

Xavier Centre
38 Harbour Street
(PO BOX 1239)
Wollongong NSW 2500
www.dow.org.au

JOB TITLE	Regional Youth Ministry Coordinator
EMPLOYER	Office of the Bishop
DEPARTMENT	Catholic Youth Ministry Wollongong
EMPLOYMENT TYPE	Part-time (Three days per week / some weekend)
LOCATION	Based at Campbelltown with regular travel to parishes and schools in the Macarthur region as well as occasional travel to Wollongong
MANAGER	Diocesan Youth Ministry Coordinator
ACCOUNTABLE TO	Director of the Office of Renewal and Evangelisation

WHO WE ARE

The Catholic Diocese of Wollongong extends from the Macarthur in the north and Southern Highlands in the west, through the Illawarra and down to the Shoalhaven in the south coast of NSW. The Office of the Bishop exists to provide support to the bishop of Wollongong in his mission of leading people into communion with God and each other. We perform this Gospel ministry of service by working together, using our personal and professional gifts.

PURPOSE

The primary purpose of this position is to assist the diocesan youth ministry coordinator in implementing the diocesan plan for youth ministry in parishes, regional centres and schools within the Macarthur region.

The position reports directly to the diocesan youth ministry coordinator. The **regional youth ministry coordinator** will be required to work as a member of the Catholic Youth Ministry Wollongong (CYMW) team and foster positive working relationships with key peers.

The **regional youth ministry coordinator** will be required to demonstrate a clear understanding of the diocesan plan for youth ministry which includes the high school engagement plan.

CYMW is situated within the Office for Renewal and Evangelisation and collaborates with other members of that team who offer expertise in areas such as liturgy, faith development, vocations ministry, welcome and inclusion ministry, family ministry and pastoral planning.

KEY PEERS

Working relationships with:

- Office of Renewal and Evangelisation team.
- Catholic Education Diocese of Wollongong and diocesan schools.
- National Evangelisation Team (NET) and diocesan youth-related committees.
- Parishes and religious communities.
- Agencies of the diocese (e.g. Office of the Bishop, CatholicCare, Confraternity of Christian Doctrine, University Chaplaincy, Vocations Team).
- Other organisations within the Church and the broader community (e.g. youth movements, other diocesan youth apostolates and national networks).

DUTIES AND ACCOUNTABILITIES

The **regional youth ministry coordinator** will serve the bishop in his ministry to youth and young adults.

Key accountabilities:

- Increase the participation of young people in the sacramental life of the Church through the provision of ongoing opportunities for dynamic and vibrant worship, catechesis, and leadership/youth ministry formation.
- Draw young people into participation in age appropriate regional youth initiatives that give them a sense of belonging and participation in the mission of the Church.

Duties:

- Oversight of the regional youth group, *LIVE Local*.
- Assistance in the coordination of youth ministry initiatives in Macarthur schools (primary and secondary).
- Leadership in parish-oriented regional young adult initiatives.
- Ensuring high level communication and engagement of parish priests, youth leaders, high school staff and other stakeholders in youth ministry.
- Facilitate the training and development of youth ministry volunteers.
- Maintaining the youth ministry contact database.

SKILLS AND EXPERIENCE

- A strong commitment to the mission, teachings and practices of the Catholic faith.
- An understanding of youth and young adult culture.
- Strong leadership and organisational skills.
- Well-developed interpersonal skills and an ability to collaborate with a broad range of people and in a team environment.
- Strong oral and written communication skills.
- Competence in a range of information technology applications.
- Broad range of skills, knowledge and experience pertaining to youth ministry.
- Highly developed event management skills and experience.
- Ability to efficiently coordinate and thoroughly train teams.
- A drivers licence, preferably with access to own vehicle (travel allowance to be negotiated).

QUALIFICATIONS

A degree or suitable qualifications or experience in a relevant field is preferable.

PERSONAL QUALITIES

Energetic, approachable and highly motivated with initiative and capacity to work with and lead as part of a dynamic team and with a spirit of generosity. Enthusiasm, determination, and unwavering commitment to the cause.

HOW TO APPLY

Applications should include a resume specifying residency or work visa status and a letter from the applicant addressed to the diocesan youth ministry coordinator outlining your commitment to the ethos and values of the Catholic Church. The letter should also address how you will meet the skills, experience and qualification requirements of the position.

Please email your letter and resume to Seth Harsh, diocesan youth ministry coordinator, at seth.harsh@dow.org.au by 5 p.m. Wednesday 16 October 2019.

Alternatively, applications may be posted to:

Seth Harsh
Diocesan Youth Ministry Coordinator
PO Box 1239
Wollongong NSW 2500

Enquiries should be directed to Helen Bennett on 4222 2403 or helen.bennett@dow.org.au.

Employment with the Catholic Diocese of Wollongong is conditional upon a successful police clearance and Working with Children check.