

Catholic Diocese of Rockhampton – Position Description

Position Number	ESS. PD042
Position Title	Stewardship Coordinator
Location	Bundaberg
Cost Centre	Diocese of Rockhampton
Position Type	Full Time
Base Hours	76 hours per fortnight
Accountability of Position	Parish Priest Catholic Parish of Bundaberg
Reporting of Position	Parish Priest Catholic Parish of Bundaberg

Diocesan Vision Statement

As a community of believers we live out the call of Baptism through personal faith in Jesus, witnessing together the Good News of the Kingdom.

Diocesan Mission and Values:

All people are made in the image of God and are worthy of respect. The services of workers for the Church have their origins in the Gospel and in particular in Jesus' statement that he had come that all might have life, "life in all its fullness" (John 10;10)

The following guiding principles reflect that belief.

- i.) Church workers are committed to justice and equity;
- ii.) Church workers uphold the dignity of all people and their right to respect;
- iii.) Church workers are committed to safe and supportive relationships;
- iv.) Church workers reach out to those who are poor, alienated or marginalized;
- v.) Church workers strive for excellence in all their work.

Service, given according to these principles, is life-enriching for both the providers and recipients. Employees are expected to reflect on and uphold the Christian ethos and values in all relationships and actions.

Purpose:

The Stewardship Coordinator fosters stewardship as a way of life in the Catholic Parish of Bundaberg.

Responsibilities:

- 1) Coordinate Stewardship in the Parish as a Way of Life
 - a) Provide support for the Parish Priest and assistant Priest and the leaders of all the Parish ministries.
 - b) Ensure leadership development for group / ministry leaders in all Parish activities takes place.
 - c) Implement the Inservice for "Integrity in Ministry in the Service of the Church" maintain register of attendance and follow up with non-compliance.
 - d) Contribute to the collegial approach of the Parish team and all Parish ministries
 - e) Be aware of the roles of each ministry within the Team and wider community to help avoid overlapping ministries.
 - f) Coordinate the continual renewal of Stewardship as a Way of Life through invitations and commitments by parishioners using their God-given gifts of Time, Talent and Treasure to serve both the parish and the wider community.
 - g) Link all Catholic entities in the parish so that delivery of pastoral, sacramental and evangelical services are coordinated.
- 2) Coordinate Adult Faith Formation
 - a) Facilitate the Adult Faith Formation opportunities for all members of the Parish Faith Community.
 - b) Provide information on the availability of Adult Faith development activities / resources to the Parish Team and Parish.
 - c) Work with the Adult Faith Committee to facilitate the location of resources for Adult Faith.
 - d) Assess needs for Adult Faith development opportunities.
- 3) Coordinate Youth Ministry
 - a) Facilitate the welcome, formation and education of the young people of the parish.
 - b) Support the young people through appropriate age related programs and activities and provide the necessary resources.
 - c) Engage with and provide support for the NET Team in their ministry to the young people of the parish.
 - d) Support the Parish Team, the APREs and Principals in their joint work to evangelise, bringing the good news to children and their families.
 - e) Support school liturgies through attendance and interaction with parents, grandparents and school staff.
 - f) Using existing networks, focus on the parents of preschool children (baptism to prep/yr1) to evangelise.
- 4) Be the Executive Officer of the Pastoral Stewardship Council.
 - a) Ensure actions from the Pastoral Stewardship Council are communicated to the Team members.

- b) Link with the Parish Team to facilitate the intentions of the decisions arising from the Pastoral Stewardship Council meetings.
- c) Responsible for the implementation of projects agreed to by the Pastoral Stewardship Council.

Reporting Relations

The position is accountable to the Parish Priest.
The position reports to the Parish Team and the Pastoral Stewardship Council.

Additional Factors

The appointee will be required to:

- Comply with all current and potential Policy and Codes of Conduct relevant to Diocese of Rockhampton employees.
- Observe all legal and safety obligations of the parish and the Diocese of Rockhampton.
- Observe Confidentiality. As an employee of the Catholic Diocese of Rockhampton you must not at any time during or subsequent to your period of employment, disclose any information concerning the business affairs, or property of the Catholic Diocese of Rockhampton to any third party unless pre-approved by the Vicar General or required by law.
- Obtain the relevant security clearances e.g. blue card, as part of the Qld Commission for Children, Young People and Child Guardian (CCYPCG) Screening Process
- A 'C' class drivers licence is required
- Consider gaining academic qualifications in any areas of Theology, Scripture, Church History, Ministry and Mission if the appointee has not already done so.

Key Selection Criteria

1. An active catholic committed to their ongoing spiritual and faith formation journey
2. Capacity to work enthusiastically within the Ethos, Philosophy and Structures of the Catholic Church.
3. Demonstrated leadership and management abilities including verbal and written communication, meeting procedures, facilitation and conflict resolution.
4. Demonstrated ability to work with others in Teams.

Approval / Authority

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Parish Priest
Catholic Parish of Bundaberg

Date