

ST PATRICK'S CATHEDRAL, PARRAMATTA

Coordinator Credo Youth Groups

Part-time – 16hrs per week

Friday 3pm to 8pm, Sunday 3 pm to 8pm and 6hrs on another weekday to be negotiated

Application close on Tuesday 4 April at 5pm

St Patrick's Cathedral Parish is looking for a suitable qualified person to coordinate and lead the Credo Youth Groups of the parish. As the Credo Youth Coordinator, you will facilitate the Credo Leadership Team in planning, implementing, and evaluating a comprehensive youth ministry program and work with the Cathedral staff and other parish leaders to bring young people to a deeper faith in Christ within the parish and school environment. The applicant must be a practicing Catholic.

To be successful in this role you will need to demonstrate a "Can Do" attitude and be the type of person who does not mind getting their hands dirty to get a job completed. You should have a good knowledge of and support for the Catholic Church and its teachings. You will have a good understanding of youth and young adult issues in a parish community context.

Selection Criteria for Coordinator:

To be the successful candidate you need to demonstrate:

- Relevant experience in a similar role such as Youth Work, Parish Ministry, or Education
- Strong leadership skill with an ability to delegate and collaborate
- Experience in facilitating, networking and coordinating people
- Commitment to the ethos and values of the Catholic Church
- Specified and accredited religious education training equivalent to that accepted in our local Parish schools' system or a willingness to attain accreditation.
- A professional, proactive and flexible approach
- Relevant tertiary qualifications

For further information please email admin@stpatscathedral.com.au

Application Process:

Please mark your application "**Credo Youth Coordinator**" and enclose your **Resume and a Covering Letter** addressing the selection criteria and nominating **3 referees** (one of whom is preferably your Parish Priest).

Send your application to:

Email: admin@stpatscathedral.com.au

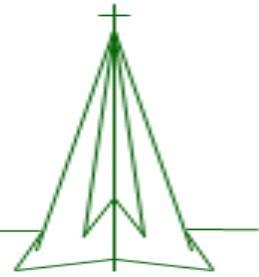
Post to:

The Dean,
St Patrick's Cathedral,
1 Marist Place,
Parramatta NSW 2150

Only Australian citizens and permanent residents of Australia are eligible to apply.



ST PATRICK'S CATHEDRAL DIOCESE OF PARRAMATTA



POSITION DESCRIPTION: Coordinator - Credo Youth Group
St Patrick's Cathedral Parish, Parramatta.

Reporting to: Dean/Parish Priest

Work hours: 16 hours per week with regular weekend work involved

Salary: to be negotiated

The Position:

The purpose of this position is to:

- Act as an advocate and link for Credo youth leaders and members with other groups within the parish and beyond.
- Facilitate the development of community among young people, their families, their parish and the local community
- Provide opportunities for young people to become involved in the day to day life of the parish
- Partner with schools and the civic community to promote effective services for youth and positive values in youth
- Promote the pastoral care of youth and families connects with the youth of the Parish, develops structured groups that involve youth in Parish activities, and implements strategies that address the ongoing needs of youth in the Parish.
- Provide a role-model for Catholic youth in the Parish

To achieve this, the Credo Youth Coordinator will be required to work in close consultation with the Dean, Assistant Priests, other Cathedral staff and the Credo youth leaders to set up structured groups that cater for the broad spectrum of youth ages.

Responsibilities:

The Youth Minister is accountable to the Dean/ Parish Priest for:

- Liaising and consulting with the Credo youth leaders (Credo Young Adult, Teen Credo, Junior Credo) which operate within the Parish
- Identifying pastoral and other needs of youth within the Parish, communicating these needs to the Dean and recommending strategies to address these needs

- Facilitate the Credo Leadership Team in planning, implementing, and evaluating a comprehensive youth ministry program
- Organising and supporting the formation of Credo Youth Leaders
- Outreaching to Parish-linked primary and secondary schools, both Catholic and Public.
- Organising and conducting the LifeTeen program for the youth and promoting Catholic Spirituality and Inquiry process with young people.
- Proposing and discussing possible Social Justice Ministry Programs and Evangelisation Programs for the youth
- Leading and organising a youth led Mass once a month
- Reporting progress regarding objectives to the Parish Priest on a regular basis
- Performing other duties from time-to-time as requested by the Parish Priest

Inter-relationships:

The Youth Coordinator interacts with the following persons and groups:

- Dean/Parish Priest, Assistant Parish Priests and the Parish Team by maintaining relationships with key contacts to be informed of Parish events
- Dean/Parish Priest and School Principals in matters of extraordinary pupil behaviour and conduct as well as matters of welfare and those covered in the Child Protection Act of NSW

Qualifications and Experience:

The ideal Youth Minister will have:

- Demonstrated commitment to youth
- Relevant tertiary qualification
- Relevant experience in a similar role such as Youth Work, Parish Ministry, or Education
- Strong leadership with an ability to delegate
- Experience in being part of and working with youth groups
- Strong Working knowledge of Microsoft Office applications – Word, Excel, PowerPoint and Outlook. A current Driver's Licence and own transport
- Experience in facilitating, networking and coordinating people
- Demonstrated commitment to the ethos and values of the Catholic Church
- Specified and accredited religious education training equivalent to that accepted in our local Parish schools' system or a willingness to attain accreditation.
- Demonstrated commitment to student services and a willingness to be accountable for their performance

Attributes:

The Youth Minister will demonstrate the following attributes:

- Baptised, practicing Catholic
- Commitment to prayer life
- Commitment to the Catholic faith through personal witness and practices
- Professional manner and presentation

- Sound communication and people skills
- Confidentiality and an empathy for children of diverse backgrounds
- Attention to detail and a well-ordered approach to work
- Proactive approach and a commitment to do whatever is necessary to ensure deadlines are met
- Flexibility to deal with all people (e.g. Principals, parishioners, youth, parents and children)
- Ability to listen to and engage in youth culture
- Have an openness to Church and youth issues
- Awareness of and a commitment to issues affecting youth today
- Sense of humour
- To be an ambassador for the Cathedral Parish in the State school without entering any of the concerns of the running of these schools

Performance Management:

The performance of the Youth Minister will be assessed on a regular basis by the Dean/Parish Priest or his delegate having regard to:

- Successful outcomes of the major accountabilities of the role
- Achievement of the agreed objectives under limited supervision
- Service levels and the level of satisfaction expressed by key stakeholders