



## ST KEVIN'S TEMPLESTOWE

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## Lay Ecclesiastical Leader, St Kevin's Parish

Lower Templestowe

The Parish of St Kevin's Templestowe in Melbourne seeks a full-time Lay Ecclesial Leader to work within the Parish of St Kevin's Templestowe.

The position of Lay Ecclesial Leader (LEL) will exercise a leadership role in overseeing the responsibility for the day-to-day functioning of the parish community. The position reports to the Parish Priest, in conjunction with the Parish Pastoral Council.

The Lay Ecclesial Leader will be responsible for the normal pastoral and administrative duties of the St Kevin's Parish, except for those duties and responsibilities reserved in general for an ordained priest or the Parish Priest or Supervising Pastor, as specified by

Canon Law 517.2 and the diocesan bishop. At times these responsibilities may extend to working with other adjoining parishes

The core responsibility will be to assist in the pastoral care of the St Kevin's Parish and to oversee the work of employees, individuals and groups who serve the parish, and to offer pastoral care on a daily basis to parishioners.

The LEL will undertake to lead the parish community, participate in the building of community, and lead in the functions of teaching, sanctifying, and governing.

### Key Responsibilities

- Participate in the liturgical life of the parish.
- Collaborate with the Supervising Pastor in providing pastoral care to the parish community
- Participate as a member of the parish team/staff in parish planning. Work closely with the Parish Pastoral Worker in meeting and expanding Pastoral care within the St Kevin's community
  - Oversee the financial well-being of the Parish and Parish Property
  - Assume responsibility for the following areas of ministry – evangelisation,
  - worship, spirituality, parish social mission, pastoral care, adult formation and
  - family life
- Serve as a resource to the Parish's employees, Teams and Parish Council
- Support and assist in developing the religious education need of the Parish Community
- To engage lay persons in the parish community for purposes of ministry to the community
- Liaise with St Kevin's and St Charles' Primary schools in fostering a united faith community
- Meet all the obligations and responsibilities as required under the appropriate state legislation that applies to the role
- Promote a fully inclusive Parish

## **Terms & Conditions:**

Whilst the role is primarily a 37.5 hours per week, there will be times that the successful applicant will need to attend after-hours meetings and participate in Vigil/Sunday gatherings. Where this occurs, flexible hours may be negotiated with the Parish to ensure a work - life balance.

Further terms and conditions relating to the appointment will be provided prior to the granting of an interview.

## **Key Requirements:**

### **ESSENTIAL:**

- Qualifications in Theology/ Religious/Education Study plus pastoral skills.
- Have a clear understanding of the Catholic Church and its structure and operations.

### **DESIRABLE:**

- Experience as a Pastoral Associate or in a similar role within a church organisation.
- Competency in computer programs.

## **Remuneration:**

An attractive remuneration package will be offered, commensurate with experience and qualifications.

## **Application:**

A detailed curriculum vitae (CV) to be provided to [Charles.Balnaves@cam.org.au](mailto:Charles.Balnaves@cam.org.au) by 10<sup>th</sup> December 2021.

*The Catholic Archdiocese of Melbourne is committed to the safety, wellbeing and dignity of all children and vulnerable adults. It is a requirement across our organisation that all clergy, employees and volunteers have a valid working with children check.*

Demonstrated ability and experience to organise administrative and pastoral functions of a parish. Ability and desire to mentor parishioners as potential parish leaders. Excellent interpersonal and communication (written and oral) skills. Ability to organise, prioritise and manage several tasks at one time in order to meet a deadline. Capacity to work effectively as a member of a team. Ability to work within the mission of the Diocese / Parish. Previous experience with managing people, both staff and volunteers. High degree of confidentiality. Understanding of the Canonical responsibilities of parish life. Understanding of the writings of Pope Francis and a willingness to raise up missionary disciples. Understanding of the ALPHA course as an evangelisation tool.

**APPLICATION CLOSING DATE:** 10 December, 2021

**CONTACT PERSON:** Fr Charles Balnaves [APPLY NOW](#)