



CATHOLIC ARCHDIOCESE OF MELBOURNE

POSITION DESCRIPTION

Youth Minister

Position title:	Youth Minister	Employee name:	
Operational Unit:		Date:	
Position reports to:	Parish Youth Leadership Group	Positions reporting to this one:	
Parish Mission	<p>As members of the Catholic Parish Community of Malvern East we:</p> <ul style="list-style-type: none"> • Celebrate our FAITH • Show RESPECT for all; and • Are Committed to ACTION <p>Guided by the Holy Spirit, we express our faith in action by caring for one another, being accepting and inclusive of all parishioners and the wider community, and by engaging and participating in our parish ministries. As a parish community we are encouraged to share our gifts and talents in service to others.</p>		
Position Purpose:	<p>The Youth Minister will engage young people in the life and mission of the Catholic Parish Community of Malvern East by encouraging them to remain connected to each other and to their faith while engaging in faith-based actions and fostering their spiritual aspirations.</p> <p>They will do this by forming a fortnightly youth group for teenagers, developing music ministry for a monthly Youth Mass, engaging and empowering young leaders, and engaging with the local primary schools.</p>		

Qualifications and experience:

The following experience is highly desirable for the Youth Minister:

- Experience and expertise in Catholic youth ministry in a variety of settings
- Understanding of youth ministry within the Australian Catholic context
- Knowledge of the Catholic Church's teachings and structures
- Experience in playing music/vocal performance, developing and leading music ministry

The following would be highly regarded:

- Undergraduate qualifications (completed or in progress) in youth ministry, youth work, theology, education or equivalent
- A good understanding of the Archdiocese of Melbourne and the local youth ministry landscape
- Previous experience in developing and delivering faith based programs and resources for young people
- Demonstrated commitment to youth ministry/leadership formation

Conditions and application:	<p>This part-time employee position is offered under the third option through the Youth Ministry Partnership Program at 15 hours per week. It is a fixed term position for 14 months. Days to be worked will be negotiated with the successful candidate. It is preferred that the candidate be available to attend a weekend Mass each week, attend night and day meetings from time to time.</p> <p>Applicants should apply through the Youth Ministry Partnership Program. Visit http://www.cam.org.au/youth/Year-of-Youth/Youth-Ministry-Partnership-Program for more information on the program and application forms. Applicants should submit the following to aoy@cam.org.au:</p> <ol style="list-style-type: none"> 1. Application form for youth minister 2. Cover letter 3. Curriculum vitae 4. At least one letter of reference with referee contact details and being a minister or member of religious order. <p>For further information, contact the Archdiocesan Office for Youth at aoy@cam.org.au / 9287 5565.</p> <p>Applications for this position close 30 October.</p>	
Resource management:	<p>Total staff management (FTE): Annual Operating Expenditure: Annual Capital Expenditure:</p>	

Personal Competencies Required	Job Competencies Required
Motivated to work within the Church environment and possess a strong commitment to its values.	Ability to work within the broader vision of the parish.
Commitment to ongoing personal faith formation.	Ability to manage a budget
Discretion and confidentiality.	Ability to manage information respecting privacy.

Honesty and responsibility.	Commitment to child safety.
Organisational and prioritisation skills.	Ability to develop and deliver engaging holistic faith-based programs, utilizing existing resources.
Attention to detail in written and verbal communication.	Confidence in presenting to young people and engaging with young people.
	Ability to work collaboratively with other ministries, key partners, stakeholders and broader community.
	Ability to manage flexible working hours including evening and weekend work.
	Able to listen and empathise with youth

<i>Key Result Areas</i>	<i>Key Activities</i>	<i>Standard Measures</i>
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Key Result Areas	Key Activities	Standard Measures
<p>Establish a fortnightly youth group (grade 6 – year 9)</p>	<ul style="list-style-type: none"> • Work with the Parish Youth Leadership Group to identify goals and vision for the parish youth group. • Develop a launch plan and ongoing promotions • Developing a program for the youth group including a focus on: <ul style="list-style-type: none"> ○ Proclaiming, studying and integrating the Word of God in the lives of young people ○ Worship which honors the presence of God and fosters the spiritual aspirations of young people ○ Engaging in faith-based actions which witness the Gospel through care and concerns for the needs of those around us ○ Developing and strengthening friendships and having fun • Engaging with St Mary’s Primary School and neighbouring secondary colleges to encourage the involvement of students and teachers • Identify and recruit volunteers including young people and parents with an eye for mentoring potential leaders. • Deliver youth group sessions including elements such as leading prayer, talks, activities, games, small group discussions and arranging guest speakers and presenters. • Manage appropriate use of youth ministry budget • Deliver ongoing communication about the youth group to parish community and families of participants • Provide a safe environment in compliance with the Parish Child Safety Policy. • Pastoral Care – establish and follow appropriate guidelines for managing issues that may arise • 	
<p>Developing music ministry for a monthly Youth Mass</p>	<ul style="list-style-type: none"> • Encouraging the involvement of young musicians in the parish • Recruiting participants to lead music or a monthly Youth Mass • Preparing music scores / song sheet / lyrics for use by choir/band members and the congregation complying with copyright requirements • Setting up music and audio equipment 	

Key Result Areas	Key Activities	Standard Measures
	<ul style="list-style-type: none"> • Leading rehearsals 	
Developing a relationship with local Primary Schools to foster stronger representation of the school community in parish activities.	<ul style="list-style-type: none"> • Spending regular time at the Parish Primary Schools to promote the parish and explore other opportunities to strengthen school-parish connections • Assisting with class or extra-curricular activities as directed 	

**Employee's
Signature:**

Date:

Print Name:

Date:

Manager Signature:
