



Catholic Diocese of Auckland

Te Taumata o te Hahi Katorika

Position Description

Position Title	Local Youth Minister
Status	<p>Fixed term: Monday 26 January 2026 – Friday 11 December 2026.</p> <p>Hours: Full-Time (40 hours per week) and Part-Time (15-20 hours per week) roles are available.</p> <p>These roles typically include 5-10 hours of evening and weekend work each week, depending on ministry needs. Availability for this evening and weekend work is essential.</p>
Organisation	Catholic Diocese of Auckland, New Zealand
Section	Pastoral Services Group – Youth and Young Adults
Reports to	Manager – Ministries to Young People
Date reviewed	28 July 2025

Overview

The Diocese of Auckland exists to live and proclaim the Gospel of Jesus Christ. As a Local Youth Minister, you will support this mission by working across both a secondary school and parish, providing ongoing discipleship ministry to young people.

Key accountabilities

The primary focus of Local Youth Ministers will be developing discipleship small groups. This discipleship-based approach is the defining difference between Local Youth Ministers and other youth ministers or chaplains. Local Youth Ministers can, and should, engage in other forms of ministry to young people, but their efforts should support the core goal of ongoing discipleship.

Parish	<p>If working in a parish, Local Youth Ministers will:</p> <ul style="list-style-type: none">• Develop weekly discipleship small groups.• Recruit and train volunteer youth leaders.• Coordinate larger monthly youth events.• Supporting the establishment of a regular Parish Youth Mass.• Integrate young people into parish life through roles in Mass, music and events.• Create pathways from the secondary school to the parish community.• Sending weekly updates to parents and stakeholders.
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	<ul style="list-style-type: none"> • Meet regularly with the parish priest or designated contact person regarding the delivery of parish youth ministry.
Secondary School	<p>If working in a secondary school, Local Youth Ministers will:</p> <ul style="list-style-type: none"> • Develop weekly discipleship small groups. • Assist with Year Level retreats. • Assist with school liturgies. • Support Special Character student leaders and initiatives. • Contribute to (but not teach) Religious Education classes. • Engage in relational ministry during break times. • Support the implementation of school-based discipleship models (e.g., CYSMI). • Meet regularly with the DRS or designated contact regarding the delivery of school youth ministry.
Diocese	<p>In the Diocese, Local Youth Ministers will:</p> <ul style="list-style-type: none"> • Participate in the ongoing Local Youth Minister formation programme. • Assist in the delivery of diocesan events 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. • 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. <p>At all times demonstrate the best health and safety behaviour to support a positive health and safety culture.</p>
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 is a broad outline of the key objectives for this role. The Catholic Diocese of Auckland reserves the right to vary these objectives and/or aspects of this job description, after consulting with you, the secondary school, and the parish, in response to changing needs.

Areas of Critical Delivery

The Local Youth Minister is expected to ensure that:

- Young people in their secondary school and/or parish community have the opportunity to participate in ongoing discipleship ministry.

Relationships

To effectively perform this role, it is necessary to establish and maintain collaborative relationships across parish, secondary school and Diocese.

Parish relationships: Parish priest, Parish Pastoral Council, volunteer youth leaders, and parishioners.

Secondary School relationships: Assistant Principal Mission/Religious Studies, religious education staff, teachers, and chaplain.

Diocese relationships: Manager of Ministries to Young People, Ministries to Young People staff, Leader of Pastoral Services Group, Pastoral Services Group Staff, Catholic Education staff, other Diocese staff.

Person Specification

Preferred

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.

Self-Motivated: Able to work independently and be responsible and accountable for own work. Demonstrate passion for working with young people and growing their ministry.

Socially Intelligent: Skilled at building relationships. Possessing sound interpersonal and communication skills.

Humble: Always listening and learning. Committed to ongoing improvement. Able to consistently give and receive constructive feedback.

Possess sound organisation and administration skills.

Demonstrate understanding of, and commitment to, the principles of Te Tiriti o Waitangi.

Comply with relevant legislation and Diocesan policies and directives.

Comply with Health and Safety requirements in maintaining a safe workplace and safe systems of work.

Possess a full or restricted driver's licence.

Values and Attributes

Commitment to the Catholic Church

- Be a responsible participant in the life, mission and work of the Catholic faith community.
- Demonstrate good knowledge of, and personal commitment to, the Catholic Church and its teachings.