



The Diocese of Raphoe

Director of Pastoral Renewal

Job Description

The Position	Director of Pastoral Renewal.
Location	Diocesan Pastoral Centre, Letterkenny with travel throughout the diocese as required.
Reporting to	The Bishop of Raphoe.
Hours of work	An average of 40 hours per week. Evenings and weekend work frequently required.
Remuneration	
Annual Leave	20 days plus statutory days.
Duration of contract	Three year contract renewable.
Probationary Period	6 months from date of starting

Core responsibility	Working with the Diocesan Pastoral Council, it is the responsibility of the Director of Pastoral Renewal to implement the Diocesan Pastoral Plan to the fullest extent taking into consideration its timeline and the many pastoral initiatives already ongoing in the Diocese.
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Main duties / Responsibilities	<p>The Director of Pastoral Renewal will take inspiration and direction from the Vision Statement in the Plan.</p> <p>The primary role of the Director of Pastoral Renewal is to facilitate the implementation of the Diocesan Pastoral Plan through a dedicated commitment to the mission of the diocese.</p> <p>This will involve:</p> <ul style="list-style-type: none"> • working with the Diocesan Pastoral Council, the Council of Priests, the priests and laity of the Diocese, the Deanery Pastoral Councils, Parish Pastoral Councils, and established groups and teams throughout the Diocese. • Facilitating and managing the work of the Youth Development Officer and the Faith Development Officer. • Efficiency and accuracy of documentation and all administrative duties associated with the job. • Attending meetings and conferences as required. • Reporting monthly to the Bishop and the Diocesan Pastoral Council, with additional reports to the Council of Priests when required. • Ongoing formation and training to enhance his/her own skills and faith life. • Compliance with and adherence to all relevant legislation and regulatory requirements.
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	<ul style="list-style-type: none"> • A baptised Catholic with a strong desire and commitment to witness to Jesus Christ and His Church. • A third level qualification in Theology/Religious Education or the equivalent in relevant pastoral experience.
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Qualifications and Abilities.

- A proven track record of significant involvement in Parish and church activities.
- Proven leadership skills including planning, project management, consensus decision making, staff management as well as empowerment and encouragement of others.
- Ability to take direction but also to work on his/her own initiative when the need arises.
- Ability to work as part of a team.
- Ability to be patient, flexible and adaptable in pastoral situations.
- Be able to prioritise, realise and evaluate objectives.
- Good communicator.
- Be able to be discreet and maintain confidentiality.
- Have the appropriate IT skills.
- Have a current full driving license plus the use of a car.

Important Note

The job description is a guide to the duties expected of the employee. The nature of the position requires flexibility and adaptability to change as the duties may vary from time to time. The Diocese reserves the right to require the employee to undertake duties within his/her capabilities which are not necessarily recorded in the initial job description.