



*Youth Ministry*  
Partnership  
Program  
2019

ARCHDIOCESAN  
OFFICE  
FOR

Youth



CATHOLIC ARCHDIOCESE  
OF MELBOURNE



Dear brother priests and bishops,

During this Year of Youth we have spent much time listening to young people and reflecting upon the work of the Holy Spirit in their lives.

Our young people have much to offer our parishes. It is my hope that we continue to seek new ways of engaging with them so that more young people can experience community and support through our parish communities and meet Jesus there.

The Youth Ministry Partnership Program offers one way for your parish to work towards establishing youth ministry in your community, supported by our Archdiocesan Office for Youth. I endorse this program and recommend it for your consideration.

Yours in Jesus Christ and Mary Immaculate  
+Mark Edwards OMI

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# Introducing the Youth Ministry Partnership Program

The *Youth Ministry Partnership Program* (YMPP) supports parish-based youth ministry by linking parishes with a Youth Minister. Under the guidance of their parish, a Youth Minister will coordinate youth ministry in the parish over a 14-month period, supported all the way through by the Archdiocesan Office for Youth.



# Why youth ministry matters

**Supporting vibrant youth ministry is one of the most significant investments a parish can make to reach out to young people in their community.**

**Youth ministry matters because young people have a need to be ministered to.**

The needs of young people are particular and challenging: youth is a time of growth and hope but also a time in which young people face the realities of anxieties and fears<sup>1</sup>. Youth ministry accompanies young people as they discover and make decisions about their values, identity and future paths.

**Youth ministry matters because our parishes value young people.** Reaching young people is a high priority for parishes<sup>2</sup>. A well-resourced youth ministry is a real expression of a parish caring for its young people. Effective youth ministry communicates the love of Christ for young people in ways that they can understand and respond to.

**Youth ministry matters because the Church needs the contribution of young Catholics.** Young people are often under-represented in parishes; fewer than 7% of Catholics aged between 15-24 years attend Mass<sup>3</sup>. Youth ministry which empowers

young people to live as disciples of Jesus Christ will see young people become active participants in parish life: 'Working in partnership with young people's passion and energy will help us all become more fully alive as the Body of Christ'<sup>4</sup>.

The challenges of building engaging youth ministry are many. The *Youth Ministry Partnership Program* offers one supported avenue with which parishes can work to initiate youth ministry in their community.



<sup>1</sup>John Paul II (1988) *Christifideles Laici: On the vocation and the mission of the lay faithful in the Church and in the world.* #46.

<sup>2</sup>In the 2011 National Church Life Survey, ministry to children and youth was the third 'most hoped for' aspect of church life expressed by parishioners. National Church Life Survey. (2011). Denominational Church Life Profile: The Catholic Church in Australia. Available via [www.pro.catholic.org.au](http://www.pro.catholic.org.au).

<sup>3</sup>Dixon, Reid and Chee. (2013). Mass attendance in Australia: A critical moment. Pastoral Research Office. Available via [www.pro.catholic.org.au](http://www.pro.catholic.org.au)

<sup>4</sup>Open new horizons for spreading joy: An invitation from the bishops of Australia to the Year of Youth. (2016).

## The goals of youth ministry

Youth ministers in the Archdiocese of Melbourne are guided by Anointed and Sent, the Australian vision for Catholic youth ministry. The goals of youth ministry are to:

- Foster the total personal and spiritual growth of each young person
- Draw young people into responsible participation in the life and mission of the Catholic faith community
- Empower young people to live as disciples of Jesus Christ in today's world.



A balanced youth ministry focuses on eight areas:

- Prayer and worship
- Catechises
- Community life
- Leadership development
- Evangelisation
- Pastoral care
- Justice and service
- Advocacy

## Who is the YMPP for?

### For parishes:

The Youth Ministry Partnership Program is for parishes who have a dream of supporting youth ministry. They want to invest in youth ministry not just by hiring a youth minister, but by investing resources, time and support to build a vibrant youth ministry culture which is truly part of their community.

### For emerging leaders:

The Youth Ministry Partnership Program is for emerging youth ministry leaders who feel called to serve young people by helping them encounter Christ and His Church in the parish setting. It is ideal for young people who have already participated in youth ministry and who love the idea of ministering to others but may be juggling other commitments such as study and part-time work. The program gives an emerging leader a practical, supported and financially viable way of committing more service hours to youth ministry than they may be currently able.

# How does it work?

The Archdiocesan Office for Youth will work with parishes to develop a youth ministry position which serves the parish's youth ministry goals. The AOY will then facilitate an application and selection process to link parishes with suitable candidates.

The Youth Minister will serve the parish as an employee or volunteer over a designated number of hours in the 14-month period from November 2018 to December 2019. Prior to beginning their service, the Parish and the Youth Minister will work with the AOY to set goals and create a realistic plan for the duration of the program.

As part of the Program, the Youth Minister will be required to participate in additional formation opportunities facilitated by the Archdiocesan Office for Youth, to assist in their growth as a youth ministry leader.



# Youth Ministry Partnership Program options

Parishes and Youth Ministers have a choice for three program options, all of which will run for 60 weeks commencing around 1 November 2018 to 31 December 2019 (start dates are negotiable depending on the needs of the parish). The options allow individual parishes with diverse goals and available resources to participate in the program.

## Program Options



	1	2	3
Type	Volunteer	Employment	Employment
Hours per week	5	10	15
Cost to parish	Up to \$4000 contribution for formation opportunities*	\$25.80 hourly base salary**	\$25.80 hourly base salary**
What does it cover?	The \$4000 contribution is to be used to subsidise participation in formation opportunities as agreed between the youth minister, AOY and Parish.		
What else is included?	Participation in AOY formation opportunities valued over \$600. Hours spent in formation activities are not to be included in the weekly hours served by the Youth Minister in their parish.		

\* Youth Ministers who are volunteers will prepare a proposal for the formation opportunities they wish to participate in through 2019 for approval by their Parish. The transfer of funds for these formation opportunities is to be coordinated directly by the parish.

\*\*Salary is based on Pastoral Workers minimum rate of pay in the Archdiocese of Melbourne. Employed Youth Ministry Coordinators will have access to annual leave, personal leave and other entitlements.

A parish may choose multiple service options. For example: a parish may opt to employ a Youth Minister at fifteen hours per week and take on a volunteer Youth Minister for five hours a week to assist. Another parish may invite two youth ministers to volunteer five hours each, instantly creating a team working on youth ministry drawing on different talents.

The three different YMPP options allow for a varying number of realistic youth ministry goals which can be achieved within the 14-month service period. The goals will differ at each parish and depend significantly on the vision of the parish, the support available as well as the style and skills of the Youth Minister. The AOY will encourage each parish to aim towards setting up a regular (weekly or fortnightly) gathered group. Something regular and consistent, even if it starts small, will provide an ongoing opportunity to engage with young people in the parish.



The following highlights some of what may be possible depending on the chosen option:

Opt 1: 5 hrs per week

- Planning and running one fortnightly youth group/ young adults group / prayer group/ social outing

And one or more of:

- Coordinating a leadership team of volunteers
- Running a parish social media presence
- Assisting with a youth presence at parish based events
- Coordinating participation in a social justice/service/outreach opportunity
- Organising young people to attend Archdiocesan youth events as a parish group.

Opt 2: 10 hrs per week

- Planning and running one weekly youth group/ young adults group / prayer group/ social outing

And one or more of:

- Coordinating a leadership team of volunteers
- Starting a youth choir or band
- Running a parish social media presence
- Assisting with a youth presence at parish based events
- Coordinating participation in a social justice/service/outreach opportunity
- Coordinating occasional larger events such as a youth camp or fundraising event
- Organising young people to attend Archdiocesan youth events as a parish group
- Participating in the parish pastoral council
- Starting a youth committee
- Developing a relationship with the local primary school or secondary school

Opt 3: 15 hrs per week

- Planning and running two separate weekly youth group/ young adults group / prayer group/ social outing

And one or more of:

- Coordinating a leadership team of volunteers
- Starting a youth choir or band
- Running a parish social media presence
- Assisting with a youth presence at parish based events
- Coordinating participation in a social justice/service/outreach opportunity
- Coordinating occasional larger events such as a youth camp or fundraising event
- Organising young people to attend Archdiocesan youth events as a parish group.
- Participating in the parish pastoral council
- Starting a youth committee
- Developing a relationship with the local primary school or secondary school

# Formation program for Youth Ministry Coordinators

All participants in the program are required to participate in the following fully subsidised formation opportunities:

- **Induction and Child Safe Training, 24 November 2018:** Youth Ministers will participate in an induction and undergo training in safe youth ministry practice run by the Archdiocesan Office for Youth. This gathering will allow participants to get to know one another as they embark on their year in the Youth Ministry Partnership Program
- **Foundations Camp, 8-10 February 2019:** The Foundations Camp weekend helps youth ministry leaders develop foundational skills in youth ministry and consolidate planning for 2019.
- **Youth Ministry Leaders' Dinner, 27 February 2019:** The Youth Ministry Leaders' Dinner launches the youth ministry in the Archdiocese of Melbourne for 2019. This dinner is an opportunity for Youth Ministers in the YMPP to meet other leaders volunteering in neighbouring parishes and communities.
- **LEAD Workshop Day, July 2019:** LEAD provides practical training in youth ministry skills.
- **Youth Ministry Partnership Program Dinner and Workshop x 4, April, July, September and December 2019:** Dinners and a workshop provided by external providers exclusive to participants in the Youth Ministry Partnership Program. The dinners will provide a point for ongoing connection and mutual support between Youth Ministers.

With the exception of the Foundations Camp (which will replace one week's work), these hours are unpaid and additional to the service hours to be completed each week.

## *Formation opportunities for Youth Ministers in Option 1*

Youth Ministers in option 1 will participate in additional formation opportunities to the value of up to \$4000 for registration, flights and accommodation as negotiated between the Parish, Youth Ministry Coordinator and Archdiocesan Office for Youth. Possibilities include Australian and international Catholic youth gatherings, international pilgrimages, or study. Contact the Archdiocese Office for Youth for further information.

# Roles and responsibilities

The Youth Ministry Partnership Program is a partnership between a parish, their Youth Minister and the Archdiocesan Office for Youth. Responsibilities for each partner in the program are outlined below:

## **Parish responsibilities:**

- Facilitate an introductory session on youth ministry for the parish team, to be run by the AOY.
  - Financially commit to the YMPP in the form of a salary or contribution towards formation opportunities depending on the program option selected. Additional costs may be involved in the recruitment process for employees (for example, paying for Working With Children Checks and Police Checks as required per Archdiocesan policy).
  - Prepare relevant payroll and employment paperwork. Assistance will be provided by the HR department of the Archdiocese of Melbourne.
  - Provide a suitable space for the Youth Minister to work within the Parish, and a suitable space for regular youth ministry gatherings.
  - Provide budget and other resources required to fulfil the parish's youth ministry goals.
  - Meet Archdiocesan expectations for providing a child-safe environment.
- Appoint a Parish Mentor who will be responsible for:
    - Involvement in the recruitment process<sup>1</sup>: Parishes will have final decision in the selection of their Youth Minister.
    - Goal setting: The Parish Mentor will meet with the AOY to participate in a goals setting process.
    - Ensuring that ongoing plans for the youth ministry connect with larger parish objectives and ensuring parish provision of budget and other resources required.
    - Participating in a minimum of regular monthly mentoring/progress meetings with the Youth Minister.
    - Being available as a contact point for the Youth Minister and AOY for the duration of the program.

<sup>1</sup>The Parish Mentor may be a Priest, Pastoral Associate, or other parish volunteer.



**Youth Ministry Coordinator responsibilities:**

- Commit to the conditions set in their contract or agreement.
- Complete the designated weekly service hours based on the option selected by the parish.
- Attend all compulsory formation opportunities facilitated by the AOY. With the exception of the Foundations Camp, these hours are unpaid and additional to the service hours. Any additional expenses associated with attending these opportunities (such as travel) are to be covered by the Youth Minister.
- Complete a monthly report summarising achievements and progress.
- Meet monthly with their Parish Mentor to seek feedback and review progress.
- Meet Archdiocesan and Parish expectations for providing a child-safe environment

**Archdiocesan Office for Youth responsibilities:**

- Facilitate the recruitment process, including matching parishes with suitable candidates. Parishes will have final decision in the selection of their Youth Minister.
- Facilitate a goal-setting and planning process with the Parish Mentor and Youth Minister.
- Host a year-long formation program for Youth Ministers which will cover core youth ministry skills and safe environment training.
- Monitor progress of Youth Ministers through monthly reports, but also additional phone calls and meetings as required.
- Provide a monthly update to Parish Mentors.
- Visit youth groups three times through the year.
- Coordinate mid-program progress and end-of-program debrief meetings.

# Key dates

6 August 2018	Applications for the YMPP open
14 September 2018	Applications for the YMPP close at 5pm
Up to 12 October 2018	Interviews and appointments to take place. Selection finalised.
November 2018	Program commences. Start dates are negotiable.
24 November 2018	Induction and Child Safe Training*
November - December 2018	Planning with the AOY
8-10 February 2019	Foundations Camp in Youth Ministry
27 February 2019	Youth Ministry Leaders' Dinner*
April 2019	YMPP dinner and workshop*
June 2019	LEAD Workshop Day*
June 2019	Midyear review
July 2019	YMPP dinner and workshop*
September 2019	YMPP dinner and workshop*
December 2019	Program de-brief
December 2019	YMPP dinner and de-brief*

\*Dates are subject to change. If an opportunity is cancelled and not able to be offered to the participants, an alternative of equivalent value will be offered by the Archdiocesan Office for Youth

# Application process

## Parishes:

Parishes interested in participating in the Youth Ministry Partnership Program should fill in the application form for parishes and submit to the Archdiocesan Office for Youth to register their interest.

The AOY will then contact the appointed contact person to discuss the suitability of running the YMPP in the parish. The Parish is to arrange a time when the AOY can present an introduction to youth ministry and the YMPP to the Parish Team (eg. Pastoral Council) and begin identifying parish goals for youth ministry. Once the parish's participation in the YMPP is confirmed, the AOY will meet with the Parish Mentor to develop a position description for the Youth Minister role.

## Youth Ministry Coordinator applicants:

If you are aged over 18 years and are interested in applying for a Youth Minister role through the Youth Ministry Partnership Program, you must complete and submit the following forms to the Archdiocesan Office for Youth:

- Youth Ministry Partnership Program application form
- Cover letter detailing why you wish to join the Youth Ministry Partnership Program (no more than one page)
- One letter of reference (no more than one A4 page)
- Curriculum Vitae

All applications should be submitted by email to the Archdiocesan Office for Youth by Friday 14 September at 5pm. Applications submitted after this time may not be considered. A list of parishes seeking Youth Ministers will be updated on the AOY website.

*For further information, or to apply, visit [cam.org.au/youth](http://cam.org.au/youth), or contact the Archdiocesan Office for Youth on [aoy@cam.org.au](mailto:aoy@cam.org.au) or (03) 9287 5565.*

*Applications close 5pm, 14 September 2018*

# Frequently asked questions:

## **How long is the YMPP?**

The YMPP lasts 14 months (60 weeks) from November 2018 to December 2019 (start dates are negotiable), with hours varying from 5-15 hours per week.

## **How old must applicants be?**

Applicants interested in becoming a Youth Minister must be aged 18 years or over at the start of the YMPP in December 2017.

## **Which parishes are eligible to participate?**

Parishes in the Archdiocese of Melbourne are eligible to apply to join the Youth Ministry Partnership Program. The YMPP is most suitable for parishes which do not have a funded youth ministry. Parishes which have a volunteer-led youth ministry may apply to join the YMPP. Parishes which already have an employed youth minister should speak to the AOY to discuss the suitability of joining the YMPP. Parishes commit to the YMPP for one 14-month period. Parishes may run the YMPP for a maximum of two consecutive terms.

## **I'm interested in applying to be a Youth Minister and think it would be great in my parish. Should I talk to my parish priest?**

Yes! Parishes may not yet have considered suitable candidates or how the program can work in their parish. If you are interested

in serving in a particular parish, speak with your Parish Priest. The AOY will also approach parishes when an applicant has expressed specific interest in serving there.

## **What if my parish doesn't want to participate in the YMPP?**

If a young person wishes to be a part of the YMPP but it is not an option at their local parish, the AOY will seek the young person's consent to forward their application to other nearby parishes who would like to participate in the program

## **Can there be more than one Youth Minister in a single parish?**

Yes. The parish can choose any number of Youth Ministers they would like to support based on the costs and service hours offered in the three options.

## **I'm working or studying full time. Can I realistically enrol in the YMPP?**

Yes. Many ministry leaders in parishes work or study in a fulltime capacity and serve the parish outside of regular business hours. Similarly, many young people studying full time manage to hold part-time work. All the formation opportunities facilitated by the AOY for YMPP participants will be conducted outside of regular business hours.

### **Is the Youth Minister responsible to the AOY or to their parish?**

The Youth Ministers report to their Parish Mentor, and are best thought of as parish staff. Parishes will make final hiring decisions, and negotiate their vision for youth ministry with their selected Youth Minister. The AOY will offer ongoing support through the program to both the parish and the Youth Minister.

### **As a parish, should we consider applicants who are not parishioners?**

While it is advantageous that Youth Ministers serve in their home parish, it is possible to engage highly effective Youth Ministers from all over the diocese. More important than a prospective Youth Minister's location is the vision and capacity they bring to the role.

### **Why would a parish hire someone for a role that could be a volunteer?**

While those who volunteer in youth ministry do their best, they are often practically limited by time and their personal experience as a leader. Hiring someone to work in youth ministry provides a degree of stability and expresses the commitment of the parish in supporting youth ministry. It's an investment not just in the youth ministry but in the development of emerging leaders in our Church.

### **What if a parish already has a youth ministry?**

If the parish has a volunteer coordinating youth ministry, the YMPP is a great opportunity for the parish to support them by having them enter into the YMPP in a funded capacity. Parishes which already have an employed youth minister should speak to the AOY to discuss the suitability of joining the YMPP.

### **Can a parish which already employs a youth minister participate in the program?**

The YMPP is really intended to support parishes which do not have a funded youth ministry. If a parish already hires a minister but wishes to join the YMPP, they should contact the AOY to discuss what benefits the YMPP may offer their parish.

### **Are the employment options permanent contracts?**

No. The employment contract is a 14-month contract that will finish in December 2019 depending on the start date. If a parish and Youth Minister wish to continue working together after the conclusion of the program, they may negotiate any ongoing arrangements.

### **Will I get sick leave and other entitlements?**

Youth Ministers contracted under option 2 or 3 are employees entitled to the relevant amounts of annual and sick leave. Leave requests should be presented to the parish with sufficient notice. Youth Ministers under option 1 are volunteers who will not receive these entitlements.

### **Do the set hours have to be fully completed each week?**

Generally, the weekly hours specified in the selected option would be the actual hours worked each week. However, youth ministry does require a lot of flexibility! For example, there may be times when more hours need to be worked on a particular week such as when leading an overnight camp. In this case, time-in-lieu would be given soon after the event. This is not just important for managing a consistent workload, but also ensuring that Youth Ministers have sufficient rest and do not burn out.

### **Are hours spent in formation included in my service hours?**

With the exception of the Foundations Camp, hours spent participating in the compulsory formation program are unpaid and additional to the service hours to be completed each week. Meetings, planning and mentoring time should all be included in service hours.

### **What additional formation opportunities are available for Youth Ministers in option 1?**

Volunteer Youth Ministers in option 1 will prepare a proposal for the formation opportunities they wish to participate in, to the value of up to \$4000 to cover registration, travel and accommodation. These will be negotiated with the Archdiocesan Office for Youth and Parish. The additional formation opportunities may be undertaken in 2020, but should be confirmed and booked by December 2019. Ideas include:

#### *Australian Catholic Events:*

- Chosen Conference (Jesus Youth): [jesusyouth.org.au/events/chosen/](http://jesusyouth.org.au/events/chosen/)
- Ignite Conference (Brisbane - September 2019): [igniteyouth.com/conference](http://igniteyouth.com/conference)
- Veritas (Perth – July 2019): [www.veritasperth.com/](http://www.veritasperth.com/)

#### *International pilgrimages:*

- Cosmos Tours
- Harvest Tours: [www.harvestpilgrims.com](http://www.harvestpilgrims.com)
- Magi Tour
- O'Connor Travel: [www.oconnortravelworld.com.au](http://www.oconnortravelworld.com.au)

#### *International Catholic Youth Events and Training:*

- Catholic Youth Ministry Training Convention (US – annual): [lifeteen.com/events/catholic-youth-ministry-convention/](http://lifeteen.com/events/catholic-youth-ministry-convention/)
- Flame (UK - biannual): [cymfed.org.uk/flame2019/](http://cymfed.org.uk/flame2019/)
- National Catholic Youth Conference (US bi-annual, 2019): [www.ncyc.info/](http://www.ncyc.info/)
- National Conference on Catholic Youth Ministry (US, December 2018): [www.nccym.info](http://www.nccym.info)
- Taize (France): [www.taize.fr/](http://www.taize.fr/)
- Walsingham Festival (UK – annual): [www.youth2000.org/festival](http://www.youth2000.org/festival)

### *Study options*

- Australian Catholic University:  
[www.acu.edu.au/about\\_acu/faculties,\\_institutes\\_and\\_centres/theology\\_and\\_philosophy/theology/short\\_courses/melbourne](http://www.acu.edu.au/about_acu/faculties,_institutes_and_centres/theology_and_philosophy/theology/short_courses/melbourne)
- Catholic Theological College:  
[www.ctc.edu.au/](http://www.ctc.edu.au/)
- Jesuit College of Spirituality: [jcs.edu.au](http://jcs.edu.au)

### **What if a participant is unable to complete the YMPP service period?**

The YMPP agreement should be carefully discerned by the parish and the Youth Minister, and both parties should expect that the service period will be worked through completely. The Youth Minister should be aware of the time commitment being taken on and ensure that, to the best of their ability, they will be able to complete it with their other duties and responsibilities. The parish should be aware of the total cost of participating in the program and be adequately prepared to make the payments as needed.

The Youth Minister will need to liaise with the parish about issues which impact their ability to fulfil their service hours each week such as sickness or time constraints etc. In the event that it is clearly not possible for the Youth Minister to continue in the role, the AOY will assist the parish in terminating the volunteer agreement or employment contract.

### **What if the parish or Youth Minister is dissatisfied with the YMPP?**

The AOY will work with parishes and Youth Ministers to resolve disagreements. If a dispute cannot be resolved, and it is deemed best to terminate the partnership, the AOY will assist in the termination of the agreement. If an employee role is terminated before the conclusion of the program, standard HR practices will apply.

If a volunteer role is voluntarily terminated by the Youth Minister prior to the conclusion of the project, the Youth Minister will not be entitled to the \$4000 contribution for their participation in the partnership and may be liable to refund costs already expended by the parish towards formation opportunities. If a volunteer role is concluded due to grievances with the parish or other extenuating circumstances (such as illness) a panel consisting of Bishop Mark Edwards, the AOY and the Parish Mentor will decide whether the contribution may be given in part or in kind.

If a dispute arises between the Parish and the AOY, the dispute will be first managed by the Director of the AOY, and may then be subsequently referred to Bishop Mark Edwards and the Human Resource department of the Archdiocese of Melbourne for mediation.

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If you would like to discuss the Youth Ministry Partnership Program and see if it is right for you or your parish, contact the Archdiocesan Office for Youth. As the agency for young people in the Archdiocese of Melbourne, we are here to support all forms of youth ministry.

You can contact us on:

**Phone: (03) 9287 5565 or  
Email: [aoy@cam.org.au](mailto:aoy@cam.org.au)**

Visit our website at **[www.cam.org.au/youth](http://www.cam.org.au/youth)**.