

<b>Role Description : Mission Team Coordinator – Catholic Youth Team</b>		
<b>Name:</b>		
<b>Position:</b> - Mission Team Coordinator – Catholic Youth Team		
<b>Reports to:</b> Manager of the Catholic Youth Team		
<b>Review Date:</b> An initial review will be carried out after the initial 3 months then in November 2018		
<b>Key Responsibilities</b>	<b>Indicators</b>	<b>Outcomes Achieved</b>
<b>Primary Coordinator Duties</b>		
Promotion and Recruitment of CYT Mission Team	<p>Will work with CYT manager and other staff to plan and drive an effective campaign for promotion and support of the CYT Mission Team.</p> <p>Will work with CYT manager and other staff to annually recruit appropriate young people for the CYT Mission team.</p>	<p>Appropriate Promotional Material and plan for the following year's team recruitment ready and implemented by April each year.</p> <p>Online Mission Team Profile and promotional campaign maintained both on CYT Website and Social Media Networks.</p>
Provide a coordinated plan and delivery for the mission, care and provision for the CYT Mission Team.	<p>Will work collaboratively with the CYT Manager, Mission Team supervisors, other staff, contractors or volunteers to ensure that the elements needed for the provision of the needs of the Mission Team and their Ministry are planned and provided, including but not limited to:</p> <ul style="list-style-type: none"> <li>• MT Annual and Weekly bookings and Scheduling</li> <li>• MT Retreat &amp; event programming</li> <li>• Mission Team Accommodation</li> <li>• Mission Team Roles organised and allocated</li> <li>• Mission Team manual kept updated including ongoing evaluation and adjustment to Team Policies and procedures</li> <li>• Oversight of Mission Team Budget</li> <li>• MT Medical and Health care managed</li> </ul>	<p>Mission team plan presented to and approved by management and successfully implemented by Mission Team Staff, Mission Team members and others.</p>
Mission Team Training and formation	<p>The Mission Team Coordinator will work collaboratively with the CYT Manager, Mission Team Supervisors, CYT Formation Coordinator and other CYT Staff, contractors and volunteers as appropriate to plan and implement the Mission team's formation both at the start of the year and as needed throughout the year.</p>	<p>Mission team will be effectively trained for their ministry and will confident in their roles on team.</p>

Key Responsibilities	Indicators	Outcomes Achieved
<b>Secondary Mission Team Coordinator Duties</b>		
Collaborate with Pastoral Care of Mission Team members	<p>Will work collaboratively with Mission Team Supervisors to schedule in quality Pastoral care of team members on a regular basis. While this is a primary role of Supervisors it requires the input and support of the Coordinator. This provides Mission Team members with care, spiritual guidance and practical advice with the aim of equipping team members with skills and resources to assist them with team relationships and dynamics and to build a more effective ministry team.</p> <p>This pastoral support will be more intense near the start of the year and will adjust as appropriate throughout the year with the vision that it will be needed less as the year progresses.</p> <p>The supervisors will work collaboratively with the Mission Team coordinator to give the CYT manager regular general feedback on how the team members are traveling pastorally They will immediately make them aware of any serious pastoral issues and assist them in planning a response to pastoral needs.</p>	<p>Supervisors are supported by the Mission Team Coordinator in planning and providing Mission Team members appropriate Pastoral Care.</p> <p>There is effective collaboration and clear communication between the male and female supervisors and the Mission Team Coordinator.</p>
Assisting with oversight of Mission Team ministry	Will work with the Mission Team supervisors and other staff as needed to provide oversight and guidance of the Mission Team members in facilitation of their roles and the teams events.	There will be ongoing collaboration to provide input and practical support for mission team members in their roles.

<b>General CYT Staff Duties and Expectations</b>		
Administration:	<p>The Coordinator will work with the CYT manager, MT Supervisors and other staff to assist with the administration, budgeting, communications and record keeping needs of the mission team.</p> <p>The Coordinator will provide the CYT Manager with a monthly report of the Mission Team and their ministry and will work with other team members to put together a CYT annual report to be presented to the Bishop, Parishes and other relevant Diocesan organisations.</p>	All administration tasks are undertaken in a timely and professional manner.
<p>Every employee of the Catholic Youth and Young Adult Ministry for the Diocese of Christchurch is first and foremost a member of the CYT and are called to work collaboratively with other team members to support the overall mission of the Catholic Youth Team.</p> <p>All our ministry programmes and events will have a co-operative element to them and require open collaboration between team members.</p>	<ul style="list-style-type: none"> <li>• To act as a positive role model and witness of the Catholic Faith to other young people.</li> <li>• To be actively involved in setting CYT's long term goals and timetable, and contribute where able to the overall work of the Team.</li> <li>• To participate in weekly Team Meetings and demonstrate a willingness to be part of, and contribute to the life of the Team.</li> <li>• To be proactive in welcoming people into the office and providing hospitality, with the purpose of building relationships with them.</li> <li>• To contribute to the tidiness and order in the office, ensuring it is a positive and welcoming environment for all staff and visitors.</li> <li>• To provide regular reports and project evaluations in a timely manner, as requested by the manager.</li> <li>• To assist with other CYT Staff with other programmes and events as required or requested by the CYT manager</li> <li>• To constantly develop and strengthen interpersonal and intrapersonal, communication and leadership skills and abilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates being an effective and collaborative member of the CYT team.</li> <li>• Maintains healthy/professional relationships with all other CYT members and other diocesan staff and volunteers.</li> <li>• Participates in team prayer.</li> <li>• Attends CYT Planning, team Meetings and events as appropriate.</li> <li>• Provides accurate and professional reports relevant to their role regularly to the manager.</li> <li>• Appropriate feedback on events and issues is given to the manager and other CYT staff in an appropriate manner.</li> </ul>
To demonstrate a commitment to personal spiritual and professional formation and self-care.	<ul style="list-style-type: none"> <li>• To seek regular spiritual direction and professional supervision with suitable mentors.</li> <li>• To prioritise on-going professional development on an annual basis, where possible actively working towards achieving appropriate qualification e.g. a Certificate in Pastoral/Youth Ministry.</li> <li>• To establish and maintain a personal Faith-filled and prayerful life.</li> <li>• To become a reflective, and self-evaluating practitioner.</li> <li>• Maintains an appropriately neat and professional dress standard in the office and at CYT events.</li> </ul>	Maintains an effective personal prayer and sacramental life.
<p>CYT Mission Team Coordinator _____ Date _____</p> <p>Catholic Youth Team Manager _____ Date _____</p>		