

Assistant Parish Priest – Background Information and Job Description

November 2011

Work Context: Blessed Pope John XXIII Centre is the English-speaking Catholic Church in Geneva, which caters for the spiritual needs of the Anglophone community of the city and surrounding area, comprising a diverse population drawn from over 1,400 families and 80 nationalities. The members of the Parish of John XXIII are from all walks of life, including the UN and its agencies, diplomatic missions, non-governmental organisations, multinational companies, students, individuals involved in service industries, and many others. The Parish enjoys an especially vibrant Youth Ministry providing religious education to around 400 youngsters. John XXIII is a parish within the Diocese of Fribourg, Lausanne and Geneva but does not have any defined boundaries and includes parishioners in neighbouring France. (For more information, see also the profile extracted from our Parish Welcome Pack).

Our Mission Statement is:

"We, the English-speaking Roman Catholic parish of Pope John XXIII, coming together to share our gifts as a community of diverse nations and cultures:

- *Celebrate and live our faith through prayer and the Sacraments and service to others;*
- *Teach and proclaim the good news of our Risen Lord Jesus Christ;*
- *Reach out in solidarity with all people of goodwill to promote Truth, Justice and Peace."*

Due to continued expansion of the Parish, plans are in hand to move to the nearby larger church of St. Nicolas de Flue, which will be renovated in advance of moving in.

About Geneva: The Canton of Geneva comprises over 190,000 inhabitants, 40% of whom are foreign. It includes around 140 multinationals, 24 international organizations (including the UN, CERN and the World Council of Churches), 300 NGOs and 200 diplomatic missions and permanent representatives. In reality, the city's reach extends beyond the Canton, with the whole Geneva region (which extends into France) comprising some 1.24M people.

Mission: To attend to the spiritual, pastoral, moral, and educational needs of all parishioners and so deepen the faith and sense of community of John XXIII parish.

Reports to: Parish Pastor (Fr. Richard de Lord).

Main Duties and Responsibilities

To assist with the Parish Pastor in:

1. Serving the spiritual needs of the parishioners of John XXIII Parish through the celebration of Holy Mass and the other sacraments.
2. Attending to parishioners and others in need through spiritual direction, individual counselling; responding to the pastoral needs of the housebound, the sick at home or in hospital, care of the dying and bereaved.
3. Providing religious instruction in collaboration with lay catechists in the preparation of children/adult parishioners for the reception of the sacraments of initiation and marriage.
4. Organising and leading retreats for the Parish and other activities designed to foster the spiritual development of parishioners.
5. Supporting parish projects to help build and enrich the community, as well as to foster outreach into the Geneva community and beyond.
6. Maintaining good links at Diocesan/Vicariate levels and with the other Catholic parishes of the diocese while developing ecumenical relations with the other Anglophone churches in Geneva.

Essential Requirements

- Ordained as a priest in the Catholic Church, and currently serving in a parish or religious order.
- Excellent interpersonal and communication skills (written/oral) requiring a mother tongue level of English skills. Able to inspire others through homilies, prayer sessions, etc.
- Inter-culturally and socially sensitive and able to relate well to people of all nationalities and ages.
- Excellent pastoral and counselling skills and is caring and helpful.
- Collaborative and supportive manner and ready to take direction from the parish pastor as needed.
- Awareness of child protection principles and possessing clean police record.
- Good command of the French language (or ready to acquire a working knowledge of the language).

The closing date for applications is **31st January 2012.**