

ARCHDIOCESE OF SOUTHWARK

ROLE DESCRIPTION

Pastoral Assistant

ROLE TITLE: Pastoral Assistant.
RESPONSIBLE TO: Parish Priest.

MAIN RESPONSIBILITIES

SACRAMENTAL PREPARATION

- The organisation for preparation for the sacraments of Baptism, Reconciliation, Eucharist and Confirmation, in co-operation with the catechist on each team.
- Parent's meetings.
- Children's or Candidates' meetings.
- Recruitment and training of Catechists for sacramental programmes.
- Liaison with primary school.
- Preparation and production of registration forms for all sacramental programmes.
- Record keeping and notification as appropriate.
- Preparing Liturgical Celebrations.

ADULT EDUCATION AND FORMATION

- The organisation of the RCIA Group in co-operation with the Catechists.
- Recruiting Catechists.
- Facilitating sacramental initiation.
- Working closely with other members of the parish team to provide various programmes for interested groups.

RELIGIOUS EDUCATION FOR CHILDREN ATTENDING NON CATHOLIC SCHOOLS

- To support parents and catechists who organise the ICONS programme.

LITURGICAL CELEBRATIONS

- Develop the Children's Liturgy on Sunday Mornings.
- Provide worksheets.
- Recruit, train and support catechists for Children's Liturgy.
- Organise First Reconciliation, Communion and Confirmation liturgies.
- Recruit and train Alter Servers.

PRACTICAL SUPPORT

- Maintain the catechists' cupboard.
- Provide drinks etc as needed.
- Provide office supplies.
- Order and arrange for payment for catechetical materials, work books etc.
- In conjunction with the parish sister organise rotas.
- Provide information for the parish newsletter.
- Have the flexibility to support the life of the parish.

CATECHISTS SUPPORT INCLUDING

- Monthly meetings with Parish Catechists.
- Organise catechists annual Day of Recollection.

RESPONSIBILITY AS MEMBER OF THE PARISH TEAM

- Weekly meetings with the Parish Priest/Team.
- Attend Area Catechist's meetings.
- Liaise between the Community Centre and the Parish.

YOUTH

- To facilitate care of the youth and develop a post confirmation experience.

PROTECTION OF CHILDREN AND VULNERABLE ADULTS

- To be responsible for this area in conjunction with the Parish Priest.
- Promote good practice.
- Inform all those who work with children in the parish about parish and diocesan policies.
- Make sure that police checks have been made on anyone working with children in the parish and to keep appropriate records.
- To become familiar with National Child Protection Policies.
- To refer any concerns about a child to the CPR in the Parish.
- To be willing to participate in basic child protection training.

PERSON SPECIFICATION

- The ability to devise and coordinate sacramental programmes and religious formation programmes for adults and children.
- The ability to relate with respect and ease to children and adults and to enjoy working with children.
- Commitment to the essential teachings of the Catholic Church and the ethos of the parish.
- A willingness to give time to the preparation of the sessions and the co-ordination of groups.

- The ability to coordinate training programmes for catechists who work with children and adults.
- The ability to liaise with resources within the Diocese to facilitate teaching residential programmes and to develop support systems for parish lay ministers.