



Villa Maria College
T E W H A R E O M E R I
L E A R N T O P R I Z E W H A T I S O F V A L U E

JOB DESCRIPTION

SPIRITUAL/LITURGICAL TEAM LEADER

FIXED TERM/PART TIME - MATERNITY LEAVE

REPORTING TO: THE DIRECTOR OF RELIGIOUS STUDIES

ABOUT THE COLLEGE

We are a Catholic College; the foundation for everything we do is our Catholic faith, which we express through our Mercy charism.

Villa Maria College aims to offer spiritual formation, pastoral care and education in the tradition of Catherine McAuley, and the Sisters of Mercy who founded the College in 1918.

Mission Statement: Empowering each young woman to determine her potential, live Gospel values, confidently embrace life-long learning and as a Mercy woman be inspired to make a difference.

Motto: That you may learn to Prize what is of Value – Ut Probetis Potiora

Mercy Attributes: At the heart of our College are the attributes of Mercy:

- Education that is grounded in the Gospel
- Respect for the dignity, worth and potential of every human being
- Concern for the poor and the disadvantaged
- Concern for justice

PURPOSE OF THE POSITION

- To assist the Director of Religious Studies in fostering the spiritual growth of the Villa Maria College community
- Promote the Special Character of Villa Maria College
- Maintain effective relationships with staff, students, and parents/caregivers
- Contribute to the wider life of the College

NOTE

- The person appointed to this position must be a Catholic who is baptised, active and in full communion with a Catholic parish/ faith community – this must be endorsed by the applicant's Parish Priest

RESPONSIBILITIES AND DUTIES

PROMOTE THE SPECIAL CHARACTER OF VILLA MARIA COLLEGE

KEY TASKS	PERFORMANCE INDICATORS
Responsibilities	<ul style="list-style-type: none"> • Attend weekly Service Captain and Leaders meetings and maintain good communication with the Ministry Team. • Co-ordinate the Sacramental Preparation Programme. • Contact Priests and ensure a roster for weekly liturgies (class masses, Stations of the Cross). • Train student and staff EMOCHs. • Train student sacristans. • Co-ordinate Mercy Breakfasts. • Organise Service Assembly with student leaders. • Organise Reconciliations, Priest's roster. • Alongside the DRS, organise and run Year Level Retreats. • Facilitate links between College and Parishes e.g., advertising youth groups, introduce sacramental students to their relevant parishes and priests. • Establish links between College and ethnic Chaplaincies. • Support for International students on Catholic Special Character. • Liaise with Priests when required.
Support Special Character events	<ul style="list-style-type: none"> • Assist with the preparation of Assembly Prayer, noting special events, liturgical calendar. • Assist in the preparation and set up for College Masses (5 per year). • Assist in the preparation and set up for House and Year Level Masses (as required) • Work with social action groups and Student Service Team to assist in the student leadership of social justice initiatives that include but are not limited to: <ul style="list-style-type: none"> Special Events Canterbury (Tea Party, St Patrick's Day, Christmas Dinner), Kai for the Community, and Young Vinnies. • Coordinate sacramental music within the College through a working relationship with the choir director and staff member in charge of musical formation.

MAINTAIN EFFECTIVE RELATIONSHIPS WITH STAFF, STUDENTS AND PARENTS/CAREGIVERS

KEY TASKS	PERFORMANCE INDICATORS
Professional relationships	<ul style="list-style-type: none"> • Always treat students with respect. • Expect students to treat you and each other with respect. • Motivate students to achieve to or beyond their potential. • Maintaining positive professional relationships with colleagues.

RELATIONSHIPS

- Functional relationships with the Principal, All teaching and support staff.

HEALTH AND SAFETY

All employees including full-time, part-time, casual and contractors have a role in health and safety at Villa Maria College.

Responsibilities of employees include but are not restricted to:

- Taking care for their own health and safety and that of other people who may be affected including avoiding practical jokes that could harm people and not taking short cuts, which could reduce safety.
- Following workplace safety policies and procedures including reporting incidents, near miss incidents and potential hazards.
- Using protective equipment supplied by the employer.
- Not recklessly interfering or misusing safety devices or controls.