



CATHOLIC ARCHDIOCESE OF MELBOURNE

Position Title: Youth Minister

Parish: Nazareth Parish, Ricketts Point

An exciting opportunity exists for a Youth Minister to engage young people in the life and mission of the Nazareth Parish, Ricketts Point by coordinating a regular gathering for youth and a regular gathering for young adults, 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 15 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:

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 / 9287 5565.

See full position description for role details. Applications for this position closes on the 28th of December.

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

Position Description



POSITION DESCRIPTION

Youth Minister

Position title:	Youth Minister	Employee name:	
Operational Unit:	Nazareth Parish, Rickett's Point	Date:	
Position reports to:	Fr. Anthony Denton	Positions reporting to this one:	None
Position Purpose:	The Youth Minister will engage young people in the life and mission of the Catholic Church at Nazareth Parish, Rickett's Point by coordinating a regular gathering for youth and a regular gathering for young adults as well as involving young people in the life of the parish.		

Qualifications and experience:	<p>The following experience is highly desirable for the Youth Ministry Coordinator:</p> <ul style="list-style-type: none"> • 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 <p>The following would be highly regarded:</p> <ul style="list-style-type: none"> • 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 	
Resource management:	Total staff management (FTE): Annual Operating Expenditure: Annual Capital Expenditure:	

Personal Competencies Required	Job Competencies Required
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
	Ability to manage flexible working hours including evening and weekend work.

Key Result Areas	Key Activities	Standard Measures
Running a regular youth gathering (Fortnightly)	<ul style="list-style-type: none"> • Promoting the gathering • Recruiting leaders to assist • Actively inviting young people to participate by promotion in local schools and parish • Developing a program for each session • Arranging visiting speakers / guest presenters • Delivering talks and presentations • Leading small-group discussions • Running games and social activities in a safe manner • Manage appropriate use of youth ministry budget 	
Facilitating a Young Adults Group (Monthly)	<ul style="list-style-type: none"> • Promoting the Young Adults Group • Recruiting participants • Developing a program for each session • Arranging visiting speakers / guest presenters • Delivering talks and presentations • Leading small-group discussions 	

Key Result Areas	Key Activities	Standard Measures
Running a social media presence	<ul style="list-style-type: none"> • Understanding diocesan policy regarding the use of social media • Obtaining relevant permissions • Sharing relevant content • Developing graphics and photos 	
Assisting with a youth presence in parish life	<ul style="list-style-type: none"> • Attending parish council meetings or other parish meetings • Engage with local secondary/ primary schools • Recruiting volunteers • Assistance in setting up at events 	
Coordinating a youth leadership team	<ul style="list-style-type: none"> • Recruiting leaders • Promoting formation opportunities including diocesan formation offered through the AOY • Arranging additional formation opportunities and planning as required 	
Coordinate participation in diocesan / national youth events	<ul style="list-style-type: none"> • Coordinate fundraising for key opportunities and sourcing sponsorships for young people • Obtaining permissions for participants 	