

Saint Mary MacKillop Catholic Parish Warnervale

Family Ministry Coordinator

- Part-Time 22.8 Hours Per Week

The role of Family Ministry Coordinator is to provide support to families by connecting them to new and existing networks of families, and to enable these families to participate in family faith, social and educational activities. The Coordinator aims to engage families into the parish community and liturgical life of the parish and assist families to participate in St Mary MacKillop College events.

Responsibilities

- Initiate new forms of family ministry as well as coordinate and strengthen existing family events and activities
- Establish and facilitate the development of family networks and family events
- Liaise with relevant groups and organisations that support families in the parish and College
- Advise and work collaboratively with the Parish Priest, Parish Staff, Pastoral Council, CCD and College on ways of strengthening family ministry

Requirements

- A good grasp of the dynamics of family life
- Sound knowledge of and personal commitment to the Catholic Church and its teachings
- Excellent verbal and written, interpersonal and communication skills
- A good grasp of planning, leadership and team building skills
- Ability to work autonomously and be responsible and accountable for own work
- Able to work flexible hours including evenings and weekends relevant

A job description can be obtained from:

Rosy Tamin 9847 0504

Written applications to include a covering letter addressing the criteria listed in the position description and a resume to be forwarded to:

Rosy Tamin, Administrative Assistant

PO Box 340

Pennant Hills 1715

or

rosy.tamin@dbb.org.au

Applications close Tuesday 5th July, 2011

The successful applicant will be required to comply with the relevant provisions of the Commission for Children and Young Persons Act 1998