



Diocese of Westminster

Job Title	Youth Ministry Co-ordinator
Department / Parish / Agency	Our Lady & St Vincent's, Potters Bar
Reporting to	Parish Priest
Cost Centre	POTBR
Location / Address	Potters Bar Parish
Management of	N/A
Contract type	Permanent
Hours of work	25 hours per week (on a rota basis, including evening and weekends)
Salary per annum	£17.50 per hour
Job reference number	469-POTBR

Job Purpose:

To help direct and enable the parish's support of young people in Our Lady & St Vincent Parish, Potters Bar. Within the context of the parish, this role will help the young people's development and understanding of a lived Catholic faith, growing in their relationship with God and one another by:

Creating a broad provision of youth ministry for young people from aged 8 to 18, including a coordinating role within the First Reconciliation, Holy Communion and Confirmation Programmes.

Encouraging young people's participation in parish life

Working in collaboration with the young people themselves and adult parishioners

Principle duties and responsibilities:

1. Recruit, train and sustain volunteer youth ministers/catechists to accompany young people in Potters Bar
2. Review and develop the First Reconciliation/Holy Communion and Confirmation Programmes working closely with the Lead Catechists
3. To link closely with the Diocesan Agency for Evangelisation and the Diocesan Youth Service and be fully aware of the programmes they offer.
4. To link with and promote local ecumenical activities for young people.
5. Coordinate the successful planning, programme and staffing of youth activities from post-Year 3 to 18.
6. Develop prayer opportunities with children and young people.
7. Oversight of youth ministry programmes and sacramental programmes (First Reconciliation, Holy Communion and Confirmation)
8. Recruit, train and sustain the teams of catechists for each sacramental programme.
9. Develop means to reach out beyond the visible community to engage young people in the local area with the life and mission of the Church
10. Support opportunities for Post Communion provision (e.g. Children's liturgy of the Word, Easter and Christmas children's services). This may become a higher priority in future.
11. Work with young people to support their role within the regular Liturgy of the Church.
12. Support and encourage regular cooperation with other parishes and schools, such as a youth Mass and catechetical and social activities to bring young people together
13. Work with young people aged 16-18 in the parish, nurturing them as leaders and helping them in their faith development This includes: providing activities and input for young people aged 16+ that help them to develop leadership skills; building relationships with this group; and offering a programme over time that provides a blend of spiritual, service based and social activities for young adults within the parish.

14. Offer training and formation to volunteer youth leaders including promoting diocesan and national training opportunities such as with CYMFed.
15. Develop effective means of communication for reaching young people.
16. Organise local one-off events which support the spiritual and educational development, and service and leadership opportunities of young people, in collaboration with young people, local youth leaders and the parish team. This may include supporting the involvement of young people in Parish activities, and developing some youth-led social events that are for the whole parish.
17. Develop the parish's work with parents by identifying and recruiting catechists who can work with them during their children's sacramental preparation.

General Tasks:

1. Avail of spiritual direction, retreats, supervision and training opportunities for personal refreshment and development
2. Manage and prioritise own workload. Administrative support will be provided by Parish Administrator.
3. Attend appropriate training as directed by line manager
4. Monitor and evaluate youth projects in the parish with line manager and adult volunteers
5. Provide quarterly reports and present them to the Parish
6. Any other duties reasonably requested by the line manager.

Our Diocese Values

Catholic social teaching covers all spheres of life, whether this is economic, political, personal or spiritual. At the heart of Catholic social teaching are principles and the four ethical values of love, truthfulness, justice, and freedom.

As the administrative support function of the diocese, here to serve our parishes, agencies and schools it would be out of step if we did not hold similar values.

We believe that for us to succeed we aspire to be person centered and place human dignity at our centre. We strive to take a holistic approach to the development of our people so that we may better serve the functions of our church.

Our core values are **Competence, Reliability, Honesty, Perseverance & Love.**

Competence

We strive to achieve total competence in all that we do – as an employer and as the administrative support function to our parishes, agencies and schools we are committed to developing and maintaining our knowledge, our skills and our expertise at the highest level required to benefit those that we serve.

Reliability

Because our parishes, agencies and schools rely upon us to support them in the work that they do, we aspire to deliver with consistency excellence in service. We can be depended upon to deliver on commitments and promises and make the lives of those we support more rewarding.

Honesty

We will act with integrity, truthfulness and straightforwardness at all times. We will challenge when appropriate and act with fairness and transparency at all times. If we make an error, we will own that mistake and can be trusted to make it right. We will be authentic in our passion for the support we provide to our parishes, agencies and schools.

Perseverance

We shall always demonstrate a steady persistence in every course of action – we will be tenacious disciplined and committed. Our collective perseverance speaks to continuing to provide support and service even when faced with difficulties and challenge. We shall be persistent in our pursuit of continuous improvement and excellence and will demonstrate determination, tenacity and integrity in everything that we do.

Love

We will demonstrate our love through the dedication and devotion we extend to all our parishes, agencies and schools. We will consistently act with empathy, understanding and passion – we will value each other

and celebrate colleague's success; we will support, provide care and compassion for those who need it and be relied upon to be competent, reliable & honest.

Person specification:

This section outlines the things you will need to be able to demonstrate to be a successful in your role. We expect that you will work to our shared values in everything you do. In addition to our diocesan values, you will also need to be able to demonstrate the following areas.

Skills/competence requirements	Essential/ Desirable
Be a practicing Roman Catholic in good standing with the church	E
Enthusiasm for working with young people	E
Ability to lead and enthuse young people	E
Ability to recruit, lead and enthuse volunteers	E
Self-starter able to take the initiative	E
Good communicator – ability to relate to people of all ages	E
Organisational skills, able to prioritise and meet deadlines	E
Demonstrable prior experience in organising youth activities	E
Internet and IT skills	E
Ability to work within a small team	D
A working knowledge of the Catholic Church's social and moral teaching	D
A working knowledge of Catholic Teaching especially the Church's social and moral teaching and its approach to the Environment	D
Experience	
Knowledge and experience of Youth Ministry	E
Exposure to Parish Life	E
Experience of volunteering in a parish setting	D
An interest in working for the Catholic Church	E
Experience of leading people in prayer	D
Experience of leading group events/visits	D
Qualifications	
A professional qualification in Youth Work / Ministry	D