

## **POSITION DESCRIPTION**

### **Catholic Diocese of Sandhurst**

POSITION TITLE:	Co-ordinator of Pastoral Initiatives and Youth Ministry
REMUNERATION SCALE:	Grade 4
REPORTS TO:	Fr Brian Boyle
LENGTH OF EMPLOYMENT:	Fixed term of three (3) years, renewable, with probation period of three months
FULL TIME EQUIVALENT:	1.0
HOURS PER WEEK:	37.5
LOCATION:	Chancery
AUTHORISED BY:	Episcopal Vicar for Education
DATE:	30 November 2017

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### **Primary Objectives**

- Within the community of believers, to foster the personal and spiritual growth of each person in the Diocese of Sandhurst, by drawing people into responsible participation in the life, mission and work of the Catholic faith community, and empowering young people to live as disciples of Jesus Christ in the world today, consistent with the Bishop's statement on evangelisation in the Diocese.
- To effectively co-ordinate and manage all resources and personnel involved in the delivery of diocesan services and events related to Youth Ministry.
- To participate in the development and implementation of a Pastoral Plan for the Diocese.
- To act as a reference point and co-ordination for a number of pastoral initiatives and movements in the Diocese, including Stronger, Pastoral Associates, RCIA, Catholic Charismatic Renewal, Adult Faith Education, the Diocesan Liturgical Commission, and Teams of Our Lady.

### **Major Accountabilities**

1. Promote the values, principles and teaching of Jesus Christ and the Catholic Church to all people of the Diocese
2. Implement the operational plan as developed by the *Youth Ministry Reference Group (YMRG)*, and the capacity to work with other *YMRG* members
3. In a range of pastoral initiatives establish effective communication across the Diocese with existing movements and groups
4. Manage, co-ordinate and evaluate events celebrating faith appropriate to the range of needs and ages of young people
5. Advocate for young people at local, regional and diocesan level

6. Maintain and expand methods in youth ministry engagement so as to continuously review and renew pastoral effectiveness, especially Stronger
7. Provide leadership training and a network support structure for leaders in Youth Ministry and other movements and initiatives in the Diocese
8. Act as a good steward of the Diocese's resources
9. Have responsibility for supervision of approved Budget for this ministry
10. Administer financial budgets with a sound accountability

### **Organisational Environment**

The Co-ordinator of Pastoral Initiatives and Youth Ministry is responsible to and accountable to Fr Brian Boyle, Episcopal Vicar for Education, for the development and promotion of (1) a Youth Ministry which enables and empowers young people, and (2) the co-ordination of pastoral initiatives and groups in the Diocese, in such a way as to sustain a shared sense of participation in the mission of evangelisation.

### **Risk and Occupational Health and Safety**

Observe personally and, as necessary, supervise safe work practices in accordance with legislation. In particular, be current with legislative requirements and practices regarding working with children, vulnerable adults and young people.

Assume supervisory responsibility for all documentation relating to legal requirements of children and young people in Diocesan youth events.

Comply with ACBC corporate occupational health and safety practices.

Identify, report and, where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring.

### **Key Communications**

#### **Internal:**

- ◆ Episcopal Vicar for Education
- ◆ Chair, Pastoral Initiatives Youth Ministry Committee
- ◆ Business Manager
- ◆ YMRG

#### **External:**

- ◆ Clergy of parishes
- ◆ Reference groups and committees of pastoral groups
- ◆ Catholic Education Office and staff of schools
- ◆ Parishes of the Diocese
- ◆ Youth agencies of other Dioceses

### **Job Environment**

This position involves the delivery of Youth Ministry services and co-ordination of a range of pastoral initiatives across the Diocese, in accordance with the direction and guidance of the Bishop or his Vicar. The position will also be guided by the YMRG in the delivery of services to young people, as well as those other committees which are deemed relevant in determining the shape and scope of this pastoral role.

Within the Diocesan Chancery, where the position is located, person acts as supervisor for Youth Ministry employees and for the Adult Faith Education Co-ordinator, and for other Diocesan ministries, based at the Chancery, as these may emerge.

### **Reasoning**

- Ability to work within and contribute to the mission and values of the Diocese of Sandhurst, and specifically in the context of the Bishop's statements on evangelisation and Catholic education in the Diocese
- A passion for young people with a positive vision for their role in the Church and society
- Demonstrate an understanding of the need for co-ordination of the various pastoral initiatives and movements in the Diocese to work effectively together in the mission of evangelisation

### **Challenges**

- ◆ Effectively manage and co-ordinate personnel involved in the delivery of key spiritual and pastoral services to people of the Diocese
- ◆ Organise and co-ordinate events for young people while adhering to deadlines and financial accountability
- ◆ Maintaining a relationship with young people through social media and so ensuring they are kept informed of events which will assist their growth as Catholics
- ◆ Co-ordination of a range and variety of pastoral groups and initiatives for overall Diocesan effectiveness in terms of evangelisation while at the same time allowing these groups to find their own life and initiative.

### **Knowledge, Skills and Experience**

- ◆ Commitment to and practise of Catholic faith, values and teaching
- ◆ Previous experience in active youth ministry leadership and preferably experience of working with young people in schools
- ◆ Ability to efficiently organise, manage and co-ordinate a range of resources and personnel in Youth Ministry
- ◆ Sound communication skills and the ability to communicate effectively with people in a wide range of positions of responsibility
- ◆ Proven ability for accountability and reporting
- ◆ Highly developed written and oral skills and marked confidence in public speaking
- ◆ Competent in all forms of information technology and especially website and social media
- ◆ Demonstrated capacity to manage staff
- ◆ Current Victorian Driver's Licence and current WWCC.