

<b>Position</b>	Pastoral Co-Ordinator	<b>Diocese</b>	Auckland
<b>Parish</b>	St Patrick's Cathedral	<b>Location</b>	43 Wyndham St, Auckland, 1010
<b>Reports to</b>	Cathedral Dean	<b>Date</b>	July 2025

#### **Job Purpose**

The role of the parish pastoral coordinator, in conjunction with the parish priest, is concerned with helping initiatives among parishioners for the growth of faith for themselves and their families, and for the spiritual, liturgical and social needs of the parish. It involves action as a coordinator, leader and resource person for the various pastoral programmes of the Cathedral as well as Pastoral Ministry, providing help and guidance for leaders, assisting in recruiting for and the day to day running of such programmes.

<b>Key Tasks:</b>	<b>Expected Results:</b>
<b>Sacramental Programmes</b> Be the Coordinator, Leader and Catechist and promote and support for the following programmes: <ul style="list-style-type: none"> <li>• Children's Sacramental</li> <li>• RCIA (throughout the year)</li> <li>• Confirmation Only (annually)</li> <li>• RCIC</li> </ul>	<ul style="list-style-type: none"> <li>• Co-ordinate and prepare annual programmes</li> <li>• Handle all enquiries for sacramental programmes</li> <li>• Arrange interviews with those on RCIA journey at various times especially before reception of Rites and at their request meet them when required</li> <li>• Arrange formation for the programme teams.</li> <li>• Prepare catechumens and candidates for RCIA Rites. Prepare Certificates.</li> </ul>
<b>Ministers and Volunteers</b> Provide training, rosters and support for the various ministries: <ul style="list-style-type: none"> <li>• Sacristans</li> <li>• Readers</li> <li>• MHC</li> <li>• Front of House:               <ul style="list-style-type: none"> <li>○ Ushers</li> <li>○ Carpark</li> <li>○ Welcome</li> <li>○ Collection</li> <li>○ Linen</li> </ul> </li> <li>• Children's Liturgy Sunday Masses</li> </ul> Mass Coordination Diocesan Reporting – bi-monthly	<ul style="list-style-type: none"> <li>• Induct, co-ordinate and provide annual formation of Readers, Extraordinary Ministers of Communion, Sacristans, Collectors and Ushers and Children's Liturgy. Update Guidelines for these ministries.</li> <li>• All Leaders and Ministers are full repaired and resourced to lead their respective ministries</li> <li>• Ensure volunteers roles and committees are fulfilled and functioning. This may mean coaching, training and formation in some areas to achieve the required goals.</li> <li>• Prepare Mass rosters, oversee and support ministries and Masses</li> <li>• Complete and send reporting to the Diocesan Pastoral Council</li> </ul>
<b>Pastoral Care</b> <ul style="list-style-type: none"> <li>• Assists the parish priest in fostering a sense of community within the parish in which new members and established parishioners feel a sense of belonging to each other, the parish and the larger Church.</li> </ul>	<ul style="list-style-type: none"> <li>• Attend to pastoral needs of parishioners/visitors to Cathedral; refer onwards to as required for their individual needs</li> <li>• Take enquiries for Sacramental programmes</li> <li>• Maintain ccb database – groups and forms</li> </ul>

<ul style="list-style-type: none"> <li>• Is a visible participant in Sunday masses, parish events and programs</li> <li>• Assists in responding to the needs of the poor and the forgotten in the parish and the community.</li> <li>• Is a visible participant in Sunday masses, parish events and programs</li> </ul>	<ul style="list-style-type: none"> <li>• Attend and serve at Masses and events</li> <li>• Arrange Pastoral visits to the sick when required</li> <li>• Supply input/photos for posts on the Cathedral App and Facebook from Masses and events</li> </ul>
<p><b>Safeguarding</b> – to oversee the Safeguarding administrative process in the parish: -</p> <ul style="list-style-type: none"> <li>• Attends Training</li> <li>• Maintain and update the parish volunteer register</li> <li>• Keeps a file of Safeguarding information (electronic or paper)</li> <li>• Communicates with the wider parish regarding safeguarding matters</li> <li>• Makes complaints processes know</li> <li>• Liaises with the Diocesan Safeguarding Coordinator</li> <li>• Liaises with parish groups to ensure Safeguarding requirements are known and being implemented</li> <li>• Report to the Parish Priest and Pastoral Council on Safeguarding in the parish</li> </ul>	<ul style="list-style-type: none"> <li>• Attend Diocesan Safeguarding training, so you are familiar with content</li> <li>• Keep a confidential and secure register including role, date of police vetting and renewal date, training, signed code of conduct and references (new volunteers to the parish), etc.</li> <li>• Provides volunteers with role descriptions, risk assessments, safeguarding policy, code of conduct, police vetting forms</li> <li>• Collates the vetting process and forwards vetting forms to the Diocesan Safeguarding Coordinator for processing</li> <li>• Is familiar with the location and content of all Safeguarding information and documentation such as policies, guidelines, standards, and training material.</li> <li>• Utilises the parish newsletter to remind parishioners of safeguarding practices, training available and who to contact if they have any concerns. Display/distribute material provided by the Diocese about Safeguarding e.g. posters so that parishioners know what information is available and who they can contact/consult</li> <li>• Ensure parishioners have information about how to make a complaint or register a concern (posters)</li> <li>• Work with the Diocesan Safeguarding Coordinator to promote and arrange safeguarding training workshops for volunteers. Consult the Diocesan Coordinator if there are any questions or concerns on policies or practices</li> <li>• Refer anyone with a concern or complaint to the Diocesan Complaints Officer. Maintain confidentiality.</li> <li>• Maintain regular contact with parish groups to ensure all their volunteers comply with the Safeguarding Programme and are supported in their roles</li> <li>• Provide Safeguarding information/updates, as required, to the Parish Priest and Parish Pastoral Council and provide an annual report.</li> </ul>

<b>Disclaimer</b>
<i>The above statements are intended to describe the general nature of work being performed by incumbents in the assigned position. They are not construed as an exhaustive list of all responsibilities, duties, or skills required of the incumbent. From time to time, personnel may be required to perform duties outside their normal responsibilities as needed.</i>

## **PERSON SPECIFICATION: Pastoral Co-ordinator**

### **SKILLS, KNOWLEDGE AND/OR ABILITIES:**

- Knowledge of Catholic sacramental theology including current church teaching and issues related to RCIA, Baptism, Confirmation, Eucharist and Reconciliation.
- Ability to train individuals in church sacraments.
- Knowledge of the mission of the parish and the church and can enable others to live this mission in their own lives
- Active participant in the work of the Catholic Church and is able to partake in the full sacramental life of the Church
- Experience in use of Microsoft Office applications (Word, Publisher, PowerPoint, Excel, Outlook)
- Planning: ability to translate ideas into plans, locate and coordinate resources and deliver to required timelines
- People skills/Relationship management - ability to relate to people of all ages and backgrounds
- People leadership: ability to recruit, organise, motivate and train volunteers
- Pastoral care: experience in identifying concerns and needs and facilitating solutions
- Knowledge of Catholic Diocesan and parish organisational structure. Ability to work cohesively with other staff and volunteers.

### **EDUCATION, TRAINING AND/OR EXPERIENCE:**

- Tertiary qualification in Ministry, Religious Education, Theology preferred or equivalent experience in running sacramental or youth programmes.
- Parish based ministry experience of at least two years required.