



Applicants must be registered with TRBWA, will require a current Working With Children Clearance, and be supportive of the Catholic ethos of the College. Applications including afterhours contact details should be sent to The Principal, John Paul College, PO Box 4552, Kalgoorlie WA 6430. An application form can be downloaded from the College website.

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## Liturgy and Faith Formation Coordinator

The Liturgy and Faith Formation Coordinator position is one of significant leadership within the College.

The position requires a committed, active member of the Catholic Church community who has the professional and personal capacities to contribute effectively to the ongoing faith formation of the College community and liturgical life of the College community

### **Responsibilities:**

- Prepare School Liturgy celebrations
- Work with Coordinators to prepare House Eucharist celebrations
- Work with staff to prepare class Eucharists
- Staff Eucharist/Liturgical celebrations
- Resource Home Room staff for HM/RM prayer
- Liaise with Chaplain for Eucharists/Liturgies
- Liaise with Music HOLA for Liturgical celebration
- Oversee the organisation of and be involved in the Year Twelve Retreat and special activity days for Years Seven to Eleven
- Oversee staff Accreditation
- Train staff in preparation of Eucharist and Liturgical celebrations and class prayer
- To promote the faith formation of staff within the context of the Catholic school, working collaboratively with the Principal and Leadership Team to plan and coordinate faith development opportunities for staff
- To promote the faith formation of students within the context of a Catholic school, working collaboratively with the Principal and Leadership Team, RE Coordinator and staff
- To work with the Parish, College Chaplain and College staff in assisting students who undertake the sacramental programme
- To carry out other duties as required by the Principal
- Practising Catholic