



# CATHOLIC PARISH OF ST. THOMAS MORE

313 CANADIAN BAY ROAD, MOUNT ELIZA 3930

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The Catholic parish of St Thomas More, Mt Eliza, proclaim our belief in the liberating and life-giving message and mission of Jesus Christ. As a parish, we strive to live out of the belief that as a community of love, worship, faith and service, everyone, both within and beyond our community, is appreciated.

Together we nurture each other, bringing to life the varied gifts and talents of all. Our goal is to establish a healthy sustainable Parish that continues to build on our strong relationships within the Community.

To help us start moving towards our future vision, we are seeking a Casual Sacramental Coordinator who will be responsible for sacramental preparation of our school age children and work in collaboration with our Parish School.

This position will commence in 2021 and the working hours will vary and flexibility is required to be available on some evening and weekends during Masses, planning and during sacraments.

## Key Requirements

- A Sound understanding of theology
- Understanding of liturgy and liturgy preparation
- Ability to relate to a variety of people & develop sound working relationships, work with a spirit of generosity and achieve in a team environment.
- Good communication skills with ability to relate to a variety of people
- Strong PC skills, in particular working knowledge of Microsoft Office and Google suite of products
- Energetic and highly motivated with initiative and capacity to work with a minimum of supervision.
- Well motivated to work for the Catholic Church and ideally possess a strong commitment to its practices and values.

## Key Responsibilities

- Teaching and preparing children for First Reconciliation, First Communion and Confirmation.
- Recruitment and Coordination of volunteer catechists as required
- Attending planning meetings with Parish Priest and School staff, assisting with planning and running of retreat held for Communion and Confirmation.
- Actively support the Parish Priest with the Sacramental Program, key objective of ensuring efficient and seamless coordination with a strong pastoral focus in the parish.
- Preparation of correspondence, maintenance of records, receiving telephone calls and enquiries relating to Sacraments.
- Develop and maintain sound working relationships with the school staff, parents and children.
- Provide support to the Parish Priest in preparation for Feast Day's and Church Celebrations.
- Active involvement with attendance at celebrations & liturgy for the sacraments, these may include weekday evening and weekend attendance.

## Other Relevant Requirements

- Working with Children Check
- Police Check (new Check required)
- Valid Driver Licence

## Additional Information

Applications are to be sent to [recruitment@cam.org.au](mailto:recruitment@cam.org.au) by Tuesday 29<sup>th</sup> October 2020. Please submit a cover letter along with a current resume. For further information, contact Suzette Diaz, HR Partner on (03) 9926 5615. We look forward to hearing from you and wish you all the best.

**St Thomas More Parish Mount Eliza is committed to the safety, wellbeing and dignity of all children, young people and vulnerable adults.**