

CATHOLIC YOUTH TEAM – EVENTS COORDINATOR

THE CATHOLIC DIOCESE OF CHRISTCHURCH

Our Organisation

The Catholic Youth Team (CYT) assists our Catholic communities in the Diocese of Christchurch to connect with young people, sharing the Gospel with them and journeying with them; preparing and empowering them for their mission as Disciples of Jesus Christ.

More information on our organisation is available on our website cyt.org.nz

About the role

Our CYT events for youth and young adults provide multiple opportunities for young people on their faith/life journey. They can provide the first steps of connecting and sharing the gospel message with young people. They can also be a means of continuing to accompany young people on the journey of discipleship. So they provide not only the opportunity to give a truly positive faith experience for young people but also to grow bridges of trust, establish a relationship between young people and Jesus and his Church and continue to nurture those relationships.

The events coordinator will have a focus on creating and strengthening effective events for young people in our Diocese as well as building structures and resources to support our parish communities in running their own events programmes.

The Coordinator will need to collaborate with other CYT staff and Volunteers to plan, prepare and facilitate our major Diocesan events for the year. These currently include our annual Antioch, and Revolution Youth Camps; Young Adult camp, Sports day and Sports night but may include other events as they arise.

We have a large number of volunteers who assist our ministry with all our major events. It is the responsibility of the events coordinator to ensure the care and support of our volunteers as well as recruit and form new volunteers for events.

The coordinator will have an openness and flexibility to changes in the role and the event support needs of our local Catholic communities as new visions and structures solidify and become more firmly established. They will work collaboratively with CYT Management and staff as well as the Bishop, other Catholic Parish pastoral leaders to consider the future event support needs of our communities and how we might better engage local community youth groups and leaders in our events.

All CYT roles have a collaborative aspect to them and team members will work with other staff to offer various Ministry and Administration tasks as required by the Bishop or Management of the Diocese. These may include but not be limited to assisting with promotional material creation and distribution, appropriate registration processes, budgeting, communications and record keeping.

Skills and experience

To be successful in applying for this role the applicant should demonstrate competency/experience in the following areas:

- A passion for the Catholic Faith and creating and engaging young people in faith experience opportunities.
- Experience in organising, promoting and coordinating Youth and Young Adult Ministry Events
- Skills to manage collaboration, communications, logistics, budgets
- Competency with team and volunteer formation and management
- A fun-loving yet mature person with a passion for working with young people and their families/whanau
- A current unrestricted driver's license would be an advantage
- The ability for networking & relationship building with parishes and other key stakeholders
- A current unrestricted driver's license would be an advantage.
- An ability to work collaboratively and effectively in a team environment.
- Tertiary qualifications in Pastoral Care or Ministry would be an advantage.

Catholic Youth Team – Diocese of Christchurch

Ministry Events Coordinator – Catholic Youth Team

Name:		
Position: - Catholic Youth Team Youth Ministry Events Coordinator (37.5hours)		
Reports to: Manager of the Catholic Youth Team		
Review Date: 3 Month Review then October 2021		
Key Responsibilities	Indicators	Outcomes Achieved
<p>Planning, Preparation and Facilitating Major Diocesan Youth and Young Adult Ministry Events</p>	<p><i>Planning: You will need to collaborate with other CYT staff to plan our major Diocesan events for the year. These currently include our annual Antioch, and Revolution Youth Camps; Young Adult camp, Sports day and Sports night but may include other events as they arise.</i></p> <p><i>Preparation: Tied into planning is the preparation for camps. You will be responsible for working with other CYT staff and Volunteers to do the following:</i></p> <ul style="list-style-type: none"> • <i>Create an event timeline</i> • <i>Prepare promotional material</i> • <i>Prepare an event plan including an appropriate budget</i> • <i>Organise Your event team including volunteers (see below)</i> • <i>Organise required resources and materials</i> <p><i>Facilitate: Although you will have a team to assist with events including CYT staff and volunteers you will be the main facilitator for each event and will need to be present at all events (in the background usually) ensuring that everything is going to plan or organising contingencies when they are required. The team will be debriefed after the event and any constructive critique responded to.</i></p> <p><i>Health and Safety: Health and Safety is very important to CYT and the Diocese of Christchurch and is the responsibility of the event coordinator in planning and running our events. We aim to ensure that all young people attending our events are kept safe and healthy. A key part of this role is to consider within reason all possible areas of risk and to mitigate these. This is an essential requirement for us under our duty of care and the Health and Safety in the Workplace Act 2015.</i></p>	<p>All camps and events are well planned and prepared, and run smoothly and effectively.</p> <p>The event teams will be well prepared and resourced and Health and Safety Policies will be implemented and adhered to.</p> <p>We will receive positive feedback from participants and team members about the suitability and effectiveness of the programme for the target group and/or will have responded to any concerns in future planning.</p>

<p>Event Volunteers:</p> <p><i>We have a large number of volunteers who assist our ministry with all our major events. It is the responsibility of the events coordinator to ensure the care and support of our volunteers as well as recruit and form new volunteers for events.</i></p>	<p>Recruit and Vet Volunteers: <i>It is the policy of CYT that all volunteers working with our young people will be police vetted as well as taken through a further vetting process by the event coordinator or other staff to ensure that they are appropriate for the roles that they wish to be involved in. The event coordinator will work with other staff to ensure this process is in place for all volunteers.</i></p> <p>Support and formation:- <i>This is essential for our event volunteers to ensure that they are appropriately resourced, prepared and confident about their roles at an event.</i></p>	<p>All volunteers are appropriately inducted through the appropriate vetting processes.</p> <p>All event volunteers feel effectively prepared and supported.</p>
<p>Supporting and adapting to change in CYT Event opportunities and support</p>	<p>The coordinator will have an openness and flexibility to changes in the role and the local event support needs of our communities as new Catholic community visions and structures solidify and become more firmly established.</p> <p>Will work collaboratively with CYT Management and staff as well as the Bishop, other Catholic Parish pastoral leaders to consider the future event support needs of our communities and how we might better engage local community youth groups and leaders in our events.</p> <p>Will offer the support and resources required to assist parish/regional Catholic groups to plan, promote and run locally-based events.</p>	<p>Communicates and Shows openness and active support of change to CYT's events and resources as needed and as the Vision for Youth Ministry develops and changes in the Diocese.</p> <p>Works collaboratively in developing and adapting CYT events, support and resources as necessary.</p>
<p>Administration (5 hours per week):</p>	<p><i>The coordinator will also work collaboratively with other staff to offer various Administrative tasks as required by the manager are undertaken. These may include but not be limited to assisting with promotional material creation and distribution, appropriate registration processes, budgeting, communications and record-keeping for CYT events.</i></p>	<p>All administration tasks are undertaken professionally.</p>
<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</p>	<p>To act as a positive role model and witness of the Catholic Faith to other young people.</p> <p>To be actively involved in setting CYT's long term goals and timetable, and contribute to the overall work of the Team.</p> <p>To participate in weekly Team Meetings and demonstrate a willingness to be part of, and contribute to the life of the Team.</p> <p>To be proactive in welcoming people into the office and providing hospitality, to build positive relationships with them.</p>	<p>Demonstrates being an effective and collaborative member of the CYT team.</p> <p>Maintains healthy/professional relationships with all other CYT members and other diocesan staff and volunteers.</p> <p>Participates in team prayer.</p> <p>Attends CYT Planning, team Meetings and events as appropriate.</p>

<p>cooperative element to them and require open collaboration between team members.</p>	<p>To contribute to the tidiness and order in the office, ensuring it is a positive and welcoming environment for all staff and visitors.</p> <p>To provide regular reports and project evaluations on time, as requested by the manager.</p> <p>To assist with other CYT Staff with other programmes and events as required or requested by the CYT manager</p> <p>To constantly develop and strengthen interpersonal and intrapersonal, communication and leadership skills and abilities.</p>	<p>Provides accurate and professional reports relevant to their role regularly to the manager.</p> <p>Appropriate feedback on events and issues is given to the manager and other CYT staff.</p>
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<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 ongoing 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. 	<p>Maintains an effective personal prayer and sacramental life.</p>
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