



## Diocese of Westminster

<b><u>Job profile:</u></b>	Pastoral Assistant
<b><u>Location:</u></b>	St Lawrence's Feltham Parish
<b><u>Reporting to:</u></b>	Parish Priest
<b><u>Job Purpose:</u></b>	To work with the parish priest and pastoral team to facilitate growth in the spiritual life of the parish with particular responsibility for developing supporting and co-ordinating catechetical and sacramental programmes and developing a strong youth ministry within the parish

### **Main areas of responsibilities**

This is a full time role focused mainly within and around the school term. Duties will include:

1. To co-ordinate promote and develop catechetical programmes in the parish, in particular the preparation of the young people for First Reconciliation, First Holy Communion and Confirmation. To co-ordinate catechetics for weekly children's liturgy.
2. To organise and develop catechetical programmes over 2 years for children not attending Catholic schools. Year 1 Sunday school – Year 2 Tuesday After School Group.
3. To regularly meet with catechists to review, prepare and develop programmes to be followed.
4. To evaluate all catechetical programmes and keep up to date with new resources as they become available.
5. To identify, empower and co-ordinate the recruitment, ongoing training and personal formation of all the volunteer catechists in the parish programme.
6. To be present in and around Church on Sundays in particular.
7. To work and liaise with the safeguarding representative in the parish to ensure compliance with the diocesan rules and guidelines.
8. To attend parish team meetings and deanery meetings as requested by the Parish Priest.
9. To be a member of the Parish Pastoral Council and attend meetings to inform the Council about catechetical and youth activities in the parish.
10. Administration tasks such as information letters, registration forms and keeping records as required.
11. To develop and strengthen links with the parish school of St. Lawrence's and Catholic secondary schools in the area with a view to develop a strong youth ministry in the parish.
12. To actively seek to engage young people with diocesan youth events and to promote these with the parish.
13. To nurture young leaders to help with the youth ministry within the parish.
14. To actively seek to establish a children's and/or youth choir within the parish.

<b><u>Job title:</u></b>	<b>Pastoral Assistant</b>
<b><u>Contract Type:</u></b>	Permanent
<b><u>Salary:</u></b>	£12 per hour
<b><u>Hours of work:</u></b>	36 hours per week (including evening and weekends)

**Person specification**

1. Practising Roman Catholic
2. A good understanding of the social and moral teachings of the Catholic Church

**Competences required**

15. Excellent organisational skills, able to prioritise and meet tight deadlines
16. Flexible and adaptable approach
17. Ability to work methodically and consistently
18. Ability to work within a small team, comprising paid staff and volunteers
19. Ability to work alone, using initiative
20. Ability to work with complete discretion and confidentiality
21. Ability to project a friendly, professional manner, both in person and on the telephone

**Qualifications required**

1. Appropriate training and recent experience in Parish catechetics and some experience of youth ministry
2. Intermediate Microsoft Office Software package (Word, Excel, Publisher, Power Point)

**N.B.** This is not intended to be a comprehensive description of the duties of the post. The post holder may be required to undertake other related duties as required