# Job Description

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| Position Title | Local Ministry and Administration Support |
| Status | Full-time. Approximately 8-16 hours per week includes evening and weekend work as required and is essential. |
| Organisation | Catholic Diocese of Auckland |
| Section | Pastoral Services Group – Youth and Young Adults |
| Reports to | Manager – Ministries to Young People |
| Date reviewed | 4 March 2023 |

**Position overview**

The Diocese of Auckland exists to live and proclaim the Gospel of Jesus Christ. Under the Diocesan Mission Map, there is a strategic priority to build up the spirituality of young people. The role of Local Ministry and Administration Support is pivotal to achieving this.

The Local Ministry and Administration Support team member is responsible for two key portfolios:

* Providing support to local faith communities (parishes, ethnic chaplaincies and local ministries) in the Diocese so that they can form mission-driven leaders and establish thriving, sustainable ministries to young people.
* Essential administrative tasks within the Ministries to Young People team, ensuring that the team is able to carry out ministry efficiently and effectively. This includes volunteer coordination.

Based on the Youth and Young Adult Ministry Strategic Plan (2023-2027) this role is focused on delivering 5 primary outcomes:

* The establishment of 5 thriving parish youth ministries in 5 regions of Auckland by the end of 2027.
* Providing secondary school students with the opportunity to encounter Jesus through Encounter Day retreats provided by the NET team.
* An ‘annual formation journey’ for Young Leaders that forms them as mission driven leaders, equipped for ministry in their local faith community.
* An annual calendar of events for Youth, where they have the opportunity to encounter Jesus and experience the Church powerfully alive. This calendar includes Life Teen Summer Camp, Diocesan World Youth Day, and Northland Camp.
* An annual calendar of events for Young Adults, where they have the opportunity to be formed as intentional disciples and mission driven leaders. This calendar includes quarterly ‘Upper Room’ events, with the eventual expansion of output to monthly events.

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| **Strategy and Planning** | * Work with the Manager and the wider Ministries to Young People team to develop an annual plan for the establishment of a thriving youth ministry in an identified parish. * Work with the Manager to develop a personal annual plan that identifies agreed goals and progress indicators in the contexts of (1) professional development and (2) performance towards the outcomes of the Youth and Young Adult Ministry Strategic Plan (2023-2027). |
| **Establish Parish Youth Ministries** | * Work with the Manager and the NET team to establish a thriving youth ministry in an identified parish. This will include:   + Assisting with the creation of youth group programmes and schedules.   + Working with the NET team to run weekly youth group sessions.   + Developing high quality presentations and talks to Youth, promoting the Catholic faith.   + Building ministry relationships with young people in the parish.   + Train Young Leaders to assist with the above tasks. |
| **Youth Ministry Support** | * Provide support and resources for those who are (1) working to establish a ministry to young people or (2) currently running a ministry to young people in their local faith community. * Build and maintain positive relationships with Young Leaders in local faith communities and other ministries. |
| **Volunteer Coordination** | * Work with the Manager to establish and coordinate a group of volunteers to assist with Ministries to Young People events and initiatives. * Ensure volunteers are provided with opportunities to receive ongoing training and growth in valuable skills (e.g. sound and lighting, hospitality, event coordination, etc.), equipping them to be mission-driven leaders. * Ensure that volunteers are police-vetted and trained in Diocesan safeguarding practices. |
| **NET Team Administration** | * Manage secondary school bookings of the diocesan NET team, ensuring: * All booking documentation is complete and well organised.   + Communication with the NET team and secondary schools is professional, clear and timely. |
| **Administration** | * Complete administrative tasks that are necessary for the effective functioning and ministry of the Ministries to Young People team. These tasks will include:   + Respond to communications (phone calls, emails, messages, etc.) in a timely manner.   + Take accurate minutes at Ministries to Young People meetings and ensure that these minutes are filed and stored appropriately.   + Manage the organisation and storage of information, in both physical and digital forms.   + Ensure that invoices and receipts for any expenses are submitted through the appropriate channels in a timely manner.   + Any other reasonable administration tasks as required. |
| **Measurement of Impact** | * Work with the Manager to create methods to effectively measure the impact of Ministries to Young People local ministry and music initiatives. * Implement these methods across Ministries to Young People local ministry and music initiatives, to achieve an accurate and useful measurement of ministry impact. * Use measurements of impact to ensure accurate reporting and constant improvement of local ministry and music initiatives. |
| **Team Work** | * Actively participate in weekly Ministries to Young People team meetings and monthly meetings with the wider Pastoral Services Team and/or Diocesan team. * Actively participate in regular (at least monthly) meetings with the Manager, focused on wellbeing, workload and performance. * Commitment to, and collaboration with, the Pastoral Services Group team, contributing to PSG initiatives as required. * Assist with the delivery of wider Diocesan events and initiatives, as required. |
| **Health and Safety** | * Take responsibility for your own health and safety, and for the health and safety of other people who may be affected by your actions or non-actions. * Comply with CDA’s health and safety policies, procedures, rules and guidelines in a safe and responsible manner that will not place at risk your own health and safety, or that of any other person in the workplace. * Contribute, when consulted, on workplace health and safety responsibilities and policies, and also provide feedback and suggestions to promote continuous improvement of health and safety procedures relating to CDA’s work/environment. * Report all injuries, incidents and hazards to the appropriate person in a timely manner and early reporting of any pain or discomfort. * In the case of injury or illness, take an active role in the company treatment and rehabilitation plan, to ensure an “early and durable return to work.” * Support managers as required to meet their requirements of the health and safety responsibilities and policies. * At all times demonstrate the best health and safety behaviour to support a positive health and safety culture. |
| **Mission and Values** | * Ensure all language, behaviour and attitudes towards people are consistent with the mission and values of the Diocese. * Dress appropriately at all times. * Maintain appropriate boundaries with colleagues and people who are being ministered to. |

This position description is a broad outline of the key accountabilities for this position. Key responsibilities may vary from time to time, at the request of the Manager, to accommodate the operational needs of the organisation.

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| **External** | **Internal** |
| Other Dioceses  Ministry organisations and religious bodies in the Diocese  Priests  School Principals, DRSs, teachers  NET team  Young Leaders  Youth  Young Adults  Catholics in the Diocese  Suppliers and Contactors  Individuals seeking assistance or information about the Catholic Church | Bishop  Leader, Pastoral Services Group  Manager, Ministries to Young People  Ministries to Young People staff  Pastoral Services Group staff  Other employees of the Diocese |

**Person Specification**

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| **Preferred** |
| **Education and Qualifications**   * A tertiary qualification (or currently studying towards one), or relevant experience, in religious education, theology, or pastoral ministry.   **Skills and Experience**  **Ministry experience**   * Experience in a youth and/or young adults ministry leadership role, preferably within a Catholic context. * Experience planning and coordinating a youth group in a local faith community. * Excellent understanding of effective youth and young adult ministry in the context of a local faith community.   **Event Experience**   * Experience providing support for the delivery of large-scale (>100 people) and small-scale (<100 people) events. * Experience being part of event teams made of up staff, volunteers and/or contractors. * Experience forming and coordinating volunteers.   **Administration**   * Experience taking meeting minutes, and then organising and filing minutes appropriately. * Experience creating and maintaining physical and digital information storage systems.   **Organisation**   * Ability to create and adhere to effective time-management and task management systems. * Ability to effectively organise and coordinate teams working towards the completion of a project or initiative. * Demonstrated ability to meet outcomes and deadlines in the context of complex and fast-paced projects.   **Communications**   * Ability to present ideas effectively through written and verbal communication. * Ability to adjust communication style to the characteristics and needs of the audience.   **Multicultural Competency**   * Experience working with, and ministering to, people of different cultures. * Understanding of the ethnicities and cultures that make up significant proportions of the Catholic faith community in the Diocese. * Understanding of, and commitment to, the principles of Te Tiriti o Waitangi and Treaty partnership.   **Technology**   * Excellent working knowledge of email platforms, particularly Outlook. * Excellent working knowledge of Microsoft software, including Word, Excel, Powerpoint, Teams, and Sharepoint. * Good knowledge of IT technology and software that is used for musical worship. * Website updating experience   A clean (full) driver’s licence (applicants without this are unlikely to be considered for the role).  Experience with one or more of the following areas would also be an advantage (please indicate this in your application):   * Sound, lighting and/or AV equipment * Photography and/or videography * Graphic Design * Event management * Hospitality * Ability to play musical instruments and/or band experience   **Values and Attributes**  **Commitment to the Catholic Church**   * Be a responsible participant in the life, mission and work of the Catholic faith community. * Be committed to the Catholic community’s beliefs, ethics, values and standards. * Demonstrate a passion for evangelisation and forming people as missionary disciples.   **Social Intelligence**   * Ability to lead from relational influence. * Establish and sustain trusting relationships with colleagues and young people by accurately perceiving and interpreting one’s own emotions and others’ emotions and behaviour in context. * Demonstrate awareness of one’s own emotions in managing one’s own responses and reactions and working with others to be effective at work. * Demonstrate respect in all relationships. * Ability to effectively form relationships with a range of key stakeholders.   **Team Work**   * Value working as a part of a team, recognising the ability to achieve more when working together. * Contribute effectively to the team, recognising one’s individual role, strengths and weaknesses. * Communicate constructively and transparently with team members. * Resolve conflict constructively by seeking understanding and prioritizing reconciliation.   **Innovation**   * Commitment to a standard of excellent in work outputs. * Commitment to being on the leading-edge of Christian music and worship. * Demonstrate an imaginative and solutions-focused mindset. * The ability to think critically about issues and ideas, identifying key considerations. * Ability to figure out effective solutions to complex problems.   **Stewardship**   * Commitment to using work time effectively and efficiently to create value for the Diocese of Auckland. * Use resources (finances, staff time, content, etc.) prudently and proportional to the needs that are being meet.   **Humility**   * Demonstrate a desire to always be learning and improving. * Competent in active listening. * Able to receive constructive feedback, consider this feedback appropriately, and act on feedback as necessary. * Good understanding and demonstration of servant leadership. |