



CATHOLIC ARCHDIOCESE  
OF MELBOURNE

**Position Title:** Youth Minister

**Parish:** Catholic Parish of Meredith

An exciting opportunity exists for a Youth Minister to engage young people in the life and mission of the Catholic Parish Community of Meredith 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.

This employee paid position is being offered through the Youth Ministry Partnership Program at 5 hours per week over a 14-month term. Through the Youth Ministry Partnership Program, youth ministers receive regular formation, support and training from the Archdiocesan Office for Youth.

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](mailto:aoy@cam.org.au):

1. YMPP Application form for youth minister (download <http://www.cam.org.au/youth/Year-of-Youth/Youth-Ministry-Partnership-Program>)
2. Cover letter
3. Curriculum vitae
4. At least one letter of reference from a minister or member of religious order.

For further information, contact the Archdiocesan Office for Youth at [aoy@cam.org.au](mailto:aoy@cam.org.au) / 9287 5565.

**See full position description for role details. Applications for this position closes on the 21<sup>st</sup> January 2019.**

***The Archdiocese is committed to the safety, wellbeing and dignity of all children and vulnerable adults***

**Position Description**





CATHOLIC ARCHDIOCESE OF MELBOURNE

## POSITION DESCRIPTION

Youth Minister

<b>Position title:</b>	Youth Minister	<b>Employee name:</b>	
<b>Operational Unit:</b>	Catholic Parish of Meredith	<b>Date:</b>	
<b>Position reports to:</b>	Fr Charles Balnaves	<b>Positions reporting to this one:</b>	None
<b>Position Purpose:</b>	<p>The Youth Minister will engage young people in the life and mission of the Catholic Church in the Parish of Meredith by coordinating a monthly youth gathering and a monthly youth Mass and building connections among youth across the parish.</p> <p>NOTE: the parish is spread out over 2000 sq.km with five centres where Mass is celebrated (Meredith, Anakie, Bannockburn, Inverleigh, Winchelsea) and there is one Catholic Primary School (St Mary MacKillop, in Bannockburn) but with several other townships (Teesdale, Shelford, Maude, Elaine, Lal Lal though Lal Lal has no real presence in the parish). Most of these townships have a government primary school. There is only one secondary school and that is the Government Bannockburn College (P-12) opened in 2018. There are people in each location who can provide some local knowledges.</p> <p>This role is intended to begin a process of building a relationship with Young People/Youth with a focus around Bannockburn but with a vision across the whole parish. Hopefully finding leaders from within the parish communities.</p>		

<b>Qualifications and experience:</b>	<p>The following experience is highly desirable for the Youth Minister:</p> <ul style="list-style-type: none"> <li>Experience and expertise in Catholic youth ministry in a variety of settings</li> <li>Understanding of youth ministry within the Australian Catholic context</li> <li>Knowledge of the Catholic Church's teachings and structures</li> </ul> <p>The following would be highly regarded:</p> <ul style="list-style-type: none"> <li>Undergraduate qualifications (completed or in progress) in youth ministry, youth work, theology, education or equivalent</li> <li>A good understanding of the Archdiocese of Melbourne and the local youth ministry landscape</li> <li>Previous experience in developing and delivering faith based programs and resources for young people</li> <li>Demonstrated commitment to youth ministry/leadership formation</li> </ul>
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<b><i>Personal Competencies Required</i></b>	<b><i>Job Competencies Required</i></b>
Organisational and prioritisation skills.	Ability to develop and deliver 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.
Discretion and confidentiality.	Ability to manage information respecting privacy.
Honesty and responsibility.	Commitment to child safety.
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
	Ability to work collaboratively with other ministries and key partners: especially St Mary MacKillop Catholic Primary School, the Parish Office in Meredith, volunteers who arrange Masses.
	Ability to manage flexible working hours including evening and weekend work.

<b><i>Key Result Areas</i></b>	<b><i>Key Activities</i></b>	<b><i>Standard Measures</i></b>
<b>Developing an understanding of and networks with local youth/young adults and developing an idea of future directions</b>	<p>Getting to know what youth/young adults are around the area</p> <p>Identifying key areas of contact/communication.</p> <p>Understanding how faith music and their music might overlay/overlap</p> <p>Identifying areas of common ground</p>	
<b>Running a monthly youth gathering (youth group or young adults group)</b>	<p>Developing a model for the monthly youth gathering, with the parish team</p> <p>Developing a plan to launch the gathering</p> <p>Promoting the gathering at local schools and to parish families</p> <p>Recruiting volunteers to assist</p> <p>Actively inviting young people to participate</p> <p>Developing a program for each gathering</p> <p>Arranging visiting speakers / guest presenters</p> <p>Arranging music that is appropriate</p> <p>Deliver youth group sessions including elements such as leading prayer, talks, activities, games, small group discussions and arranging guest speakers and presenters</p> <p>Provide a safe environment in compliance with the Parish Child Safety Policy.</p>	

<b><i>Key Result Areas</i></b>	<b><i>Key Activities</i></b>	<b><i>Standard Measures</i></b>
<b>Facilitate a monthly youth Mass</b>	Identifying and recruiting volunteers Promoting the Youth Mass Coordinating musicians Liaising with parish staff and parish priest	