

As an employer that genuinely values our staff, we offer:

- A competitive salary that recognises your qualifications and experience;
- Flexible work arrangements;
- A challenging and exciting role that makes a significant contribution to Catholic parish ministry.

### **From our end**

Applicants for the position should include:

- A **Cover letter** explaining why you are interested in the role and how your experience and capabilities align with the selection criteria in relation to undertaking this role; and
- **Curriculum Vitae**

If you would like to apply for the role, please email your application to [jose.philip@bbcatholic.org.au](mailto:jose.philip@bbcatholic.org.au)

For enquiries, please contact Ursula O'Hare, Parish Secretary on [office@lms.org.au](mailto:office@lms.org.au) on 9958 8846 .

### **Applications close on Monday 20 May 2024.**

If you are interested please don't delay. Apply now as applications will be reviewed as they are received and we may close an advertisement prior to any disclosed close date.

Only candidates with the right to live and work in Australia should apply. No sponsorship is available for this position.

No agency contacts please. This position is being managed internally.