

PASTORAL PLACEMENT PARTICIPANT

REPORTS TO

Mission and Outreach Officer

ORGANISATIONAL SUMMARY

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.

VISION

To live the joy of the Gospel and share it with the world.

MISSION

In 1992-93, the diocesan community resolved to embrace and promote Vatican II's understanding of the Church's mission contained in the following:

The Church, because it is the People of God and the Body of Christ enlivened by his Spirit, is called to be a sign and instrument of communion with God and of unity among all people (LG1). The Church exists to promote the Kingdom of God on earth (LG5). This it does by proclaiming Christ – the Good News of God's love for all people – and by working in the world for justice, peace and reconciliation. We are called to live out the commandment of Jesus: 'Love one another as I have loved you' (Jn 15:12).

PRIMARY PURPOSE

Participants will perform aspects of the role of a staff member in pastoral ministry by engaging in work experience in various ministries across the diocese while in special formation as temporary members of the Bishop's Staff.

The purpose of this program is to provide pastoral placements for those seeking to explore the opportunities to serve God and God's people through ministries of the Catholic Church in the Diocese of Maitland- Newcastle.

Participants will be placed in as many of the following ministries as possible to get a sense of what is involved in working in the mission field of diocesan life. Some of those placements will be with placement partners such as:

- St Vincent de Paul
- Parishes - Liturgy, Pastoral Care, Faith Formation
- Chaplaincies - Hospitals, Port
- Catholic Schools - Pastoral Care, Teaching, Religious Education & Spirituality
- St Nicholas Early Education or OOSH (Out of School Care)
- CatholicCare Social Services – Child, Youth and Family Services, DARA
- Youth Ministries - Activ8 Chisolm, Diocesan Council of Ministry to Young People

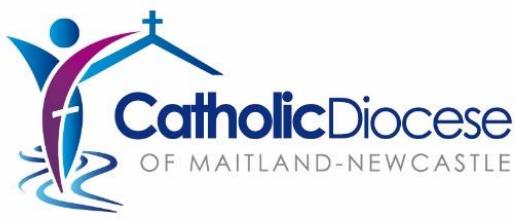
- Pastoral Ministries - Faith and Ministry formation, Family Ministry, Diocesan Councils (DCMYP)
- Mum's Cottage
- Catholic Mission/Caritas
- Diocesan Shared Services - Human Resources, IT, Finance, Communications, Records Management

Participants will fulfil all the requirements of the program under the supervision of the Mission and Outreach Officer. Six hours a week (preferably 1 day) will be spent in a placement within the agencies and ministries of the diocese. These placements will be between 4 and 6 weeks duration. In addition a minimum of 4 hours a week is to be spent in parish/church ministry for the full ten months of the program. Formation both formal and informal, individual and group are vital components of this program, that can take place outside of the 10 hours of placement and church ministry hours. Participants will be required to reflect and report on their experiences within the program under the management of supervisors/ mentors.

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

KEY ACCOUNTABILITIES	KEY TASKS
KEY PERFORMANCE AREA Placements	<ul style="list-style-type: none"> • Attend placement at the designated time and day • Perform the assigned tasks for each placement • Participate in the workplace culture and setting of each placement, attain positive feedback from placement supervisor
Policy and Procedures	<ul style="list-style-type: none"> • Attend, participate in and perform tasks related to group meetings which are held at least once per month • Maintain up to date knowledge of the diocesan policies and procedures • Complete journaling, reflections and reports • Adherence to diocesan policies especially Code of Conduct, WH&S, Integrity in the Service of the Church and Child protection
Supervision	<ul style="list-style-type: none"> • Respond to and action emails and phone communication in a timely manner • Weekly contact with supervisor individually through visits, phone and emails • Monthly meetings with all participants as a group

Formation and Training	<ul style="list-style-type: none"> • Attend Professional 'in-service' and formation days in particular the Bishop's reflection Days, Youth Retreats and others as required
QUALIFICATIONS/LICENCES	
Essential <ul style="list-style-type: none"> • A Current NSW Driver Licence • A current Working with Children Check for paid employment 	
SKILLS AND EXPERIENCE	
Essential <ul style="list-style-type: none"> • A Christian approach to working in the Church • Capacity to work effectively as a member of a team and to honour confidentiality • Good verbal and written communication and interpersonal skills • Preparedness to meet the demands of a variety of work/ministry settings in locations across the diocese; including being available to work evenings and weekends as required • Ability to work independently, demonstrating responsibility and reliability • Diligent, organised and able to prioritise and complete set tasks in a designated time • Ability to use computers, digital technology and the Microsoft Office suite of programs 	
Desirable <ul style="list-style-type: none"> • Keen to explore the call of the baptised • Knowledge of and personal commitment to the Catholic Church and its teachings 	
KEY RELATIONSHIPS	
INTERNAL	EXTERNAL
Director of Pastoral Ministries	Church Agencies
Pastoral Placement Supervisor	Pastoral Placement Program Partners
Other Program Participants	
Parishes	
LEGISLATIVE AND RISK REQUIREMENTS	
Occupants must: <ul style="list-style-type: none"> • 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: _____ Incumbent's Name: _____

Position Description Last Reviewed	Next Review is due on
September 2019	August 2020