

FAITH DEVELOPMENT CO-ORDINATOR

DIOCESE OF CORK AND ROSS

JOB DESCRIPTION

Employer: CRSS

Post: Faith Development Co-ordinator

Job Type: Full time

Contract Duration: Three-year Fixed Term

Location: Cork and Ross Diocesan Offices, Cathedral Presbytery, Roman Street, Cork and other locations in Parishes throughout the Diocese.

Probationary Period: 6 months

Context

The Diocese of Cork and Ross is a faith community of 68 diverse parishes and other communities. These are being reconfigured into 16 families of parishes. The Holy Spirit and Church leadership are calling all of us to a new hope-filled experience of Church where the baptised will walk on a path where all encounter Christ together and bring others to know Christ in new ways.

Our Diocese will be served by priests, religious and lay people, who will together serve God's people with a range of gifts and talents.

Parishes will share resources and personnel so that they can develop and sustain new programmes which will sow, nourish and celebrate the faith of people of all ages and reach out to new members to serve God and his people.

The Diocese is "putting out into the deep" with a new commitment to support parishes, people and priests to navigate this new exciting path. Personnel who will resource this journey are being recruited to be part of this mission and serve the people of the diocese.

The Employer is CRSS CLG, a registered charity whose mission is to support certain agencies providing services to the Diocese of Cork and Ross.

CRSS, is now inviting applications for the post of Faith Development Coordinator from suitably committed and qualified people who desire to work in the service of the Diocese of Cork and Ross.

Scope of Role

The successful candidate will work in collaboration with the Parish Life Coordinator, with teams of priests and with lay leaders across parishes in the families of parishes in delivery of faith development programmes.

Key Duties and Responsibilities

- Develop and coordinate delivery of faith formation programmes and resources for Families of Parishes. Programmes to include:
 - Formation of Parish Pastoral Councils / Assemblies
 - Formation for lay ministries including Ministry of the Work and Ministry of the Eucharist.
 - Pre-Baptism programme for parents
 - Pre-First Holy Communion programme
 - Pre-Confirmation programme
 - Youth Ministry
 - Funeral Ministry
- Establish and maintain communication channels with key parish personnel including the moderators of families of parishes
- Support parishes as they enhance inter-parish co-operation and sharing of resources across each family of parishes
- Comply with diocesan norms and statutory requirements including safeguarding and GDPR
- Prepare clear, concise and accurate reports monthly.

Essential Criteria

- An understanding of and commitment to the ethos and values underpinning the mission and the ministry of the Diocese of Cork and Ross
- An understanding of issues relating to religious faith and practice in contemporary Ireland
- A third-level qualification in theology or an equivalent degree
- Pastoral experience of a kind, level and duration adjudged relevant and adequate for the post by the employer
- Skills in training adults, incl organizational and presentation skills
- Computer literacy and ability to use IT to enhance all aspects of the role of Faith Development Coordinator
- Ability to work as part of a team or on own initiative
- A willingness to be flexible with regard to working hours
- A willingness to engage in ongoing Continuous Professional Development
- A current driving licence and use of a car.
- Self-motivation and direction

NOTE:

This Job Description is a guide to the duties expected of the employee. The nature of the position requires flexibility and adaptability to change as the duties may vary from time to time.

The Employer reserves the right to require the employee to undertake duties within his/her capabilities which are not necessarily recorded in the initial job description.