

**Applications are invited from suitably qualified, highly motivated  
Youth Ministry Officers**

**Commencing Term 1 2018**

## **Youth Ministry Officer 12 months fixed term position**

Mount Lilydale Mercy College currently has a part time, fixed term position available for a Youth Ministry Officer the Religious Education program.

The overall responsibility of the Youth Ministry Officer includes:

- The Youth Ministry Officer's role is to assist the Religious Education Faculty and Deputy Principal - Mission in maintaining and developing the Catholic Identity of the College. This is achieved by working with students and staff to promote the social justice and faith life of the college. This involves assisting in implementation of student fundraising for charitable organisations whilst increasing awareness of social justice issues and the projects supported. It also involves assisting in the organisation and facilitation of Masses, liturgies, retreats and faith formation that contribute to the Catholic identity of the College and our Mercy heritage.
- A key aspect of this role is to promote and maintain the CSYMA Youth Ministry Lounge which is the 'hub' of social justice activities and the faith life of the College. This includes organising awareness-raising and faith based activities for students to increase their knowledge of Catholicism and Christian spirituality and encourage their involvement in living out our mercy values. It is also a safe space in the College where students of all year levels can meet and socialise.

A copy of the full role description is available at the end of this document.

The successful applicant will need to have:

- Outstanding attention to detail
- An energetic and motivated attitude, with the ability to show initiative
- Time management and the ability to prioritise and multitask where required
- Active commitment to Catholic Faith
- A current Working with Children Check
- A current National Police Check

All applications must be submitted on the official Application Form and applicants should enclose a Curriculum Vitae. The names of three confidential referees and their telephone contact details, including personal telephone numbers, should be included in the application.

Interested applicants are invited to obtain any additional information about the College and this position by contacting the Principal's Personal Assistant on 9735 4022, Fax 9735 2786 or email [employment@mlmc.vic.edu.au](mailto:employment@mlmc.vic.edu.au)

**APPLICATIONS CLOSE MONDAY 18 DECEMBER 2017 at 9.00am**

***This College community promotes the safety, wellbeing and inclusion of all children.***



120 Anderson Street  
LILYDALE VICTORIA 3140  
Telephone: 03 9735 4022  
Facsimile: 03 9735 2786

Email: [employment@mlmc.vic.edu.au](mailto:employment@mlmc.vic.edu.au)

## APPLICATION FOR EMPLOYMENT – NON-TEACHING

Mount Lilydale Mercy College is committed to child safety and is legally required to obtain the following information about a person whom it proposes to engage to work in a school:

- Working with Children Check status
- Proof of personal identification and any professional or other qualifications
- The person's history of work involving children
- References that address the person's suitability for the position and working with children.

It is a requirement that all applicants complete this form. You must complete all parts of the form. Any false or incomplete statement or information in this form or in connection with your application for employment may lead to a rejection of your application for employment. Any information provided by you in this form may be checked with relevant authorities, previous employers, referees or sources. By signing or submitting this form you consent to these pre-employment checks. Information provided will be treated in accordance with the Privacy Act 1988 (Cth).

**I HEREBY SUBMIT MY EMPLOYMENT APPLICATION FOR THE POSITION**

**OF**

**Youth Ministry Officer**

**ADVERTISED IN**

**CLOSING DATE**

**18 December 2017**

**SIGNATURE**

### PERSONAL DETAILS

SURNAME	FIRST NAME(S)	TITLE	
ADDRESS	PARISH I ATTEND	CONTACT DETAILS	
		Private	
		Mobile	
		Email	
DATE OF BIRTH	RELIGION		
WORKING WITH CHILDREN CHECK NO.		WORKING WITH CHILDREN CHECK TYPE (Employee or Volunteer)	

**EDUCATION**

Please attach copies of Degrees, Diplomas, Certificates and Transcripts

SCHOOLS, COLLEGES, UNIVERSITIES ATTENDED	DATES FROM – TO	FULL TIME/PART TIME	NAME OF QUALIFICATION ATTAINED

**CURRENT EMPLOYMENT**

Position & Duties		Current Employer	
		Name	
		Address	
Other Duties		Telephone	
Date Appointed	Current Salary Level	Name of Employer	

**PREVIOUS EMPLOYMENT**

Employers Name	Position & Duties	Employed from/to (dates)

**VOLUNTEER WORK**

Organisation Name	Position & Duties	Volunteered from/to (dates)

(Note: you must list all previous places of volunteer work where such work involved children. If more space is required, attach a separate sheet

**REFEREES (Please include your Parish Priest or Minister as a Referee)\***

Name	Position	Organisation	Telephone

**INTERESTS**

Membership of Professional, Parish, Community Organisations	Interests, Sporting Activities, Interests etc.

\*Please note we reserve the right to contact other referees as required

**SUPPORTING STATEMENT**

**Please attach a Supporting Statement and Resume along with a copy of your Working with Children Check and current National Police Check.**

**ARE YOU CURRENTLY RECEIVING WORKCOVER PAYMENTS**

Yes

No

**PRE EMPLOYMENT DISCLOSURE QUESTIONS**

It is an inherent requirement of the position that you be a person suitable to work in a school. Each of the following questions are relevant in determining your likely ability to carry out the inherent requirements of the advertised position. You must answer each question.

1. Have you ever had any disciplinary action taken against you by an employer (e.g. received a warning or had your employment terminated) in relation to any inappropriate or unprofessional conduct?

No

Yes

If yes, please provide details:

2. Have you ever been the subject of an allegation of inappropriate or unprofessional conduct which has been substantiated by an employer or other body?

No

Yes

If yes, please provide details:

3. Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?

No

Yes

If yes, please provide details:

4. Do you consent to the prospective employer contacting the appropriate person at any or all of your current or former employers (including Principal any retired person who at the relevant time may have been employed by a former employer) to confirm the accuracy of your answers in Questions 1 – 3 above and to ask about your suitability to work with children?

No

Yes

If no, this will be discussed further if you are offered an interview.

**APPLICATION DECLARATION**

**I declare that the contents of this form are true and correct and complete to the best of my knowledge and no information concerning my employment history has been withheld.**

**I understand that any wilfully incorrect or misleading answer or material omission which relates to any of the questions in this form may make me ineligible for employment, or if employed, liable to disciplinary action which may include dismissal.**

**I understand that all applicants are required to undergo screening which may include a National Police Check. I consent to such screening and checks in connection with my application for employment. I consent to the prospective employer making inquiries of any current and/or previous employers in connection to the information in this form and to confirm my ability to carry out the inherent requirements of the position including my suitability to perform child-connected work. I understand and accept that my appointment to this position requires compliance with the College's child-safe policy and Code of Conduct. I have read and understand the College's Child-Safe policy and Code of Conduct.**

**I understand and accept that my appointment to the position requires a commitment to Catholic Education. I have read and understand the Statement of Principles regarding Catholic Education.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Form for Disclosure of Pre-existing Injuries/Diseases

Pursuant to s41 of the *Workplace Injury Rehabilitation and Compensation Act 2013* (WIRC Act) it is requested that you disclose any pre-existing injuries and diseases suffered by you, of which you are aware, and which could be affected by the nature of the proposed employment offered to you.

I declare that I am aware of the following pre-existing injuries and/or diseases:

OR

I have no such pre-existing injury or disease.

Name:

Signature:

Date:

.....

.....

.....

Section 41 (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013* (WIRC Act) will apply to a failure to make such a disclosure or the making of a false or misleading disclosure. Section 41 (2) states:

If this subsection applies, any recurrence, aggravation, acceleration, exacerbation or deterioration of the pre-existing injury or disease arising out of or in the course of or due to the nature of employment with the employer does not entitle the worker to compensation under this Act.

Any information provided on this form will be used for the purposes of Section 41 of the *Workplace Injury Rehabilitation and Compensation Act 2013* (WIRC Act) only.

# A Statement of Principles Regarding Catholic Education

## The task of the Catholic school

*Its task is fundamentally a synthesis of culture and faith, and a synthesis of faith and life: the first is reached by integrating all different aspects of human knowledge through the subject taught, in the light of the Gospel; the second in the growth of the virtues characteristic of the Christian.*

(Congregation for Catholic Education, *The Catholic School*, 1977)

This same goal is expressed by the Victorian Catholic community which desires its schools to be communities of faith.

This broad philosophical stance reveals a concern for an education that combines sound knowledge and skills with an overall personal development rooted in Christian values. Such an education involves a high level of interpersonal transaction between staff and pupils.

Pope John Paul II spelt out key implications of this for staff who work in Catholic schools:

*The Church looks upon you as co-workers with an important measure of shared responsibility ... To you it is given to create the future and give it direction by offering to your students a set of values with which to assess their newly discovered knowledge ... [The changing times] demand that educators be open to new cultural influences and interpret them for young pupils in the light of Christian faith. You are called to bring professional competence and a high standard of excellence to your teaching ... But your responsibilities make demands on you that go far beyond the need for professional skills and competence ... Through you, as through a clear window on a sunny day, students must come to see and know the richness and joy of a life lived in accordance with Christ's teaching, in response to his challenging demands. To teach means not only to impart what we know, but also to reveal who we are by living what we believe. It is this latter lesson which tends to last the longest.*

(Pope John Paul II, Address to Catholic Educators, September 12, 1984)

Pope John Paul II clarified this further when he spoke on Catholic Education in Melbourne:

*I welcome you into that chosen group called by the Church to educating young Catholics in the faith. In a very special way, you share in the Church's mission of proclaiming the good news of salvation. Not all of you may be teaching catechetics, but if you are on the staff of a Catholic school, it is expected, and it is of the utmost importance, that you should support the whole of the Church's teaching and bear witness to it in your daily lives ... Certainly your work demands professionalism, but it also demands something more. Your professionalism as teachers involves tasks that are linked to your Baptism and to your own commitment in faith ... No matter what subject you teach, it is part of your responsibility to lead your pupils more fully into the mystery of Christ and the living tradition of the Church ... The parish primary school, where younger children receive their early lessons in the faith, remains a cornerstone of the pastoral care of Australian Catholic people. Here the community of faith hands on the timely message of Jesus Christ to its youngest members ... More difficult challenges face the Catholic secondary school. Here students must be helped to achieve that integration of faith and authentic culture which is necessary for believers in today's world. But they must also be helped to recognise and reject false cultural values which are contrary to the Gospel.*

(Pope John Paul II, Address to Catholic Education, November 28, 1986)

Pope Benedict stated when addressing Catholic educators in the United States of America in 2010:

*Education is integral to the mission of the Church to proclaim the Good News. First and foremost every Catholic educational institution is a place to encounter the living God who in Jesus Christ reveals his transforming love and truth (cf. Spe Salvi, 4). This relationship elicits a desire to grow in the knowledge and understanding of Christ and his teaching. In this way those who meet him are drawn by the very power of the Gospel to lead a new life characterised by all that is beautiful, good, and true; a life of Christian witness nurtured and strengthened within the community of our Lord's disciples, the Church.*

(Pope Benedict XVI, Address to Catholic Educators, April 17, 2008)

And in an address to Catholic teachers during his visit to England in 2010, His Holiness stated:

*As you know, the task of a teacher is not simply to impart information or to provide training in skills intended to deliver some economic benefit to society; education is not and must never be considered as purely utilitarian. It is about forming the human person, equipping him or her to live life to the full – in short it is about imparting wisdom.*

...

*It means that the life of faith needs to be the driving force behind every activity in the school, so that the Church's mission may be served effectively, and the young people may discover the joy of entering into Christ's "being for others".*

(Pope Benedict XVI, Address to Catholic Teachers, September 17, 2008)

This philosophy of Catholic education, expressed in a growing number of documents and policy statements, guides the Catholic school in its functioning. Whilst it is accountable to the general community for the provision of quality education to young citizens, it is also accountable to the Church community for providing this within the context of the Gospel and its values as expressed in Catholic doctrine. The Catholic school is more than an educative institution: it is a key part of the Church, and an essential element in the Church's mission. So too staff in the Catholic school are more than employees – they minister in the name of the Church and of the Gospel.

All staff in the Catholic school have an indispensable role to play. It is expected of all employed in a Catholic school that they:

- (a) accept the Catholic educational philosophy of the school;
- (b) develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work;
- (c) by their teaching and other work, and by personal example, strive to help students to understand, accept and appreciate Catholic teaching and values;
- (d) avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church community in whose name they act;
- (e) in relation to teachers, comply with the Accreditation Policy of the Catholic Education Commission of Victoria (CECV) to teach in a Catholic school, and other CECV policies;
- (f) be committed to regular ongoing professional development;
- (g) be qualified as required by state authorities;
- (h) be a person suitable to work with children





ENTHUSED BY THE TEACHING OF JESUS CHRIST, THE MOUNT LILYDALE MERCY COLLEGE CATHOLIC CO-EDUCATIONAL COMMUNITY AIMS TO FOSTER JUSTICE, COMPASSION, HOPE AND HOSPITALITY IN THE MERCY TRADITION.

WE COMMIT OURSELVES TO THE PROVISION OF A SUPPORTIVE ENVIRONMENT WHERE EACH STUDENT IS ENCOURAGED TO DEVELOP A LOVE OF GOD, OF LIFE, OF OTHERS AND OF LEARNING.

INSPIRED BY CATHERINE McAULEY, WE VALUE:

### **SPIRITUALITY**

- that has as its basis a love of God, knowledge and experience of the gospel values;
- that recognises the centrality of the Paschal Mystery – the life, death and resurrection of Jesus, on our lives today;
- that is demonstrated through our celebration of life, together with the teachings of the Catholic Church, the formation of loving relationships within the community, and participation in liturgical celebrations;
- which respects the dignity of the human person through a strong sense of social justice;
- which embraces a holistic learning environment;
- which reflects the Works of Mercy, Spiritual and Corporal.

### **COMMUNITY**

- which nurtures self esteem by promoting respect for each person's uniqueness, dignity and worth;
- that strives to be supportive for those who suffer and endure hardship;
- which is compassionate, honest, accepting, tolerant, just, caring and willing to listen;
- that provides spiritual, emotional, social and intellectual assistance to each of its members;
- that inspires and nurtures a stimulating and safe environment which accepts difference;
- which encourages a loyalty to a rich school heritage;
- that affirms the rights of individuals as well as their responsibility to the school, wider community and the physical environment;
- which recognises that 'the quality of Mercy' is unconditional.

### **LEARNING**

- which recognises that the school's Catholicity permeates all learning experiences;
- which offers a dynamic, challenging, rich and diverse range of learning experiences;
- that stimulates each student to strive for personal excellence;
- that caters to individual needs;
- which encourages a high level of motivation, independence, perseverance, initiative and creativity;
- that values a culture of excellence where personal responsibility and pride in performance will help students to reach their potential;
- which prepares students for a changing and challenging world;
- that embraces a formal pastoral care program and a wide range of co-curricular activities.

*'The tender Mercy of our God has given us one another' (Mercy Constitution)*

## **CORE STATEMENT OF PURPOSE**

WE at Mount Lilydale Mercy College, inspired by the Mercy tradition of Catherine McAuley, commit ourselves to striving for excellence in education grounded in the Gospel teachings of Jesus Christ.

## **VISION FOR MERCY SECONDARY EDUCATION**

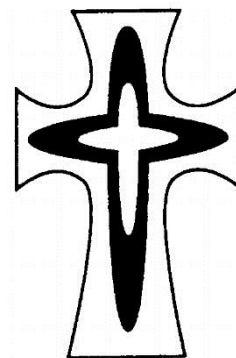
“Conscious of our deep need for mercy, we have pledged ourselves to join in the saving mission of the Church as it becomes, with and in and through Jesus, the incarnation of God’s Mercy. Our gift as Sisters of Mercy is to know God’s loving kindness and to share it with others” (Mercy Congregation Constitutions, 1983, 1:02-1:03).

The Sisters of Mercy see education as a major form of responsibility which flows out of their particular vocation in the Church as sharing in the mission of mercy of Jesus Christ, who came to reveal to all people the steadfast merciful love of God for them. In particular, the Sisters of Mercy and those who work alongside them are called to make known this merciful love of God through an apostolic service to those in need.

As a community of believers, each Mercy school strives to proclaim the message of Jesus through the distinctive spirituality of the Sisters of Mercy. This spirituality is marked by faith in Jesus Christ, commitment to the primary of love, an understanding of the world informed by faith and the celebration of the Eucharist in union with the poor and suffering. It is also marked by a devotion to Mary, Mother of God and Mother of Mercy, a trust in God’s loving providence, a respect for the dignity of the human person and a strong sense of social justice.

Each Mercy secondary school strives to reflect in its structures, curriculum and practices and in the quality of the relationships within it, the particular spirit of mercy which Jesus lived and taught. Each school endeavours to reflect its commitment to these values by expressing its unity and solidarity with the poor, the unemployed, the distressed and the marginalised through its service to the community. Through their faithfulness to the spirit of Catherine McAuley’s vision, Mercy schools work to provide a Catholic Education which enables the formation of the whole person imbued with those values which Catherine exemplified.

EACH MERCY SECONDARY SCHOOL STRIVES TO  
REFLECT IN ITS STRUCTURES, CURRICULUM  
AND PRACTICES AND IN THE QUALITY OF THE  
RELATIONSHIPS WITHIN IT, THE PARTICULAR  
SPIRIT OF MERCY WHICH JESUS LIVED AND  
TAUGHT.



## EMPLOYMENT COLLECTION NOTICE

1. In applying for this position you will be providing Mount Lilydale Mercy College with personal information. We can be contacted at 120 Anderson Street, Lilydale 3140, on email at [employment@mlmc.vic.edu](mailto:employment@mlmc.vic.edu) or telephone 9735 4022.
2. If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.
3. The College's Privacy Policy is accessible via the college website, or by request from the college office. The policy contains details of how you may complain about a breach of the Australian Privacy Principles (APPs) or how you may seek access to or correction of personal information collected about you. However, there may be occasions when access is refused such as where access would have an unreasonable impact on the privacy of others.
4. We may disclose your personal information to Catholic Education Commissions, Catholic Education Offices and support vendors that provide services around staff administration systems.
5. We are required to collect information under Child Protection laws. Employees who are not registered teachers are required to have a current and valid Working with Children Check (WWCC), and a National Criminal History Record Check. We may also collect other personal information about you in accordance with these laws.
6. Where personal and sensitive information is retained by a 'cloud' service provider to facilitate HR and staff administrative support, this information will be stored on servers within Australia.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why. Also that they can request access to and correction of that information if they wish, and to refer them to the College's Privacy Policy for further details about such requests and how the College otherwise handles personal information it collects.
8. If you are employed by Mount Lilydale Mercy College, the personal information that we collect about you will become part of your employee record and will be handled in accordance with the law and clause 6 of this notice.
9. Staff information is exempt from the *Privacy Act 1988*. Other requirements (e.g. staff contracts, other college policies) may contain confidentiality clauses or other restrictions on the entities that staff information can be disclosed to.



## Mount Lilydale Mercy College Role Description

### Position:

**Youth Ministry Officer**

### Accountable to:

**Religious Education & Faith Development Leader  
Deputy Principal – Mission**

### **Principal Accountabilities**

“Catholic schools are the spearhead of the Church’s mission to the world. The person of each individual human being, in his or her material and spiritual needs, is at the heart of Christ’s teaching.”

The core purpose of the Catholic school is to take forward the mission of Jesus and the Church in partnership with parents and parish for the formation, education and development of the students entrusted to the school.

Leadership in a Catholic school involves the capacity to articulate and support the vision and mission of the College and the ability to link that vision and mission with the day to day programs. Leaders must have the ability to communicate expected behaviours and outcomes for staff.

As a leader in a Catholic school an important goal is to **enhance Catholic identity**, so that all may recognise God’s presence permeating every aspect of the school. This is done by strengthening the integration of faith, life and culture, inviting students to discover God’s presence in their daily lives and engaging them in a dialogue between their life experiences and Catholic teaching.

*Adapted from statement Catholic Education Office, Melbourne*

### **1. Responsibility**

- The Youth Ministry Officer’s role is to assist the Religious Education Faculty and Deputy Principal - Mission in maintaining and developing the Catholic Identity of the College. This is achieved by working with students and staff to promote the social justice and faith life of the college. This involves assisting in implementation of student fundraising for charitable organisations whilst increasing awareness of social justice issues and the projects supported. It also involves assisting in the organisation and facilitation of Masses, liturgies, retreats and faith formation that contribute to the Catholic identity of the College and our Mercy heritage.
- A key aspect of this role is to promote and maintain the CSYMA Youth Ministry Lounge which is the ‘hub’ of social justice activities and the faith life of the College. This includes organising awareness-raising and faith based activities for students to increase their knowledge of Catholicism and Christian spirituality and encourage their involvement in living out our mercy values. It is also a safe space in the College where students of all year levels can meet and socialise.

### **2. Key Tasks Associated with this Role include:**

- To work with the Mercy & Justice and Faith & Ministry Prefects to promote and organise events and liturgies;
- The preparation for College and external Justice events;
- To provide assistance with preparation of students for Mercy Conferences and work with them on their return to promote awareness of Mercy issues;
- To assist with Retreat preparations and participation in these;

- To assist with preparation for Catholic Youth Festivals and ongoing work in youth ministry with these student/s on their return;
- To participate in classroom and year level activities in the area of Mercy & Justice and Faith & Ministry;
- To work closely with the Religious Education and Faith Development Leader and the Deputy Principal – Mission;
- CSYMA – assist with supervision of CSYMA Café and all CSYMA programs;
- To maintain and promote the CSYMA Coffee Lounge as the ‘hub’ for social justice planning and activities;
- To be a member of the College Liturgy Committee and the Faith Development Team;
- The preparation of publicity posters to support Mission, Faith and Identity;
- The planning and running faith and social justice lunchtime activities in the Youth Ministry Lounge;
- Operating the Ministry Lounge Café by stocking food supplies, organising service rosters and banking money;
- To maintain the Café and Ministry Lounge;
- To work with CSYMA Youth Ministry classes to facilitate school-wide fundraisers each term;
- To assist with set-up, pack-up and facilitation of Masses and Liturgies;
- To prepare articles relevant to the role for newsletters, magazines and parishes;
- To maintain and create seasonal displays (liturgical seasons, fundraisers, special occasions) for the Chapel and Ministry Lounge to support Mission, Faith and Identity; and
- Other duties as assigned by the Principal.

### 3. Attributes:

- Initiative
- Attention to detail
- Time management and the ability to prioritise and multitask where required
- Work autonomously or as part of a team
- Active commitment to Catholic Faith

### Conditions of Position:

#### 4. Occupational Health & Safety

- 4.1. As per Current College Policies

#### 5. Hours of Work

- 5.1. 3 - 4 days per week.
- 5.2. 8.00 – 4.06pm (excluding a 30 minute lunch break) with a maximum of 7.6 hours worked in any one day. This position may involve some out of school hour’s tasks.

#### 6. Appraisal

- 6.1. All staff within the College will be expected to undertake an appraisal process the type and timing of which will be decided by the Principal.

#### 7. Special Responsibilities:

- As Directed By The Principal

Adopted: November 2017  
To Be Reviewed: No later than November 2020

Philip Morison, Principal

**MOUNT LILYDALE MERCY COLLEGE**

