

**POSITION DESCRIPTION
MISSION & EVANGELISATION PARTNER - WORSHIP**

REPORTS TO: Director of Mission & Evangelisation	Grade 5
<p>ORGANISATIONAL SUMMARY</p> <p>The Diocese of Maitland-Newcastle serves the people of the Newcastle, Hunter and Manning regions which have a population of some 160,000 Catholics. Through its parishes, pastoral groups, and its agencies of Catholic Schools, CatholicCare, St Nicholas Early Education and other agencies the diocese provides faith, spiritual, pastoral, educational, social welfare, and community development. The Diocese employs approximately 3,500 staff across its parishes and agencies.</p> <p>The Diocese of Maitland-Newcastle is committed to safeguarding children and vulnerable persons and preventing those in our care from suffering abuse or neglect. It is committed to implementing and maintaining compliance with the NSW Child Safe Standards and the National Catholic Safeguarding Standards and takes a zero-tolerance approach to abuse of children or vulnerable persons. All who work in the name of the Diocese must comply with the Diocesan Safeguarding Framework Policy and act in accordance with the Diocese's Code of Conduct which includes the Diocese's Safeguarding Commitment Statement. Employees are required to undergo a National Police Check and retain a valid NSW Working with Children Check where necessary, in accordance with legislation.</p>	
<p>VISION</p> <p>To live the joy of the Gospel and share it with the world.</p>	
<p>MISSION</p> <p>We are committed to serving all in the community so that they may experience life to the fullest.</p>	
<p>OUR VALUES</p> <p>Compassion Hope Integrity Justice Participation</p>	
<p>PRIMARY PURPOSE</p> <p><i>Mission & Evangelisation (M&E)</i> in the Diocese of Maitland-Newcastle are an outward looking team who proudly choose to be where people are in sharing the message of the Gospel with the contemporary world. Our purpose is to provide Diocese-wide leadership in accompaniment and resourcing for catholic formation, training, and encounter.</p> <p>The Mission & Evangelisation Partner – Worship accompanies and supports the implementation of a vision where faith communities:</p> <ul style="list-style-type: none"> • Thrive in prayer, worship and liturgy • Are engaged in, challenged by, and leading, local faith formation • Are connected in the world seeking opportunities for mission 	

This role facilitates the development and coordination of innovative and collaborative formation practices that support a shared mission across the diocese. The 'worship strategy' will be differentiated between children, young people, families, adults and those of all ages and stages. This role works with the Diocesan Liturgy Council, various groups and networks to accompany communities through listening and responding to the needs and hopes, challenges and opportunities they identify for their liturgical, worship and prayer life.

Parishes are the centre of the mission and life of the diocese. This position, alongside the broader team, will seek to invite partnership and collaboration between faith leaders, volunteers, Catholic Schools, CatholicCare, St Nicholas and other church bodies in the area of worship under the leadership of the Director of Mission & Evangelisation.

The incumbent commits to working within Work Health and Safety guidelines and Code of Conduct at all times whilst in the employ of the Diocese of Maitland-Newcastle.

KEY ACCOUNTABILITIES	
<p>KEY PERFORMANCE AREA</p> <p>Formation, Training & Events of Encounter</p>	<p>KEY TASKS</p> <ul style="list-style-type: none"> • Explore with local communities how to grow people's liturgical capacity, particularly Catholics who have little experience of Catholic prayer and worship • Develop and facilitate the provision of liturgical formation in response to the community and emerging liturgical needs and issues with a particular focus on formation 'for and from the liturgy' including the <i>ars celerbandi</i> Ref <u><i>Desiderio Desideravi</i></u> • Identify liturgical resources that would assist local communities in developing their prayer and liturgical life with particular emphasis on maximising the use of <i>LiturgyHelp</i>. • Identify and discern potential leaders, presenters, speakers, facilitators, educators and trainers who could respond to the formation needs of the diocesan community • Work with the Diocesan Liturgy Council (DLC) and the Christian initiation Forum to engage parishes (and schools) in reimagining the ministry of Christian Initiation (and evangelisation) as one integrated ministry through the lens of the Rite of Christian initiation of Adults (RCIA) • Work with the DLC to <ul style="list-style-type: none"> ○ provide liturgical advice to the bishop and with/ through him to the community. ○ develop appropriate liturgical guidance, procedures and protocols to support the liturgical life of the Church. • Promote, resource and support copyright responsibilities across the diocese • Maintain the Diocesan Liturgical calendar
<p>Accompaniment & Networking</p>	<ul style="list-style-type: none"> • Accompany a network of individuals and teams who contribute to a vision of enhancing prayer, worship and liturgy in their local and regional areas • Journey alongside the network to identify and respond to opportunities for formation across the whole of the diocese and determine how M&E can assist • Gather the network throughout the year for formation and sharing of best practice • Accompany and support the preparation, celebration and review of key diocesan liturgies, especially those involving the Bishop and those delegated by him including the Vicar(s) General • Support the ministry of the Diocesan Liturgical Council (DLC): collaborate on agendas, preparation of meeting papers and support their activities • Support the ongoing accompaniment and formation of the DLC and future members • Co-ordinate and manage the sub-groups and networks established by the DLC

	<ul style="list-style-type: none"> • Work with the Master of Ceremonies to support the College of Assistant Masters of Ceremonies and to identify and form future ministers • Lead and manage presenters and volunteers to get the best outcomes for Worship in the diocese and its agencies • Liaise with the Diocesan Volunteer Coordinator to ensure compliance with child protection and safeguarding legislation and standards • Contribute and participate with national networks, forums and conferences, providing communication with the diocesan community as appropriate.
Teamwork	<ul style="list-style-type: none"> • Collaborate with other members of the M&E Team where worship, prayer and liturgical formation and their area of expertise align for the good of the Diocese • Cultivate strong relationships across Diocesan agencies • Contribute towards the M&E Calendar with formation and liturgical events that meet the evolving needs of the diocesan community
<p>QUALIFICATIONS</p> <p>Essential</p> <ul style="list-style-type: none"> • Commitment to the Catholic faith • Tertiary qualifications in Theology, liturgy, adult faith formation and/or Religious Education, or equivalent qualification • Current Class C Driver's Licence • Successful applicants must provide clearances regarding Working with Children and Criminal background checks <p>Desirable</p> <ul style="list-style-type: none"> • Understanding and experience with Theological Reflection and discernment 	
<p>SKILLS AND EXPERIENCE</p> <ul style="list-style-type: none"> • Person of faith with a commitment to the Catholic Church and a passion for formation and mission • Commitment to collaborative ministry and working with the Diocesan Liturgy Council • Pastoral experience in nurturing the liturgical life of communities • Ability to engage others in collaborative processes that develop supportive relationships amongst liturgical ministers and are focused on developing the liturgical life of the Church of Maitland-Newcastle • Ability to listen and be flexible • Organisational and communication skills • Ability to engage, inspire, influence and deliver • Strong interpersonal and relationship skills • Sound computer literacy including the ability to effectively operate the Microsoft Office suite 	

KEY RELATIONSHIPS	
INTERNAL	EXTERNAL
Director of Mission & Evangelisation	Parishes and parish leadership
Mission & Evangelisation Team	Educational Institutes e.g. Australian Catholic University, Broken Bay Institute, etc
CSO Religious Educations & Spirituality Team	Parish Communities
Head of Religious Education and Spirituality	National Liturgical Networks
Bishop's Office	
Diocesan Liturgy Council	

LEGISLATIVE AND RISK REQUIREMENTS

Occupants must:

- Abide by the laws of the Commonwealth of Australia and NSW and the policies of the Catholic Diocese of Maitland-Newcastle.
- Report, as soon as practicable to the Head of Human Resources, any criminal action taken against them, or civil action that may have an impact of the reputation of the Catholic Diocese of Maitland-Newcastle or may lead to a conflict of interest;
- Take reasonable action to understand and familiarise himself/herself with the Catholic Diocese of Maitland-Newcastle's policies and procedures, including those relating to the expected Code of Conduct and confidentiality.
- Not take advantage of their role at the Catholic Diocese of Maitland-Newcastle for personal gain;
- Take responsibility for their own health, safety and wellbeing and that of other employees, clients, contractors and visitors in the Catholic Diocese of Maitland-Newcastle workplaces, understanding that all employees have a duty of care toward one another.

EXPECTED EMPLOYEE BEHAVIOUR

Employees must:

- Treat all people with respect, sensitivity, courtesy, understanding and compassion
- Embrace diversity and difference in those they serve or with whom they work
- Promote personal growth, ongoing professional development and develop both in themselves and others
- Commit themselves to effective professional working relationships with colleagues and clients
- Through the exhibition of justice and fairness in relationships and service, promote proper working conditions and also recognise when injustice, unfairness and abuse occurs in the workplace and respond appropriately
- Exhibit transparency, accountability and act responsibly in the use of Church resources
- Provide professional and competent service
- Comply with relevant legislation and directives
- Be mindful of privacy principles and manage information accordingly



Signature of Incumbent:	Date:	Supervisor:
Position Description Last Reviewed November 2024	Next Review is due on	