



ST MONICA'S COLLEGE

EPPING

A Catholic co-educational secondary College (Years 7 – 12) serving the northern suburbs of Melbourne. Our College is on two metropolitan campuses in Epping and a rural campus, Ostia, in Strath Creek for spiritual retreat. Epping campuses are walking distance from each other and the Epping train station.

COORDINATOR OF LITURGY, FAITH AND MISSION

Applications are invited for the position of Coordinator of Liturgy, Faith and Mission. This role is full time, though part time applications will be considered. This ongoing role commences on Friday, 28 January 2022.

Experience, qualifications and deep understanding of the centrality of liturgy, faith and mission in a large and thriving Catholic College are central to the role. This is a non teaching position. Hours of work are 8.00 am to 4.36 pm with one hour lunch break.

Duties include:

Liturgy:

- Be responsible for College liturgies and staff prayer services, including the St Monica's Day Mass, planning meetings and rehearsal
- Be responsible for paraliturgies associated with religious days and seasons, specific year level occasions and special College events as requested
- Organise and assist in classes' preparation of liturgical celebrations at each year level, eg. Year 7 Teaching Masses, Year 8 Reconciliations, Senior Masses etc.
- Foster and promote prayer at the College, including the organization of morning prayer on both campuses
- Organise opening prayers for College Assemblies, School Advisory Council Meetings and General Staff Meetings
- Assist with classroom prayer and activities upon request
- Work with the Dalton Road Campus Leadership Group in relation to Parish Mass Day
- Plan and conduct staff and student training or briefings related to liturgical procedures and participation i.e. Ministers of the Eucharist, Ministers of the Word, altar servers etc.
- Oversee the work of the Student Council Liturgy portfolio students, in order to maximize their involvement in the liturgical life of the College
- Organise, oversee and promote the Indigenous Fire Carrier activities, induction and covenant
- Be responsible for College Chapels and liturgical resources.

Faith and Mission:

- Reflecting the evangelizing mission of the Church, work to develop and nurture spirituality in the College community
- Support the Principal with the Nicodemus Program at the College
- Provide opportunities for members of the College community to engage with the motto 'Prayer and Persevere' and the annual College Theme
- Provide opportunities for members of the College community to engage with the annual College Theme, including conducting a reflection session with each Homeroom in Years 7-12
- Promote and enhance an understanding of the College's Catholic identity and ethos
- Promote and enhance links with local Parishes
- Organise and oversee College involvement in Archdiocesan activities
- Organise and lead College activities associated with special or commemorative events e.g. Catholic Education Week, Indigenous Awareness Week etc.
- Be a member of the SMC Mission Team and support student formation programs and initiatives in consultation with other members of the group
- Organise and lead the Staff Spirituality Day
- Lead staff in optional prayer and reflection retreats at the College or other venues at least once per semester
- Provide Staff Professional Development sessions when requested
- Manage the Liturgy, Faith and Mission budget.

The successful applicant will be required to have or undergo both a Working with Children Check and a Police Check. Applications should include a cover letter, CV and the names of three referees.

Salary for this position is in line with the Victorian Catholic Education Multi-Enterprise Agreement 2018 as varied from time to time.

This school community promotes the safety, wellbeing and inclusion of all children.

Applications will be considered upon receipt.

For further information about our College please our school website.

Please apply via the SEEK website www.seek.com.au