1 July 2019

**Position Vacant –** **Plenary Council Discernment and Writing Group Chairs and Members**

The Bishops Commission for the Plenary Council is seeking people who are willing to be key partners and leaders in the process of discernment as the Church in Australia continues preparing for the Plenary Council in October 2020. This is a unique opportunity for visionary and open-hearted, faith-filled people who are committed to the faith, life and ministries of the Catholic Church in Australia and the mission of God.

These roles will involve sustained theological reflection on one of the National Themes of Discernment announced at Pentecost 2019 (A Christ-centred Church that is: Missionary and Evangelising; Inclusive, Participatory and Synodal; Prayerful and Eucharistic; Humble, Healing and Merciful; A Joyful, Hope-filled and Servant Community; and Open to Conversion, Renewal and Reform)

As the **Discernment and Writing Group Chair**, you will be responsible for facilitating the process of communal discernment and guiding a Discernment and Writing Group through theological reflection in order to draft a thematic working paper by March 2020, which will help to form the agenda for the first session of the Plenary Council.

To apply for the role of Discernment and Writing Group Chair, you must be available to attend the Discernment and Writing Group Chair’s induction and initial formation program being held in late August/early September 2019.

As a **Discernment and Writing Group Member**, you will collaborate with the Discernment and Writing Group Chair, participate in the process of communal discernment and actively contribute to theological reflection in order to draft a thematic working paper by March 2020, which will help to form the agenda for the first session of the Plenary Council.

You can download a full Role Description for either the Discernment and Writing Group Chair or Discernment and Writing Group Member from the Plenary Council website or from www.employmentrelations.catholic.org.au

You will have proven experience in communal discernment or shared decision making with strong experience in working in a diverse, intercultural team. As a Discernment and Writing Group Chair, you will have had extensive experience leading a diverse group of people to achieve their objective. As a Discernment and Writing Group Member, you will have had practical experience working as part of a diverse team and collaborating to achieve a shared objective. You will have excellent written and oral communications skills, attention to detail and an ability to stay focused on the big picture.

To be considered for this role, applications should include the following:

1. A Cover Letter, maximum of 1 page which:
	1. Includes a ‘headshot’ picture, your full name, date of birth, mobile and email contact details, your physical location and your affiliation with the Catholic Church.
	2. Clearly indicate whether you are applying for Discernment and Writing Group **Chair** or **Member**. If you are applying to be a Discernment and Writing Group Chair and are unsuccessful, please indicate if you are willing to be considered as a Discernment and Writing Group Member.
	3. Clearly indicate which of the national **Themes for Discernment** you are applying for. Each applicant may apply for one thematic area only.
	4. Briefly share your motivations for applying to be either Chair or Member of a Discernment and Writing Group for the Plenary Council.
2. A maximum 2-page statement addressing the Essential and Desirable Knowledge, Skills and Attributes as listed in the role description.
3. A separate page with the names, positions, relationship to yourself and complete contact details for 2 referees, one of whom should be an active leader in the Church in Australia

Applications that do not include all of the above will not be considered. Also, due to the tight time frames for the Plenary Council process, late applications will not be considered.

Aboriginal or Torres Strait Islander people, young people, people with disabilities, people from culturally and linguistically diverse backgrounds are strongly encouraged to apply.

**Enquiries to Ms Olivia Lee 02 9919 7822 or** **olivia.lee@catholic.org.au**

**Applications to be submitted via email to Ms Jane Bashiruddin oeradvisor@catholic.org.au**

**Applications close at 5.00pm on Monday 22 July 2019**

**Interviews will be conducted in person or via videoconference (depending on the location of the applicant) and are expected to be held between Monday 29 July and Wednesday 7 August 2019.**

The Australian Catholic Bishops Conference supports equal opportunity in its activities and promotes and supports a family friendly workplace. The successful applicants may be required to provide a Working with Children Check or a suitable Police Check as part of the recruitment process.

The Australian Catholic Bishops Conference respects your privacy. In applying for this position, you will be providing Australian Catholic Bishops Conference with personal including sensitive information. We can be contacted on 02 6201 9845. To find out more about how we will treat this information, please access our privacy collection notice from www.employmentrelations.catholic.org.au