

Position Description

CATHEDRAL PASTORAL WORKER **(Full Time or Part Time, 2 year contract)**

Position Title:	Cathedral Pastoral Worker (full time or part time)
Date:	October 2024
Location:	St Peter's Cathedral, North Adelaide
Reports to:	Dean
Positions Reporting to this Role:	Nil

1. Cathedral Overview

St Peter's Cathedral is an iconic church with a high public profile and an important civic role. Dating from 1869, the Cathedral is the seat of the Anglican Archbishop of Adelaide, and a focal point for the Anglican Church in South Australia. The Cathedral is led by the Dean, who is supported by a team of ordained and lay staff. The Cathedral's staff and volunteers minister in a multicultural setting that is tolerant of diversity.

2. Cathedral Purpose and Objectives

The Cathedral is first and foremost a welcoming, open and inclusive place of Christian worship. It has a particular responsibility for those who worship at the Cathedral, and its volunteers and staff. The Cathedral is a major tourist destination with a ministry of welcome and accompaniment for all those who visit it. It also has a unique civic function, especially in relation to significant public occasions and events, and is closely associated with the community life of the city and State.

The Cathedral has a Mission Action Plan, a particular objective of which is to grow the Cathedral congregation both numerically and spiritually, with a particular focus on the younger members of the community. The Cathedral Pastoral Worker is expected to be a key contributor to the attainment of these goals.

3. Duties and Responsibilities

The Cathedral Pastoral Worker's duties are guided by the Mission Action Plan and include

1. Attend the Sunday 10:30 am Eucharist and 6 pm Evensong on a regular basis to get to know the congregation, especially younger adults.
2. Devise and deliver Christian education programs to older adolescents (teens to 17) and young adults (18-25).
3. Assist the clergy in the preparation for baptism and confirmation of young adults.
4. Play a major role in social justice and creation care activities at the Cathedral.
5. Explore greater links with St Mark's College, and with tertiary students in general.
6. Connect and engage with adolescents and young adults in the Cathedral community including the Serving and Liturgy teams and the Cathedral Choir.
7. Explore greater engagement with Anglican and other schools (in partnership with the Diocese).
8. Explore new ways of worship to engage young adults.

The appointee is required to attend weekly staff meetings.

The appointee will be a strong ambassador for St Peter's Cathedral and advocate for its vision and mission.

The position requires excellent time management including flexibility in terms of schedule, taking attendance at worship on Sundays and at other times into account.

The appointee may be required to perform tasks not expressly included in this position description but are mutually agreed to be necessary to the attainment of the goals expressed in the Mission Action Plan.

4. Skills and Experience

Essential

- Relevant post-secondary qualification/s or equivalent experience.
- An understanding of the theology and practice of Christian missiology and the practice of mission and evangelism.
- Demonstrated ability to respond to the needs of a high-profile not-for-profit organisation, with a workforce that pitches in and goes above and beyond to ensure the Cathedral meets its goals.
- Excellent organisation and planning skills, including the ability to plan and meet deadlines.
- The ability to prepare complex reports, project summaries and correspondence with a high attention to detail, and maintain accurate records.
- Professional, 'can do' and proactive attitude demonstrating initiative, a flexible approach, and the ability to balance competing and conflicting priorities.
- Calm and collected, able to work under pressure; enthusiastic, energetic and practical.
- Ability to resolve conflict in a professional and participative manner.
- Proven ability to work within a team as well as independently.
- A team builder, able to relate equally well to paid and volunteer staff of diverse ages and backgrounds.

Desirable

- Active experience in a similar or allied field.
- Familiarity with the Anglican Church of Australia.
- An understanding of the variety and demanding pace of life and work in a large church or Cathedral.

5. Compliance and Organisational Requirements

- Prior to appointment, the successful applicant will need to provide a current Working with Children Check and current National Police Check, in preparation for Safe Ministry approval.
- To gain and maintain Safe Ministry clearance in the Diocese of Adelaide.
- To support and uphold the values and work of the Cathedral in the wider context of the Diocese of Adelaide and the Anglican Church of Australia.
- To abide by the policies, procedures and rules of the Cathedral and the Diocese of Adelaide in force for the time being.
- To have an understanding and appreciation of Christian values and be sympathetic to the values and work of the Anglican Church of Australia.

6. Terms of Employment

a. Employer

You will be an employee of the Anglican Diocese of Adelaide.

b. Remuneration

The full time salary for this position is \$74,270 plus superannuation at the current minimum super guarantee rate. The salary and superannuation for a part time position will be adjusted pro rata.

c. Contract Position

The position is offered on a 2 year contract basis in the first instance, with renewal subject to attainment of goals outlined in the Mission Action Plan.

c. Hours of Work

The full time weekly hours of work for this position are 37.5 hours to be worked by arrangement, noting the requirement for some weekend and after hours work. The weekly hours for a part time position will be adjusted pro rata.

d. Probation

A probation period of 6 months will apply to this position, with formal reviews after 1 month and 3 months. During the probation period, the position may be terminated by either party giving 1 week's notice to the other party.

e. Performance Review

The appointee is required to participate in regular performance reviews and performance development opportunities.

f. Non-Award Position

The terms and conditions of this non-Award position have been developed with regard to the national employment standards under the *Fair Work Act 2009*. A copy of the Fair Work Information Statement is attached.

7. Variation

St Peter's Cathedral reserves the right to amend the position description as necessary from time to time to meet the changing needs of the Cathedral and/or the Mission Action Plan.

How to Apply

Applications should be sent to the Dean, the Right Rev'd Chris McLeod, by email at office@stpeters-cathedral.org.au by 5 pm Adelaide time on Friday 31 January 2025. Inquiries may be directed to the Cathedral Office on 08 8267 4551.

Applicants should include:

- A detailed Curriculum Vitae.
- The names and contact details (including email) of four referees, two on the applicant's skills and achievements, one by a colleague, and one personal reference.
- A personal statement of up to 1,000 words demonstrating how your skills and experience will support the achievement of the duties and responsibilities of the position.
- An indication of your preference for a full time or part time position, and an indication of when you would be able to commence work at St Peter's Cathedral.