



## Lay Pastoral Assistant

### Focused on Faith Formation and Liturgical Ministry

**Location:** Saint Hugh & Saint John, Timperley

**Reporting to:** Parish Priest

**Hours of work:** Initially **15 hours a week** including occasional Sundays with potential to increase based on parish needs and mutual agreement

**Salary:** **£15/hour**

### Work Schedule

Afternoons and Evenings

### Outline of Role:

The Parish of Saint Hugh & Saint John is a large, busy parish serving Timperley. It has a large congregation, with close links to the parish primary school.

This specialised role provides pastoral support to the Parish Priest with particular emphasis on faith formation and some liturgical ministry. Working alongside the Parish Priest, you will lead and coordinate parishioner volunteers in providing adult catechesis, developing sacramental preparation programmes, and enhancing liturgical celebrations. The role will utilise your theological background, creative skills, and experience to foster spiritual growth among parishioners of all ages.

As a faithful practising Catholic living your faith authentically, you will provide positive witness to young people and serve as a representative of the Parish, Parish Priest, Bishop, and Diocese of Shrewsbury.

The Diocese of Shrewsbury is committed to the nationally agreed policies on Safeguarding of young people and vulnerable adults, as well as creating a safe environment for all. You will be expected to follow the Diocesan policies on Safeguarding (as adopted from national policies) as well as Health and Safety guidelines, alongside all other policies as set out in the Staff Handbook.

### Key Roles and Responsibilities:

#### Faith Formation & Catechesis

- Support those volunteers delivering children's liturgy programmes

- Support and coordinate the preparation programmes for families seeking Baptism for their children
- Develop and support the catechesis in the parish regarding First Holy Communion for those not in Catholic schools
- Support the Confirmation preparation team
- Develop and implement the RCIA process for adults entering the Church
- Develop and facilitate a program of adult faith formation opportunities

### **Liturgical & Sacramental Ministry**

- Coordinate and participate in bringing Holy Communion to sick and homebound parishioners
- Assist the Parish Priest with preparation for liturgical celebrations throughout the liturgical year
- Provide support for funeral liturgies and services
- Be the first point of contact for those seeking sacramental preparation

### **Parish Engagement & Administration**

- Coordinate and support parish volunteers in catechetical ministries
- Maintain organised records of sacramental preparation and participation
- Participate in parish meetings as required
- Work with parish school to support the already strong parish school links
- Enhance parish communications through website content and social media to effectively share the Gospel message

### **Professional Development**

- Apply theological background to parish ministry contexts
- Engage in ongoing spiritual formation
- Participate in diocesan training opportunities
- Stay informed of developments in liturgy and catechesis in the wider Church

### **Competencies Required:**

#### **Essential**

- Commitment to give witness to your Catholic faith
- Experience in catechesis and liturgical ministry within a parish setting
- Excellent verbal, interpersonal and written communication skills
- Strong work ethic and willingness to be flexible
- Solid organisational skills and time management
- Ability to work effectively within a team, Parish/Diocesan structures, and with Diocesan officers
- Capability to organise and coordinate parish volunteers
- Full clean UK Driving License and willingness to travel around the Parish

#### **Demonstrated Strengths**

- Experience as an Extraordinary Minister of Holy Communion

- Background in sacramental preparation
- Theological education applicable to faith formation
- Writing abilities that can be applied to catechetical materials
- Commitment to ongoing professional development

### **Personal Qualities**

- A practising Catholic happily living their faith
- A commitment to prayer and reliance on the grace of God
- A sense of humour and willingness to work flexibly
- Initiative and perseverance in tasks
- Creative and forward-thinking approach to ministry
- Pastoral sensitivity to the needs of diverse parishioners

### **Disclosure and Barring Checks**

*In the event of a successful application, an offer of employment may be made which is conditional upon receipt of two satisfactory references and a satisfactory Disclosure and Barring Service Check ("DBS Check") in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to obtaining employment.*

**Please send CV and covering letter to Pauline McCulloch**

[recruitment@dioceseofshrewsbury.org](mailto:recruitment@dioceseofshrewsbury.org)

**Closing date: Friday 29 May 2026**