

Schedule A

CATHOLIC DIOCESE OF CHRISTCHURCH

**Formation Programmes and
Young Adult Ministry Coordinator
Position Description**

Catholic Youth Team – Diocese of Christchurch
Youth Ministry Formation and Young Adult Ministry Coordinator
(27.5 hours per week)

Name: *Enter Employees Name*

Position: - Catholic Youth Team

Reports to: Manager of the Catholic Youth Team

Review Date: An initial review will be carried out after months of employment followed by an annual review process.

Key Responsibilities	Indicators	Outcomes Achieved
<p>To organise and facilitate Youth Ministry Training and Formation programmes for Young People in the Diocese of Christchurch. Including running an annual camp and regular Leadership formation programme in the Christchurch city area.</p> <p>To organise other specific local youth ministry training programmes for individual Parish/Pastoral Area Youth Ministries as appropriate.</p>	<ul style="list-style-type: none"> • To plan, promote and facilitate the annual Frontline Formation camp and training programme with the assistance of the other CYT staff. • In collaboration with the CYT Parish Support Person will be available to speak to Youth Coordinators / Priests and pastoral Leaders around the Diocese about their specific needs for training and formation of young leaders. • To respond to specific requests from parishes/ pastoral areas and Catholic High schools for Youth Ministry training and formation support. • To pro-actively meet with current youth group leaders for support. To also identify parishes where youth ministry might be a possibility and work with that parish to implement. • Appropriate Resources identified, created and maintained to provide gathered and non-gathered opportunities for Youth Ministry / Leadership Formation. 	<ul style="list-style-type: none"> • Meetings with the parish support person and key youth group leaders to ascertain youth formation needs • An Effective Youth Ministry Training/Formation programme (Frontline) for youth and young adults sustained in the Diocese. • Youth group Coordinators and young leaders satisfied with level of formation and support • Where appropriate, mentors identified and provided for young people who want them. • Programme attendees followed up with support and feedback
<p>To work with the Parish Support Coordinator to provide and, where necessary, create appropriate resources for parish based youth ministry formation. This includes helping to maintain CYT's online and hard copy formation resources and links.</p>	<ul style="list-style-type: none"> • To seek opportunities for networking with communities, understand their needs and offer training and support. • To provide parish youth groups with the best formation resources possible. • To offer, in conjunction with Parish Support Coordinator leadership development programmes for parish youth leaders. • To work with other team members to organise the Youth Team resources ie books, DVDs. • To promote resources to parishes and groups, advertising their availability. 	<ul style="list-style-type: none"> • Parish based Youth Ministry Training Developed, promoted and facilitated in the Christchurch Diocese. • CYT Website and Facebook regularly updated with Formation event details and Tips • Event advertisement • Parish Youth Ministry support Resources managed and promoted effectively

<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"> • To act as a positive role model and witness of the Catholic Faith to other young people. • To be actively involved in setting the long term goals and timetable, and contribute where able to the overall work of the Team. • To participate in weekly Team Meetings and demonstrate a willingness to be part of and contribute to the life of the Team. • To be proactive in welcoming people into the office and providing hospitality, with the purpose of building relationships with them. • To contribute to the tidiness and order in the office, ensuring it is a positive and welcoming environment for all staff and visitors. • To provide regular reports and project evaluations in a timely manner, as requested by the CYT Manager. • To assist with other CYT Staff with other programmes and events as required or requested by the CYT manager 	<ul style="list-style-type: none"> • A collaborative approach to CYT Ministry. • Participate in team prayer. • Have a personal prayer and sacramental life (see below). • CYT Planning Meetings. • CYT Team Meetings. • CYT Team Retreats. • Reporting regularly to the CYT Manager. • Event evaluations. • Youth Meeting Evaluations
<p>Support and facilitate effective Young Adult Ministry in the Diocese of Christchurch</p>	<ul style="list-style-type: none"> • To work with the Manager and other CYT staff, Tertiary Chaplaincy, parishes and other Catholic/Christian organisations to ensure that Young Adults (18-35) are provided opportunities in the Diocese of Christchurch to grow in their understanding and relationship with Jesus and the Church. • To oversee the preparation and implementation, monitoring and evaluation of: <ul style="list-style-type: none"> - Formation and Mentoring Programmes and other regular regional events for Young Adults - An Annual Young Adults Camp • To support grassroots Young Adult ministry in Parishes with Training and resource support. • Work closely and collaboratively with the Catholic Tertiary Chaplaincy including running combined events where possible. • Networking and connecting with a range of young adults and community leaders such as youth workers and parish staff. • Promote and where possible support local, national and international Catholic Young Adult events. 	<ul style="list-style-type: none"> • Feedback from Young Adults and communities shows the CYT is running effective ministry with Young Adults. • Parishes that are running young adult programmes feel that they are being well supported and resourced. • Young Adults programmes and events are promoted in a dynamic and effective way and the target age group from our community are aware of these. • Tertiary chaplaincy are experiencing good collaboration and connection with CYT staff particularly the Young Adults Coordinator. • An annual camp and regular young adult events are run and are effective in forming and supporting Young Adults in their faith journey.

<p>To demonstrate a commitment to personal spiritual and professional formation and self-care.</p>	<ul style="list-style-type: none"> • To seek regular spiritual direction and professional supervision with suitable mentors. • To prioritise on-going professional development on an annual basis, actively working towards achieving an appropriate qualification e.g. a Certificate in Youth Ministry (as a minimum). • To establish and maintain a personal Faith-filled and prayerful life. • To become a reflective, and self-evaluating practitioner. • To constantly develop and strengthen interpersonal and intrapersonal, communication and leadership skills and abilities. 	
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Formation Programmes and Young Adult Ministry Coordinator – Catholic Youth Team

_____ Date _____

Manager Catholic Youth Team

_____ Date _____