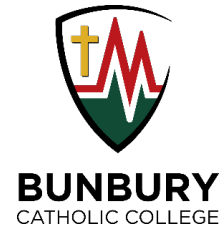


BUNBURY CATHOLIC COLLEGE

HEAD OF MINISTRY

RESPONSIBILITIES AND DUTIES



The Head of Ministry is primarily responsible to the Principal through the Deputy Principal: Pastoral Care.

The Head of Ministry is required to work closely with the Deputy Principal: Pastoral Care, Head of Learning Area: Religious Education and the College Chaplain.

The Head of Ministry will be an integral part of our Middle Leaders Team. They will have a teaching role in addition to following duties:

DUTIES

As a member of the Middle Leaders Team, the Head of Ministry will contribute to the faith formation of the College community, ensuring the faith life of the College is vibrant and reflects the interests and concerns of our students and the school community. The Head of Ministry will provide opportunities for members of our College community to respond to the Gospel message in spiritual and practical ways.

The Head of Ministry is expected to:

- Be an active member of the Catholic Church, free from any impediment to full acceptance by the Church.
- Provide exemplary Christian and professional leadership for all members of the Bunbury Catholic College community.
- Actively and publicly promote the College purpose, beliefs, and values as a Catholic school in collaboration with the Senior Leadership Team (SLT).
- Provide personal witness to Catholic values.
- Work cooperatively with members of the SLT to promote the ethos of the College, to coordinate whole school activities, and to plan future professional learning relating to the Evangelisation Plan.
- Engage in ongoing professional development activities relating to Ministry.
- Develop spirit and character within the House context.

The Head of Ministry has specific responsibilities for:

Evangelisation

- Work with the SLT and Head of Learning Area: Religious Education to ensure the Evangelisation Plan is relevant to the faith development needs of the College community.
- Nurture, develop and promote the College's Marist charism.
- Work with the Deputy Principal: Pastoral Care to ensure opportunities are provided annually for spiritual, religious, and theological development for all staff.
- Develop and deliver the 'Faith Story and Witness' program for new staff.
- Provide resources and formation opportunities for the College Advisory Council.
- Support the Christian Service Learning (CSL) Coordinator's management of the College's mission projects and directions. e.g. Project Compassion, Vinnies Christmas Hampers.

Liturgy

- Coordinate all Liturgies and Masses.
- Enlist staff help for the organisation of liturgies where appropriate.
- Liaise with Parish Priest / School Chaplain and relevant Heads of Year, when necessary, on all matters pertaining to Liturgy and the Sacraments within the College.
- Liaise closely with Head of Learning Area: Religious Education to ensure that Liturgy in the College supports and further develops the CEWA Guidelines for Religious Education in Catholic schools in WA.
- Work closely with Religious Education and Homeroom teachers to provide support and assistance in the development of meaningful liturgical experiences.
- Provide a personal and/or material resource bank for any members of the Bunbury Catholic College Community wanting help or information in the creation of liturgies or prayers.
- Encourage staff to regularly pray with students; the Head of Ministry is responsible for Homeroom Prayer in the daily bulletin.
- Organise prayer for Monday Briefing, PD Days and Student Assemblies.
- Continually update a digital file of liturgies held throughout the school year.
- Oversee the updating and maintenance all sacramental vessels, linen, equipment, books.
- Identify students and provide formation for them to serve as Extraordinary Ministers of Holy Communion.
- Identify, develop, and provide formation for a team of College Altar Servers.
- Develop the College Chapel as a centre of prayer that invites student and staff use.

Pastoral (Staff and students)

- Promote opportunities for Marist Association formation of staff.
- Be a pastoral presence around the College for students.
- Liaise with the Parish and Diocesan Staff.

Retreats

- Work with the SLT, Head of Learning Area: Religious Education and the Heads of Year to plan year group Retreats.
- Monitor and look after all materials needed for retreats.
- Develop and coordinate staff Retreats.

Student Ministry

- Supervise and work with the Student Ministry team to develop skills and participation in ministry/liturgical events.
- Work with the Student Ministry Captains to develop and incorporate student participation and leadership in College liturgies and assemblies.
- Collaborate with the CSL Coordinator to promote opportunities for Student Ministry and Leadership.