

Limerick Diocese invites applications for the position of:

## Pastoral Development Worker

The Diocese of Limerick is a Catholic community of sixty parishes living and working together in service of the Gospel of Jesus Christ. Its geographical area comprises the greater part of County Limerick, part of County Clare and one townland in County Kerry. Eighteen of its parishes are in the Limerick metropolitan area and environs. Services include the co-ordination and support of ministry, diocesan archives, pastoral supports, youth ministry, school advisory services and safeguarding across the Diocese in a changing environment. Based in the Limerick Diocesan Centre, the key responsibility of this role is to research pastoral, liturgical and missionary needs at Parish, Pastoral Unit and Diocesan levels and develop, implement and evaluate a suite of relevant programmes. The Pastoral Worker will also resource parishes in the promotion of lay Pastoral Ministry initiatives in partnership with Pastoral Unit Councils, Diocesan Pastoral Council and other relevant structures and groups. The Worker will support the implementation of the Diocesan Pastoral Plan, promote and facilitate the Synodal Pathway and proactively contribute to the overall development of Pastoral renewal in the Diocese.

This role will demand regular evening and weekend work across the Diocese with occasional meetings outside the Diocese. Access to own transport and full clean driving licence are essential.

### Essential qualifications, skills and attributes required for this post:

- Relevant or equivalent qualification in Catechetics/Religious Education/Theology/ Leadership and/or Pastoral Care/Youth Ministry, preferably at Post Graduate level.
- Familiarity with current directions in the pastoral ministry, liturgical formation and mission of the Church.
- Ability to work to own initiative as well as collaboratively with clergy, parish and diocesan staff and volunteers and other individuals and groups in implementing the vision for pastoral renewal and faith development contained in Share the Good News – the National Directory for Catechesis in Ireland and the Diocesan Pastoral Plan.
- Excellent pastoral, interpersonal, organisational, planning and communication skills.
- Proven track record in report writing, analysis and preparation of briefing documents.
- High levels of personal motivation, self-management, and attention to detail.
- Strong IT skills and ability to present data in a range of formats and to various audiences.
- Full clean driving licence and access to own transport.

### Strongly Desirable:

- A minimum of three years post-qualification relevant experience to include familiarity with typical community and voluntary structures at parish level.
- Familiarity with the Universal Synod and Irish Synodal Pathway.

### Special requirements for the post:

- Respect for the teachings of the Catholic Church and commitment to the Diocesan Vision and Ethos.
- Full compliance with and commitment to all the measures in Safeguarding children and Vulnerable adults and Vetting.
- Flexibility in the role that may vary in response to organisational change, development and review of best practice as well as in relation to hours of work and travel.

This post is for a three-year fixed term contract that may be renewed subject to available funding.

A detailed job description and application form is available on [www.limerickdiocese.org](http://www.limerickdiocese.org).

Completed applications to be returned via electronic mail to: [recruitment@limerickdiocese.org](mailto:recruitment@limerickdiocese.org) by the deadline of **Tuesday July 22<sup>nd</sup>, 2025**. Incomplete applications will not be considered. A panel may be formed from the recruitment process.

Please note that Garda Vetting may apply in respect of the post.

## JOB DESCRIPTION

<b>Position/Title:</b>	<b>Pastoral Development Worker</b>
<b>Summary of the Service</b>	To work collaboratively with staff, volunteers, clergy and the lay faithful of the Diocese to promote Pastoral development, renewal and Mission in the Diocese of Limerick.
<b>Location:</b>	Diocesan Centre, St Munchin's, Corbally, Limerick with regular travel.
<b>Hours of work:</b>	35 hours per week to include regular evening and weekend work.
<b>Description:</b>	<p>Resource parishes in the promotion of lay Pastoral Ministry, missionary and liturgical initiatives in partnership with Pastoral Unit Councils, Diocesan Pastoral Council and other relevant structures and groups.</p> <p>Support the implementation of the Diocesan Pastoral Plan.</p> <p>Promote and facilitate the Synodal Pathway.</p> <p>Proactively contribute to the overall development of Pastoral renewal in the Diocese.</p>
<b>Main Duties of Diocesan Advisor</b>	<p><b>Programme Development</b></p> <ul style="list-style-type: none"> <li>• Research the needs of people in parishes and pastoral units.</li> <li>• Devise programmes to assist parishes in the task of evangelisation.</li> <li>• Work with groups at Parish, Pastoral Unit Council and Diocesan level.</li> <li>• Assist Parish and Pastoral Unit groups involved in ministry with support and training.</li> <li>• Train leaders and participants as required in pastoral, liturgical and missionary activities.</li> <li>• Develop resources and organise training programmes to enhance the celebration of liturgy across the diocese.</li> <li>• Regular reviews and evaluation of programmes and initiatives to assist in future planning.</li> <li>• Work in a collaborative manner with other Diocesan personnel in the promotion of Catholic Social Teaching.</li> </ul> <p><b>Networking:</b></p> <ul style="list-style-type: none"> <li>• Promote the work of pastoral renewal and mission through ongoing engagement and contact with individuals, groups, committees, parishes, and other bodies, as necessary.</li> <li>• Participate in the Diocesan Pastoral Council, if required.</li> <li>• Consult with other Diocesan groupings/structures as requested.</li> <li>• Liaise with Diocesan groups/ministries on potential joint initiatives.</li> <li>• Represent the Diocese of Limerick as appropriate at local, regional and/or national level.</li> </ul> <p><b>Organisational role:</b></p> <ul style="list-style-type: none"> <li>• Excellent administrative and IT skills with competence in use of Microsoft Office. Possess excellent communication skills both oral and written.</li> </ul>

**APPLICATION FORM**

**Job Title**

**Location**

**Closing Date for Application**

Pastoral Development Worker

Limerick Diocesan Centre, St Munchin’s, Corbally, Limerick.

**Tuesday July 22<sup>nd</sup>, 2025**

**PERSONAL DETAILS**

<b>Surname</b>	
<b>Title</b>	
<b>Forename(s)</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>E-mail</b>	
<b>Mobile</b>	
<b>Current Salary</b>	
<b>Where did you hear about this post?</b>	

### **Statement of suitability**

(Please provide a statement of why you think your skills and experience are suitable for this role, max 300 words)

**Describe the skills & experience you possess in the following areas that would enable you to fulfil the role as described in the job description**

**Relevant or equivalent qualification and experience**

**Knowledge of and familiarity with the Universal Synod and Limerick Synodal Pathway**

**Familiarity with the Limerick Diocesan Pastoral Plan and current Pastoral Initiatives in the Diocese**

**Knowledge of and familiarity with Sharing the Good News, current trends in Diocesan Pastoral Ministries, Pastoral Units/areas in Ireland**

**Evidence of pastoral, interpersonal, organisational and communication skills, written and oral**

**Examples of resources and training programmes developed and methods of delivery**

**Ability to self-motivate and self-organise**

**Experience of working as part of a team and of engaging with a range of stakeholders**

**Experience of report writing analysis and preparation of briefing documents**

**Evidence of IT and social media skills**

**Demonstrated experience of working with volunteers and facilitation of programmes**

**Examples of flexibility from previous employment experience**

**EMPLOYMENT RECORD**

Please list brief particulars of the positions you held and experiences you obtained. **Start with your present or most recent employer.** Provide reasons for any gaps in your employment.

Dates		Employers Name, Location and type of business	Duties, Status and Nature of Work	Reason for Leaving
From	To			

**Educational Background**

<b>University/ College</b>	<b>From</b>	<b>To</b>	<b>Courses and Results</b>
<b>Further Education and Formal Training</b>	<b>From</b>	<b>To</b>	<b>Courses and Results</b>

<b>Additional professional qualifications gained (e.g. professional, vocational or training programmes)</b>



## ADDITIONAL INFORMATION

Please indicate any additional information which you feel may be helpful in assessing your suitability for the position

## REFERENCES

Please include details of your current/most recent employer and one other referee. Referees must not be related to you.

Name and Position of Referee	Capacity in which known to Referee	Address, email and telephone number

Are you an Irish citizen or national of any EU country?

Yes ☐ No ☐

Do you need a work permit to work in Ireland?

Yes ☐ No ☐

## DECLARATION

To the best of my knowledge and belief the replies given to the questions on this application form are true and I have disclosed all information which I consider relevant. I hereby declare that there is no reason rendering me unsuitable to work with children or vulnerable adults. I understand that appointment will be subject to references and satisfactory Garda vetting. If I accept an offer of employment and any of the information is subsequently found to be incorrect, my employment may be terminated.

Signature of Applicant:

Date:

Please complete all parts of this form and return by email to [recruitment@limerickdiocese.org](mailto:recruitment@limerickdiocese.org) (Signed PDF)