

Schedule A

CATHOLIC DIOCESE OF CHRISTCHURCH

**Female Mission Team Supervisor
Position Description**



Female Mission Team Supervisor – Catholic Youth Team (10 hours per week)

Name:

Position: - Female Mission Team Supervisor 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
Pastoral Care of Mission Team members	<p>Mission Team Supervisors will have contact with team members on a regular basis. This will be to provide team members with pastoral care, spiritual guidance and practical advice with the aim of equipping team members with skills to assist them with team relationships and dynamics and to build a more effective 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 and give both the Coordinator and 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>The female supervisor will have an emphasised focus on supporting the Female Mission team members.</p>	<p>Mission Team members are equipped for mission team life and their pastoral needs are met.</p> <p>There is effective collaboration and clear communication between the Male and female supervisors and the Mission Team Coordinator.</p>
Training and formation	<p>Team Supervisors will assist the Mission Team Coordinator with the team's formation at the start of the year and if time commitments allow they will assist with further formation throughout the year.</p>	<p>Mission team will be effectively trained for their ministry and will confident in their roles on team.</p>
Assisting with oversight of Mission Team ministry	<p>As time allows, assisting the Mission Team Coordinator with oversight and guidance of the Mission Team members in facilitation of their roles and the teams events.</p>	<p>There will be ongoing collaboration to provide input and practical support for mission team</p>

		members in their roles where feasible.
Administration:	<i>Supervisors will work with the manager, coordinator and other staff to assist with the administration, budgeting, communications and record keeping needs of the mission team.</i>	All administration tasks are undertaken in a 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"> • To act as a positive role model and witness of the Catholic Faith to other young people. • To be actively involved in setting CYT's 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 manager. • To assist with other CYT Staff with other programmes and events as required or requested by the CYT manager • To constantly develop and strengthen interpersonal and intrapersonal, communication and leadership skills and abilities. 	<ul style="list-style-type: none"> • Demonstrates being an effective and collaborative member of the CYT team. • Maintains healthy/professional relationships with all other CYT members and other diocesan staff and volunteers. • Participates in team prayer. • Attends CYT Planning, team Meetings and events as appropriate. • Provides accurate and professional reports relevant to their role regularly to the manager. • Appropriate feedback on events and issues is given to the manager and other CYT staff in an appropriate manner.
To demonstrate a commitment to personal spiritual and professional formation and self-care.	<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, where possible actively working towards achieving appropriate qualification e.g. a Certificate in Pastoral/Youth Ministry. • To establish and maintain a personal Faith-filled and prayerful life. • To become a reflective, and self-evaluating practitioner. • Maintains an appropriately neat and professional dress standard in the office and at CYT events. 	Maintains an effective personal prayer and sacramental life.

Female Mission Team Supervisor – Catholic Youth Team

_____ Date _____

Manager Catholic Youth Team

_____ Date _____