

JOB DESCRIPTION

Job Title: Faith Development Worker

Reports to: The Parish Priest and Chairperson of the PPC of Sacred Heart Parish Donnybrook

Parish of the Sacred Heart Donnybrook

Contract Details:

Type: Fixed-term (temporary) Contract

Duration: 3 years

Probation period: 6 months

Hours of work: 35 hours

Pay Scale: €38,000 – €45,000, depending on experience

Job Location: Primarily within the boundaries of the Parish of Sacred Heart Donnybrook – with own office located in the Pastoral Centre (located beside the church).

Responsibilities:

- Animating and working with others will be crucial, in particular significant work in building teams with a view to lay parishioners taking on full, conscious and active participation in the life of the parish.
- Developing approaches to prayerful reflection and linking opportunities for outreach to families to the regular celebration of Family Mass and Children's Liturgy.
- Contribute to the animation of and the enrichment of the parish liturgical and sacramental celebrations.
- Building community through quality relationships.
- Making best use of technology and social media to relate to a variety of individuals and groups in an age appropriate way.
- Liaising with key school personnel to develop the parish-school relationship and to enhance the links between schools and parish community.
- Coordinating faith development opportunities.
- Using the principles of the RCIA as the model for all catechesis.
- Supporting the development of sacramental preparation and a team approach in the parish.
- Liaising closely with the Parish Priest, the Parish Team and the Parish Pastoral Council in discharging these responsibilities.

The above contains the main outline of duties. However, it is inevitable that tasks may arise that do not fall within the remit of the above list of main duties. Employees are therefore required to respond with a flexible approach when ad hoc tasks arise which are not specifically covered in their job description. Should an additional responsibility become a regular part of an employee's job, the Job Description will be amended to reflect this.

JOBHOLDER ENTRY REQUIREMENTS:

Essential Qualifications

- Baptised and confirmed Roman Catholic and a practising member of a parish or other Catholic faith community
- Must have a Master's degree in a theological discipline

Desirable Qualifications

- Training in prayer skills and or spiritual accompaniment
- Awareness of the Grow In Love programme
- Awareness of other faith related programmes, for example You Shall Be My Witnesses, Do This in Memory

Experience:

- Minimum of 3 years' experience working in a Church setting
- At least one year of pastoral training
- Experience of parish catechesis
- Experience of establishing and training teams

Key Skills & Behaviours:

- Ability to communicate well to a range of people in a parish setting
- Good interpersonal and networking skills
- Strong presentation and writing skills
- Ability to lead groups and animate them
- Good project management skill
- Good knowledge of sacramental preparation resources
- Proactive and uses own initiative
- Good organisation and time management skills
- Reliability and flexibility to work as part of a team and in relation to working hours (Some evening and weekend work will be part of the job).
- An appreciation of confidentiality and discretion.

References may be requested and referees may be contacted in relation to the above jobholder entry requirements.