Mary courageously said ‘Yes!’ to all that God promised. Like her, we seek to witness, and nurture in all, a passionate and compassionate spirituality through which Jesus is known and loved.

**POSITION DESCRIPTION**

The Liturgy Leader is a member of the Faith Team. With the Catholic Identity Leader, they plan for and facilitate opportunities for students, staff and family to engage in life-giving liturgies and experiences of prayer.

**Reports to:** Principal

**Collaborates with:** Members of the Faith Team
Staff and students

**Contract:** The Liturgy Leader is a Position of Leadership Level 2. It has a time release of 16 periods per cycle.

**Responsibility as a Member of the Catholic Identity Team**

- Actively articulates the school’s vision and mission as a Catholic school, and uses this as a wellspring in all discussion and decision-making
- Is active as an individual, or as a team member, to work towards the success of the school’s Strategic Plan, providing support, stimulus and action as necessary.
- Communicates and exemplifies to staff correct procedures and processes.
- Contributes to the development of College policies and procedures.
- Seeks professional development to further his/her understanding of the mission of Assumption College.

**Duties of the Liturgy Leader**

- Plan for and facilitate appropriate liturgical experiences for students and staff, including the significant school events.
- Coordinates the weekly (Friday) Mass.
- Offers regular opportunities for meditation and prayer for students and staff.
- Ensures that morning prayer in Learning Mentor groups occurs in a supported manner.
- Assists in the preparation of students and staff for student retreats.
- Coordinates the Staff Sabbatical Week, including the provision of guest speakers.

June 2019
• Assist the leadership team in offering opportunities for staff to learn about Catholic Social Teaching and participate in social justice experiences (retreats and action for justice).

**Key Selection Criteria**

• Well-developed interpersonal skills, and the ability to form safe, responsible and appropriately supportive relationships with students.
• A passion for Liturgy and knowledge of the appropriate canonical documents.

**Occupational Health & Safety**

The Liturgy Leader will:

• Perform the above duties in line with any safe work practices and processes, and conduct oneself at work in a manner that is safe to self and others;
• Encourage colleagues and others on the worksite to adhere to safe work practices;
• Support and contribute to the improvement of safe systems of work and safe work practices;
• Participate in relevant OHS&W training programs;
• Report all work related incidents and near misses which result in injuries, ill health, or property damage in writing, in accordance with the school’s OHS&W policies and procedures;
• Suggest changes to eliminate workplace hazards, or minimise the risks associated with them;
• Correctly use any equipment provided for health and safety purposes;
• Follow reasonable instructions given by the school in relation to health and safety at work;
• Support the consultative processes for managing OHS&W, when opportunities arise.