



Job Description

Position Title	Youth Ministry Officer
Status	Full-time. This full-time workload can include approximately 8-16 hours of evening and weekend work per week, as required. Availability to do this evening and weekend work is essential.
Organisation	Catholic Diocese of Auckland
Section	Pastoral Services Group – Youth and Young Adults
Reports to	Manager – Ministries to Young People
Date reviewed	24 October 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 Youth Ministry Officer is pivotal to achieving this.

The Youth Ministry Officer has responsibilities in three key portfolios:

- Working in local faith communities (parish and secondary school), collaborating with the Auckland NET team and local leaders to establish thriving, sustainable youth ministries.
- Providing essential support for the delivery of events targeting Youth (13-18 year olds), Young Adults (18-35 year olds), and Young Leaders (those who have leadership roles in Youth and/or Young Adult ministry). These events are carried out with the goal of forming young people as mission-driven leaders in the Diocese of Auckland.
- Ministering to students enrolled at tertiary institutions in Auckland, alongside the University Ministry Coordinator.

Based on the Youth and Young Adult Ministry Strategic Plan (2024-2028) 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 2028
- Providing secondary school students with the opportunity to encounter Jesus through Encounter Day retreats provided by the NET team.
- Supporting the delivery of an annual calendar of events for Youth (13-18 year olds), Young Adults (18-35 year olds), and Young Leaders (those who have leadership roles in Youth and/or Young Adult ministry).
- Supporting the launching of university student small groups, with the goal of 12 ongoing small groups established across the 5 regions of Auckland by the end of 2028.

- Supporting the delivery of an annual calendar of events that forms tertiary students as mission-driven leaders.

Key accountabilities

Strategy and Planning	<ul style="list-style-type: none"> • 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).
Parish Youth Ministry	<ul style="list-style-type: none"> • Work with the Ministries to Young People team, the NET team, and local leaders to launch and lead a youth ministry in an identified parish. This will include: <ul style="list-style-type: none"> ○ Providing high quality youth nights including music, talks, prayer, spaces to ask questions/small groups, food and games. ○ Recruiting volunteer youth group leaders from young adults and/or senior secondary school students in the parish. ○ Integrating youth leaders in parish life, by contributing in mass roles, parish music, and at parish events. ○ Meeting regularly with the parish priest and/or agreed contact person regarding the delivery and success parish youth ministry.
School Youth Ministry	<ul style="list-style-type: none"> • Work with the Ministries to Young People team, the NET team and local leaders to provide youth ministry in an identified secondary school. This will include: <ul style="list-style-type: none"> ○ Building relationships with students and invite them to participate in youth ministry by leading engaging assemblies, lunch time mingling, music classes, RE classes, after school sport, etc. ○ Identifying, recruiting and empowering local youth leaders through annual volunteer intake, band auditions, and individual invitations. ○ Building relationships with secondary teachers, offering to serve where practical. ○ Engaging parents by creating resources that inform them and promote youth ministry, and send weekly and monthly digital communication with important youth ministry dates, topics, etc.

	<ul style="list-style-type: none"> ○ Meeting regularly with the DRS and/or agreed contact person regarding the delivery and success of school youth ministry.
Event Support	<ul style="list-style-type: none"> ● Provide essential support for the delivery of an annual calendar of events for Youth, Young Adults, and Young Leaders. This support may include: <ul style="list-style-type: none"> ○ Working with other members of the Ministries to Young People team, and occasionally the wider Diocesan team to assist with event delivery. ○ Working with volunteers to ensure successful event delivery. ○ Assisting with the creation and maintenance of event documentation that is comprehensive, up-to-date, and useful for similar future events. ○ Providing input as required into event vision, theme, aesthetic and environment. ○ Assisting with the delivery of event promotions.
Student Small Groups	<ul style="list-style-type: none"> ● Assist the University Ministry Coordinator with launching and coordinating student small groups, with the goal of 12 ongoing small groups established across the 5 regions of Auckland by the end of 2027. ● Work with the University Ministry Coordinator to ensure that small groups accomplish their purpose of accompanying students during their tertiary studies, forming them as mission-driven leaders within the Diocese.
Auckland Catholic Tertiary Students Club	<ul style="list-style-type: none"> ● Provide the ACTS club executive with the practical and pastoral support they need to achieve their goals. This support includes: <ul style="list-style-type: none"> ○ Assisting with a start-of-year retreat ○ Monthly meetings ○ Assisting with one-on-one mentoring of club executive members ○ Assisting with the delivery of events and initiatives. ● Work with the ACTS club to ensure a successful club presence at clubs' expo events each Semester. ● Work with the ACTS club to effectively recruit new members. ● Invite ACTS club members to be part of tertiary ministry events and initiatives. ● Assist with the establishment of Catholic students' clubs at other tertiary institutions, with the outcome of a club established at Auckland University of Technology by the end of 2025.
Student Ministry Events	<ul style="list-style-type: none"> ● Work with the University Ministry Coordinator to deliver events for tertiary students for the purposes of (1) making students aware of Catholic ministry initiatives, (2) evangelisation and (3)

	<p>formation of students as ‘mission-driven’ leaders. These events include:</p> <ul style="list-style-type: none"> ○ A weekly calendar of events that occur on or around tertiary campuses. For example, Mass and lunch at Maclaurin Chapel at 12:10pm on Tuesdays. ○ An annual calendar of events. Some examples are: start-of-semester welcome, end-of-semester celebration, retreats. ○ One-off events. Some examples are: keynote speakers, catechesis sessions, prayer experiences, mission trips and pilgrimages. ○ A minimum of four outreach events each year, across multiple tertiary campuses, so that students are aware of Catholic ministry initiatives, and they feel invited to be participate. <ul style="list-style-type: none"> ● Assist with the preparation of appropriate documentation for all events, including ‘source’ documents, health and safety, and promotion plans. Ensure that documentation is up-to-date, clear, and able to be used effectively to assist with similar future events.
Engaging Year 13 Students	<ul style="list-style-type: none"> ● Work with the University Ministry Coordinator to engage with Year 13 students at Catholic secondary schools who intend to complete tertiary study in Auckland.
Team Work	<ul style="list-style-type: none"> ● 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	<ul style="list-style-type: none"> ● 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.

	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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.

Relationships

External	Internal
Other Dioceses Ministry organisations and religious bodies in the Diocese Priests School Principals, DRSs, teachers NET team Youth Young Leaders Young Adults Catholics in the Diocese 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 Parish Priest of identified parish Parish staff of identified parish DRS of identified secondary school Other staff of identified secondary school

Person Specification

Preferred

Education and Qualifications

- A tertiary qualification (or currently studying towards one), or relevant experience, in 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 Delivery

- 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.
- Familiarity with event documentation, including Health & Safety plans, communications plans, and event programmes.

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

- Experience adhering to communications plans and strategies.
- 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 using and managing social media platforms, including Facebook and Instagram.

A clean (full) driver's licence.

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
- 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 youth ministry.
- 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 met.

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.