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| *Insert Parish logo here* |

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| Position title: | Bible Study or Prayer Group Leader | Position reports to: | *Parish Priest* |
| Positions reporting to this one: | Bible Study / Prayer Group volunteers. | Other key relationships: | Parish Pastoral Associate, Parish Pastoral Council |
| Position Purpose: | The Bible Study or Prayer Group Leader coordinates small groups of parishioners who gather in their homes, or at the parish for prayer, friendship, and to pray the rosary or read and discuss the Holy Scriptures together. | | |
| Qualifications and experience: | * Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments. * Good knowledge of the Holy Scriptures and Catholic Church doctrine. * Completion of theological studies or formation an advantage but not essential. | | |
| Training: | * All volunteers must complete the Safeguarding Essentials online training module on an annual basis. * Roles which work directly with children and young people are required to complete the Working Safely with Children and Young People online training module every 3 years. * Please note: Volunteers aged 16-17 must provide parental permission prior to undertaking online training modules. Volunteers under 16 do not undertake online training modules. * Other training as directed. | | |
| Conditions: | * This is a volunteer role. * Expected commitment is ……. hours a week/month. * Must hold a current Victorian Working with Children Check or Victorian Institute of Teaching registration. * Volunteers aged under 18 are exempt from the requirement to hold a Working with Children Check. * Must apply for a Police Check or provide a recent Police Check if applicable. | | |

| Skills and attributes: |
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| * Commitment to the safety of children, young people and vulnerable people * Motivated to work within the Catholic Church environment and a strong commitment to its values * Commitment to ongoing personal faith formation * Honesty and integrity * Reliability * Responsibility * Willingness to work collaboratively as part of a team * Planned and organised * Willingness to participate in learning opportunities e.g. induction, training and development * Able to communicate effectively and respectfully with others * Flexible and adaptable * Respect confidentiality and privacy |

| Key Results Areas: | Key Duties: |
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| Preparation | * Recruits new members to the bible study group. * Answers questions from those interested in joining the group. * Works with others to plan bible study group meetings, including food and drink if appropriate. * In consultation with the Parish Priest or Pastoral Associate, reviews appropriate materials for the bible study group to use, for example *Alpha* or *Ascension Press* programs. * Informs members of meetings in person, by email or by telephone |
| Leadership | * Welcomes people as they arrive at bible study or prayer group meeting. * Leads prayers and bible study, or delegates to others. * Leads group sharing. * Ensures that everyone can join the discussion or lead prayer if they wish, while respecting those who chose not to. * Positively and respectfully manages conflict. * Follows up and refers to Parish Priest or Pastoral Associate where a group member requires pastoral support. |
| Training | * If requested, assist in training new Bible Study or Prayer Group Leaders. |