

**Job Description for Part Time position of Youth Worker,
Mangapapa Church (Union Parish), Gisborne. As at May 2017**

This job description breaks a Youth Workers role down into 8 categories and is based on the Presbyterian Youth Ministries Template:

1. Ministry Essentials -these are the tasks that are essential to all healthy youth ministries.
2. Programming - in this section you can choose specific programs that are appropriate for ministry in your setting and how many hours you are employing a youth worker for.
3. Resourcing - in this section we look at how a youth worker can tap into helpful resources to better their ministry.
4. Personal and Professional Development
5. Relationships - the section looks at the key relationships that the youth worker needs to develop
6. Reporting and Accountability - in the section we look at reporting obligations to sessions, and presbyteries.
7. Health, Safety and Ethical Practice - this section outlines what a youth worker must do to ensure they meet the standards of the Presbyterian Youth Ministries Warrant of Fitness.
8. General

Position Title: Parish Youth Worker

The Dream: That Mangapapa Church (Union Parish) community will be a welcoming and nurturing place for young people to develop to their full potential, including their spiritual and personal formation.

The Priority: The Youth Worker's primary role is to develop a team of volunteer leaders to create a Christ centred ministry in which participants grow in their faith with Christ, grow in their relationship as a faith community, and grow in their capacity to serve and transform their community. In this model the whole church is called to minister to young people, and young people are called to minister to the whole church.

HOURS: This template has been filled in for a 16 hour per week job description with hours allocated to priority tasks in the hours per week column below. In sections 3 to 8 most tasks do not require a specific amount of time to each week but will require variable input throughout the year.

PRIMARY LOCATION OF EMPLOYMENT: Mangapapa Church (Union Parish), 314 Ormond Road, Gisborne.

REPORTS TO: MUP Church Leader/pastor/Minister

FUNCTIONAL RELATIONSHIPS: Parish Leadership Team Youth Liaison Person, Key Parents Support Team & 'Kaiawhina', volunteer youth leaders, Parish Elders & Leadership Team, parishioners, community leaders, young people, their parents, Regional Youth Enabler, Presbyterian Youth Ministry, other local youth leaders

	<u>KEY TASKS</u>	Hours per week	Hours per month	<u>PERFORMANCE INDICATORS</u>
1	MINISTRY ESSENTIALS			
	Maintain and model a Christ centred lifestyle of faith community and mission.	N/A		
	Recruit, train and lead a youth leadership team to be involved in the ongoing pastoral care and discipleship of young people.	1-2		The Youth Leadership team are trained for effective and safe ministry and are highly involved in the pastoral care and discipleship of young people. (Note: Bringing different strengths to the table together, makes the difference).
	Seek to involve and include parishioners in Youth Ministry e.g. through prayer, discipleship helping, funding, mentoring, and tutoring.	1		Parishioners involved and relating well with young people.
	Work with volunteer leadership team to develop positive, supportive relationships with young people and their families	1		Supportive relationships developed. Pastoral care provided
	Engage in regular communications with young people and their parents	.5		Young people and their families connected, encouraged and informed
	Assist young people to discover their spiritual gifts and develop their ministry and leadership skills (emerging leaders/Grass Roots type training)	.5		Young people growing in their leadership and ministry skills and participating in appropriate ministry roles within the church.
	Develop opportunities for young people to engage in the life of the wider church, worship, service projects, social gatherings etc	.5		Young people are participating in the life of the wider church
	Act as an advocate for young people and for issues that relate to young people in both church and community.	Miscellaneous		Comprehend youth culture and issues to enable effective advocacy. Youth issues in church and/or community addressed with church/community leader
	Work with parish ministry team to ensure effective transitions from and to other ministries, i.e children's ministry and to young adults ministry.	Miscellaneous		Ministry transitions happen effectively

	<u>KEY TASKS</u>	Hours per week	Hours per month	<u>PERFORMANCE INDICATORS</u>
2	Programming			These are the actual programmes of ministry, For a 16 hour week role with a capable volunteer team.
	Work with volunteer leadership team to provide regular creative teaching opportunities for young people to learn about faith in Christ and to develop an active Christian lifestyle.	4-6		Young people are growing in knowledge, character and action in their Christian faith
	Plan and run special events and Christian experiences for young people: e.g. camps, outreaches, mission trips.	4-6		Youth engaging in weekly connection opportunities, Easter Camp, 40 Hr Famine, Youth Alpha outreach group.
3	RESOURCING			RESOURCING
	Source a range of resources.			A good range of resources accessed and used creatively. Ongoing sources established.
	Participate in appropriate resource and training forums within the Presbyterian Church and wider youth ministry community.			Opportunities sought and undertaken.
4	PERSONAL & PROFESSIONAL DEVELOPMENT			PERSONAL & PROFESSIONAL DEVELOPMENT
	Personal supervision by a qualified person – financed by the Parish.	.25	1	Effective, appropriate supervision.
	Attend training events as approved which develop the youth workers knowledge, skills and values for youth ministry.			Ongoing evidence of ministry and personal development. Competent level of youth work practice achieved and maintained.
	Pursue prayer retreat times as outlined in the sustainable practices employment guide			Regular time allocated for prayer retreats.
5	RELATIONSHIPS			RELATIONSHIPS
	Maintain good relationships within the local church; young people, parents, Children, Governance Council, Minister and parishioners.			Good working relationships are maintained
	Attend regular staff team meeting (we recommend once per month)	.5	2	Contributes in staff meetings
	Maintain good relationships with Presbytery and Presbyterian Youth Ministry staff and other local youth workers.			Good working relationships are maintained.

	<u>KEY TASKS</u>	Hours per week	Hours per month	<u>PERFORMANCE INDICATORS</u>
	(Relationships contd.) Maintain good working relationships in the community i.e. local Schools, Police, City and District Councils.			Good working relationships are maintained.
6	REPORTING AND ACCOUNTABILITY			REPORTING AND ACCOUNTABILITY
	To report and be accountable to the Minister and provide a short written report each month to the Governance Council.			Regular reporting maintained to agreed standards.
	Undertake all activities in accordance and compliance with the ethical requirements of Presbytery and PCANZ			Adherence to guidelines.
	To seek approval from the Minister or Governance Council for budget setting and any expenditure beyond a given amount.			Approval sought
7	HEALTH AND SAFETY AND ETHICAL PRACTICE Uphold the standards of the PYM WOF for ethical and health and safety practice. This will include the items listed below:			HEALTH AND SAFETY Holds a current PYM WOF For more info go to http://pym.org.nz/wof/
	Understand and fulfil health and safety responsibilities under the Health and Safety in Employment Amendment Act 2002.			Health and safety responsibilities under the Health and Safety Act understood and fulfilled conscientiously at all times.
	Show a commitment to best practice (including risk assessments in relation to youth outings) at all times.			Risks assessed as acceptable or unacceptable and managed appropriately.
	Undertake all activities in accordance and compliance with the ethical requirements of Presbytery			Adherence to guidelines.
	Ensure personal work environment is safe and safety equipment is used when required.			Work environment maintained in safe condition, free of any potential hazards. Safety equipment used.
	Understand and fulfil statutory requirements as an employee to report hazards, incidents or accidents to supervisors.			All hazards, incidents or accidents (either observed or experienced) reported within the same working day.

	<u>KEY TASKS</u>	Hours per week	Hours per month	<u>PERFORMANCE INDICATORS</u>
	(Health & Safety contd.) Undertake training in ethics and health and safety as required, including training in The New Zealand Youth Workers Code of Ethics, Risk Management, fire safety, Basic First Aid and Basic Life Support.			All required health and safety training attended conscientiously and with commitment.
8	GENERAL			GENERAL
	Undertake such other related tasks and duties, as may be requested by the Minister or Minister's nominee from time to time.			Other tasks and duties, which may be required from time to time, undertaken co-operatively and with commitment.