



**Recruitment guidelines  
Pastoral Associates**

**8 April 2015**

## **Purpose**

To assist with the recruitment of Pastoral Associates.

This policy is not a term of any contract, including any contract of employment. This policy may be varied by the Archdiocese from time to time.

## **Application**

Pastoral Associate employment/engagement in the diocese of Melbourne as defined in the Pastoral Associate Accreditation and Position Standards Statement.

## **Advice**

The following are provided in support of the recruitment and employment/engagement of Pastoral Associates.

### **1 Advertising**

The Human Resources Office can handle this for Parishes and, if requested, will do so in the following manner

- Post the position description on the diocese's web site.
- Send out a notice to all Parishes on the next available Tuesday requesting a brief notice in the subsequent Sunday's Parish bulletin to the effect that details are available from the web site.
- Send out a notice to those known to be seeking employment as a Pastoral Associate.
- Receive applications on its web site (should that be requested) and once applications close forward them to the Parish Priest.

Should Parishes wish something more elaborate or different they will need to organise that locally.

### **2 A recommended position description format**

- Should a Parish wish to have the position posted on the diocese's web site, it will need to use this format, otherwise it is offered as a guide.
- The Position and Accreditation Standards for Pastoral Associates provide much of the information needed to build a position description. However, each position will have unique features and priorities. Examples of duties often undertaken by Pastoral Associates are provided for guidance.

## Position Description format

**Position Title:** Pastoral Associate, Grade «grade»

**Reports to:** «name of Parish Priest» Parish Priest

**Conditions:** The position is for a maximum term of «years» and is for «hours» hours per week/fortnight

### Background (where relevant)

### Duties

### Qualifications, Skills and Experience

#### Other relevant requirements:

1. A driver license and private vehicle.

#### Applications

1. The position will be located at «location»
2. Applications should be addressed to: [recruitment@cam.org.au](mailto:recruitment@cam.org.au) (if applicable) quoting «reference» by «closing date» (allow 2 clear weeks).
3. For further information contact «name of Parish Priest» on «phone number»

### Examples of duties of Pastoral Associates

- 1 To lead and coordinate the Rite of Christian Initiation of Adults.
- 2 To coordinate and implement catechesis for the sacraments of Baptism, Confirmation and First Communion for children not attending the Parish school.
- 3 To work with Parish liturgical teams in planning for Sunday Eucharists and for the liturgical seasons of the year.
- 4 To assist with liturgical functions, to lead prayer service and provide other devotional opportunities.
- 5 To act as a Special Minister at Sunday Eucharist and in taking Communion to the Sick.
- 6 To provide for the training and formation of liturgical ministers such as Lectors and Special Ministers of the Eucharist.
- 7 To conduct pastoral visitation to homes within the Parish.
- 8 To conduct pastoral visitation to hospitals and nursing homes within the Parish.
- 9 To coordinate the ongoing visitation and contact with the bereaved.
- 10 To coordinate a Bereavement Support Group, and its training and support.
- 11 To coordinate and lead marriage preparation programs for engaged couples. To assist engaged couples in the preparation of their marriage liturgy.
- 12 To work with other youth leaders in developing programs to serve the spiritual, social and developmental needs of the youth in the Parish.