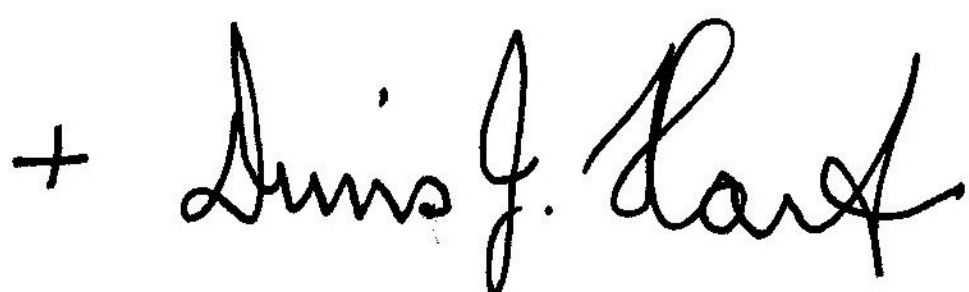


## EPISCOPAL VICAR FOR MIGRANTS AND REFUGEES

1. To be the episcopal point of reference for the Melbourne Catholic Migrant and Refugee Office and to support the Executive Officer in his/her management of the Office
2. To chair meetings of the Migrant Chaplains within the Archdiocese of Melbourne every two months and to assist the fraternal networks among chaplains by the provision of formation on enculturation, days of recollection and retreat, and days of celebration
3. To assist and support newly arrived Catholic Chaplains in their time of transition by ensuring their welcome, integration, induction with Archdiocesan policies, access to Ministry to Priests and other networks of support offered by the Archdiocese
4. Where necessary to assist in facilitating dialogue with migrant communities and to advise the Archbishop/Vicar General of the unique pastoral needs of each. New migrant communities may emerge and pastoral judgement may be required to ascertain the necessity of the appointment of new chaplains
5. To represent the Archbishop as required at religious and civil functions
6. To attend meetings held by the Australian Catholic Migrant and Refugee Office twice a year and to represent the Archdiocese on a national level by participating in conferences, colloquiums and awareness of pastoral issues concerning migrants and refugees
7. To assist local parishes and communities in understanding the pastoral and spiritual issues encountered by migrants and refugees and to offer pastoral advice as required
8. To organise the annual Mass for Migrants and Refugees in the last Sunday of August each year
9. To represent the Archbishop as required in welcoming delegations and visitors from overseas. To assist other Archdiocesan agencies in their activities involving overseas guests, eg Archbishop's Office for Evangelisation – Catholic Missions – Caritas
10. To regularly report to the Archbishop/Vicar General on matters which affect the welfare and wellbeing of Migrant Chaplains in the Archdiocese and on the pastoral development of the diverse migrant groups in the Archdiocese

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April 2015