



SACRED HEART GIRLS' COLLEGE

MISSION AND MINISTRY TEAM - LITURGY AND RETREAT LEADER

We are a Catholic faith community enriched by the RNDM charism; a community where students are at the heart of all that we do.

We commit to honouring the uniqueness and gifts of each person by:

- Celebrating and nurturing our Catholic identity, history and heritage
- Creating an authentic, challenging, collaborative and safe learning environment
- Building a culture of excellence
- Adopting ethical and responsible practices that ensure sustainable use of resources.
- Working in partnership with the school, local and global communities.

As a leader in the College and a member of the Mission and Ministry Team, the Liturgy and Retreats Leader exercises a shared responsibility to ensure that the mission of the Catholic Church is brought to life in the College through a practical and lived response to the person and message of Christ and the example of Euphrasie Barbier.

The Mission and Ministry Team consists of the following positions:

- Liturgy and Retreat Leader
- RNDM Partnership in Mission Leader
- Social Justice Leader
- Religious Education Learning Leader

Primarily, the Liturgy and Retreat Leader is responsible for enhancing the Catholic Identity of the College through facilitating faith experiences such as Liturgy, Prayer and Spiritual Development. The Liturgy and Retreat Leader will take an active and collaborative role as a member of the Mission and Ministry Team to lead, promote, support, maintain, enhance, review and evaluate processes for reflection, prayer and liturgical celebrations. This leadership position is a visible role, with an active involvement in leading prayer and liturgy.

The work of the Liturgy and Retreat Leader will be guided by:

- Jesus Christ and his teachings as understood and passed on through the charism of the RNDM Sisters
- Other Catholic Church teachings, principles and values; including those related to Catholic Social Teaching
- College strategic plans, policies and procedures

The Liturgy and Retreat Leaders through their presence and work provide students with a child-safe environment and are familiar with and comply with the College's child-safe policy and code of conduct, and any other policies or procedures relating to child safety. They will maintain a clean and safe workspace and abide by the workplace health and safety policies and procedures of the College.

AREAS OF RESPONSIBILITY

Religious / Faith Leadership

- Provide inclusive opportunities and facilitate involvement for staff, students and parents to express the spiritual and devotional elements of their faith through retreats, reflection days, liturgical celebrations and prayer
- Work with the Mission and Ministry Team and other College leaders to integrate RNDM perspectives into liturgies, celebrations, assemblies and other events
- Lead the student leadership groups involved in prayer, liturgies and retreats
- Ensure symbols, celebrations of the liturgical seasons, feast days and places for prayer are visible and promoted
- Work in conjunction with the Social Justice Leader in embedding Catholic Social Teaching as part of praying and celebrating.
- Work towards providing opportunities for student involvement in other faith experiences in the broader church community

Educative Leadership

- Work in collaboration with the Religious Education Learning Leader in offering liturgical and faith formation activities which support the Religious Education Program
- Encourage and provide suitable training opportunities for students to volunteer as altar servers, Extraordinary Ministers of the Eucharist, etc
- Assist in the selection, training and development of Faith and Liturgy Leaders Years 7 to 12
- Work with the College Student Leaders, especially Deputy College Captain Faith and Fire Carriers in preparing and supporting them in their leadership
- Assist and support Homeroom teachers in their efforts to pray with their students in Homeroom
- Provide prayer resources for Homeroom and Morning staff prayer rosters.
- Provide assistance to staff to develop and implement classroom liturgies
- Support staff in involvement in the student retreat program

Community Leadership

- Communicate with visiting Priests to ensure meaningful liturgical experiences are provided for the College community
- Seek ways of engaging recent graduates from the College in suitable experiences, such as retreats and reflection days that will enrich and develop their faith life and that of students at the College.

Organisational Leadership

- Take an active role within the Mission and Ministry Team, including sharing in charring meetings, contributing to agendas, ensuring minutes are kept and reporting to the whole staff on matters relevant to the specific portfolio
- Maintaining records of student involvement in faith activities for commendations
- Be responsible for all administration tasks relating to the Liturgy and Retreat program.
- Manage the Liturgy and Retreat budget

SUCCESS CRITERIA

Knowledge & Understandings

- Be an enthusiastic and competent teacher of Religious Education and have Accreditation to Teach in a Catholic School or be working towards his qualification
- An interest in and desire to contribute to the educational vision of the College
- A willingness to keep up to date with contemporary Catholic teachings as they relate to this portfolio.

Attributes & Dispositions

- Commitment to the Mission, Vision, Values and Catholic identity of Sacred Heart Girls' College
- Approachability as an active listener, negotiator, and advocate for the importance of providing meaningful faith experiences
- Self-directed and highly motivated
- Open to change and to learning.

Skills & Capabilities

- Effective teamwork and collaboration skills
- Ability to work flexibly, independently, and creatively
- Capacity to maintain professional relationships within, and external to, the College community
- Initiative, drive, and a strong sense of professionalism
- Excellent communication skills, including public speaking skills
- Excellent IT Skills, especially in the use of MS Office applications
- Ability to implement effective and efficient work practices
- Be organised, managing conflicting priorities in order to meet deadlines
- Ability to integrate habits and practices of ongoing review and evaluation to ensure continuous improvement and development of the role.

VARIATION TO THE ROLE

The principal, or delegate may assign other duties from time to time, which are broadly consistent with the role or vary the Position Description, after consultation, in response to the changing needs of the College.

TERMS AND CONDITIONS

The successful candidate will be provided with a Staff Handbook that sets out the expectations and requirements of employment at the College. Child protection legislation requires preferred applicants to be subject to employment screening. Sacred Heart Girls' College supports the principles of equal opportunity employment and encourages diversity in the workplace.

Reports to	Principal
Internal Liaisons	Mission and Ministry Team, Leadership Team, staff, students
Conditions	Appointment as per the VCMEA 2022 or its successors POL Equivalent: Level 2 Allowance: \$3,750 Time Release: 18 (60minute) periods per fortnight (Shared if 2 positions)
Appointment Time	Ongoing