

Pastoral Coordinator – St Brigid’s – Blanchardstown – Job description

St Brigid's Parish, Blanchardstown, Dublin 15, (www.blanchardstownparish.ie) seeks a part-time Pastoral Coordinator to help support our growing and dynamic faith community. Reporting to the Parish Priest, this position offers a rewarding opportunity to work with the parish, the families, and the schools, within a vibrant parish setting. While the primary focus of will be on sacramental preparation, there are opportunities for involvement in all aspects of faith development in the parish, be it for children, youth or adults.

The role requires flexibility in working hours, including evenings and weekends.

The contract will initially run to 30 June 2025, but may be renewed each academic year.

Remuneration and the schedule of working hours (expected to be 20 hrs per week) will be discussed and agreed upon with the successful candidate.

Primary Responsibilities:

- Collaborate synodally with the Parish Priest, Parish Pastoral Council, Parish Team, volunteers and all the faithful, to help the parish be a place of welcome where people encounter Jesus Christ and are accompanied on their life-long faith journey.
- Have a primary focus on the faith journey of children and their families; before, during and after the celebration of the Sacraments of Initiation.
- Strengthen the Parish/Family/School relationships in line with the current Diocesan Policies such as *Accompanying Families*, *Seeds of Faith* and *Building Hope*.
- Liaise with all schools in the parish (currently 7).
- Support the pastoral development of the parish by educating, animating, praying with and relating to, those being served and those helping provide the services.

Baptism Responsibilities:

- Ensure families are adequately supported and prepared for celebrating the Sacrament.
- Maintain ongoing communication with families afterwards.

First Holy Communion and Confirmation Responsibilities:

- Manage the Parish Registration Process, ensuring GDPR compliance and keeping an accurate database.
- Liaise with local schools to coordinate liturgical preparations, including readings, prayers, and music.
- Facilitate classroom visits to help children understand the sacraments in an age-appropriate manner.
- Lead meetings and workshops for families and children preparing for these sacraments.
- Oversee the Sacramental Preparation Program in collaboration with local schools, including administration and communication.

Family Mass and Liturgical Support:

- Seek ways to improve and expand the monthly “Family Mass” in conjunction with the Youth Choir and other support groups.
- Assist with other annual events such as Mass of All Nations, Family Fun Day, November Remembrance Mass, Penance services, Pilgrimages, etc.

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General Support:

- Help recruit, train, and coordinate volunteers and catechists assisting in sacramental preparation and other parish activities.
- Support, as appropriate, specific initiatives in the parish such as Teen Hope, Laudato Si’, John Paul II awards, Sycamore, etc.
- Be adaptable as the varied needs of the parish community evolve.
- Blanchardstown is part of the Ladyswell Partnership (together with the parishes of Corduff and Mulhuddart). While initially the role does not involve work with other parishes, we are seeking ways to build greater cooperation within the Partnership and, over time, this may involve at least some aspects of this role.
- Liaise with other parishes in Dublin 15, and with the Office for Mission and Ministry, to learn, to share ideas, and to ensure a consistent approach is adopted in all parishes.

Skills and Qualifications:

- A strong and active Christian faith, with a strong desire to share this faith with others.
- Commitment to Catholic ethos, doctrines, liturgy, traditions and social teaching.
- Strong theological background with a sound understanding of sacramental theology and using the principles of the RCIA as the model for all catechesis.
A relevant qualification in theology or pastoral ministry is desirable.
- Experience in similar pastoral or sacramental roles, especially working with children and families.
- Strong interpersonal & networking skills, with an ability to work both independently and collaboratively in a team environment with volunteers.
- Organisational abilities and strong communication skills are essential.
- Proficiency in using Microsoft Office Suite, social media platforms, and website maintenance, together with an understanding of best practices for GDPR.
- Enthusiasm for working with young families and volunteers in a parish context.
- Flexible and reliable, with an openness to new ideas and new ways.
- High level of empathy for the complex realities of modern family life and structures.
- Conscientious, diplomatic, patient, confidential, and a joyful witness to the Gospel.
- Familiar with Safeguarding practices and procedures (including Garda vetting).
- An appreciation of other Christian traditions and ecumenical initiatives.

Application Process:

Interested applicants should submit a CV, a cover letter outlining their suitability for the role and details for two referees. Applications should be sent to Fr. John Gilligan at office@blanchardstownparish.ie with the subject line: ‘Pastoral Coordinator Application’.

The closing date for applications is 09:00am on Monday October 21st, 2024.