

Position Description

Youth Minister

The Catholic Parish of Pittwater

Reporting to: Parish Priest.

The Position: The primary purpose of Youth Minister is to engage young people in the life and mission of the Catholic Parish of Pittwater and to provide pastoral support services to The Catholic Parish of Pittwater community and support for parish ministries.

To achieve this, the Youth Minister works under the direction of the Parish Priest and with the Parish team to provide coordinated support services to enhance the Youth ministry within the Parish.

Responsibilities: The Youth Minister is accountable to the Parish Priest for the following:

Stakeholder Management:

- Work collaboratively with members of the Parish pastoral ministry and Parish office;
- Maintain effective relationships with parishioners, Parish school/s, other parish and faith communities of the Diocese, as well as the Diocese (including clergy, agencies and employees of the Diocese, religious organisations, councils and committees).

Communications:

- Produce Parish communications and other parish information relevant to the Youth ministry in a form that meets the communication requirements of the Parish Priest, parishioners and community at large, in a consistent, meaningful and timely manner;
- Draft contributions for the Parish bulletin, ensuring consistent and meaningful communication about the Youth ministry including without limitation news and events, in liaison with the Parish Priest;
- Create, edit and publish social media content and manage online communication through the parish website and the parish facebook page
- Ensuring that every opportunity is taken at special times of the year including without limitation Easter and Christmas to maximise and optimise Parish communications about the Youth ministry;
- Implement the use of e-mail and SMS messaging through the Parish Administration Communication System (PACS) software to broaden the reach of Parish communications relevant to the Youth ministry.

Youth Ministry

- Work with the Parish Priest to develop and implement a youth pastoral ministry based on contemporary youth ministry programs;

- Encourage young people to participate in parish youth activities;
- Build and maintain a parish youth group, ensuring a sense of fun, community and belonging for the youth and young adults in the Parish;
- Build a strong youth network and collaborate with like groups or organisations.

Volunteers:

- Encourage, support and assist to form volunteers to assist in the Youth ministry;
- Ensure volunteers working in the Youth ministry have a current volunteer agreement in place and have undergone pre-engagement screening including without limitation a Working With Children Check (WWCC) in accordance with Diocesan policies and procedures.

Compliance:

- Comply with WWCC legislation and Diocesan guidelines on persons engaged in child – related work within the meaning of Part 2, Section 6 of the Child Protection (Working With Children) Act 2012 (NSW) (Act);
- Comply with the Diocesan Work, Health and Safety (WHS) policy and WHS legislation, attend WHS training, participate in the annual WHS audit and assist to oversee the maintenance of WHS records and notifications;
- Comply with WWCC legislation and Diocesan guidelines on persons engaged in child – related work;
- Maintain an up to date knowledge of and comply with Diocesan policies and procedures including without limitation WHS and other workplace policies;
- Attend and actively participate in workplace training;
- Ensure pastoral ministry volunteers undergo an induction program and are assigned a mentor.

Diocesan Support:

- Ensure responses to requests for support or assistance from the Chancery in any matters that come within the functions and skill set of the Parish Office are responded to with promptness, courtesy and diligence;
- Work collaboratively with other Parishes, Chancery, agencies, clergy, employees and volunteers to further the mission of the Parish and the Bishop.

Membership:

Membership or required attendance of various Committees, Advisory Panels and Diocesan training events as required from time to time by the Parish Priest/Administrator.

Inter-Relationships:

The Youth Minister interacts with the following internal and external stakeholders:

- Parish Priest;
- Parish Clergy;
- Directors of all Parish Ministries;
- Parish Office Team;
- Parish Ministry Groups;
- Local Parish Catholic schools;
- Chancery personnel.

Knowledge, Experience & Qualifications:

It is desirable that the Youth Minister has the following knowledge, experience and qualifications:

Knowledge:

- An understanding of the Catholic Church, its mission and the sensitivities and nuances of dealing with various stakeholders;
- An understanding of Parish communities;
- A working knowledge of the Diocese and ability to quickly become familiar with its policies and procedures;
- A comprehensive knowledge of contemporary Youth ministry programs;
- Proficient skills in contemporary computer applications including the Microsoft Office suite;
- Excellent organisational skills and the ability to prioritise and reorganise priorities;
- Excellent word processing, telephone and diary management skills;
- Well-developed oral and written communication skills;
- Ability to work autonomously and be responsible and accountable for own work and the work of the Parish office team.

Experience:

- Experience in the delivery of contemporary Youth ministry programs;
- Experience working with volunteers in a Christian environment;
- Experience working with minimal supervision while remaining a team player;
- Well-developed relational and rapport building skills.

- Qualifications:**
- Relevant qualifications in Youth ministry or equivalent experience;
 - WWCC Clearance.

Attributes: It is desirable that the Youth Minister has the following attributes:

- A personal commitment to the mission of the Catholic Church;
- Ability to manage the demands of the Parish Priest and parish community by anticipating their needs;
- Ability to act with tact and discretion, maintaining the highest level of confidentiality;
- Demonstrated commitment to service and a willingness to be accountable for performance;
- Ability to perform under work pressure;
- Punctuality and sound time-management skills including the ability to multi-task and work quickly and efficiently;
- Well-developed organisational and problem-solving skills;
- Attention to detail, quality and accuracy;
- Ability to work collaboratively and consultatively across a wide spectrum of stakeholders;
- Values driven, honest, reliable and has integrity;
- Ability to be a team player;
- A personal sense of warmth and welcoming.

Performance Measures: The performance of the Youth Minister will be assessed having regard to:

- Successful outcomes of the major responsibilities of the role;
- Achievement of the agreed objectives of any work plans;
- Service levels and the level of satisfaction expressed by the Parish Priest and other key stakeholders in respect of the individual performance of the Youth Minister and the collective performance of the Parish team.