



POSITION DESCRIPTION

Position:	Youth Minister
Responsible to:	RDPC Council through the Minister responsible for youth and children's ministry
Functional Relationships:	RDPC Ministry team, RDPC Council, Leadership Teams of RDPC, RDPC staff
Coordinates:	Youth Ministry Volunteer Team
Hours:	40 hours per week
Date:	February 2017

The Rotorua District Presbyterian Church

The Rotorua District Presbyterian Church brings together five congregations under a creative, cooperative structure that retains the integrity and ethos of all congregations. The essence of this structure is the relationship between independent congregations with their own leadership teams, formally held together by a Rotorua District Presbyterian Church Council. The vision of the RDPC is of a number of effective, strong congregations located in different places within the Rotorua District. The structure of the Rotorua District Presbyterian Church is designed to strengthen, grow and increase the effectiveness of its constituent congregations. The RDPC believes local congregations are the key missional agent, and they are led by Leadership teams which facilitate and determine the Mission life of congregations. The connection between each congregation is the Rotorua District Presbyterian Church Council. The Council is made up of members of the congregational leadership teams. A Ministry team is resourced both with people and finances from all the congregations. The Ministry team is available to all the congregations to help provide Ministry, Mission discernment and action, a unified administration, Pastoral Care, Evangelism and service of our wider community.

In February 2017 a major fire destroyed the buildings of St John's Presbyterian Church, the largest congregation within the RDPC and home to the RDPC Youth Group. Whilst this was a significant loss for our church community, it has also brought an exciting opportunity to be innovative and creative in our Ministry and Mission, to deepen our connections with our wider community, and to experience God's presence and guidance through this new season of our church's life. The St John's congregation has taken up this challenge with enthusiasm, and many volunteers are involved in continuing the various ministries of the church from new locations across Rotorua. A building project to design and build new facilities for St John's Church will be underway in the coming months, and presents an exciting opportunity to design a church and community space for the current and future needs of the church, including well designed spaces for children and young people. Our weekly youth programme is currently based at the Rotorua Youth Centre, a well-resourced, modern youth facility in central Rotorua.

Purpose of the Youth Minister Role:

The Rotorua District Presbyterian Church has identified youth and children's ministry as a key priority as we move forward in our ministry and mission. A youth minister will strengthen and further develop our ministries with young people and develop new ministries into the Rotorua district.

The youth minister'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.

Work Hours

Youth ministry requires evening work as well as attendance on various weekend camps. As such, it is envisaged that an average of 40 hours per week will be worked on a flexible basis, in negotiation with the ministry team.

This is a full-time position with scope to adapt the job description to fit the skills and abilities of the successful applicant.

	<u>KEY TASKS</u>	<u>PERFORMANCE INDICATORS</u>
1	MINISTRY ESSENTIALS	
	Maintain and model a Christ centred lifestyle of faith, community and mission	
	Recruit, train and lead a youth leadership team to be involved in the ongoing pastoral care and discipleship of young people	Leadership team are trained for effective and safe ministry and are highly involved in the pastoral care and discipleship of young people
	Seek to involve and include parishioners in Youth Ministry e.g. through prayer, discipleship helping, funding, mentoring, and tutoring.	Parishioners involved and relating well with young people.
	Work with volunteer leadership team to develop positive, supportive relationships with young people and their families	Supportive relationships developed. Pastoral care provided
	Engage in regular communications with young people and their parents	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)	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	Young people are participating in the life of the wider church
	Work with RDPC ministry team to ensure effective transitions from and to other ministries, i.e children's ministry and to young adults ministry.	Ministry transitions happen effectively
2	PROGRAMMING	
	Work with volunteer leadership team to run regular youth group with creative teaching opportunities for young people to learn about faith in Christ and to develop an active Christian lifestyle.	Young people are growing in knowledge, character and action in their Christian faith
	Work with volunteer leadership team to provide a regular space for young people in the community to learn and engage with aspects of the Christian faith	A new community based ministry developed in the RDPC
	Plan and run special events and Christian experiences for young people: e.g. camps, outreaches, mission trips.	
	Create relationships and services to engage with young people and their families outside of the usual church context	
	Work with Minister to develop ministry that engages all ages.	All ages participating in corporate worship and learning together with key relationships being formed between generations.

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.	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, RDPC Council, Minister and parishioners.	Good working relationships are maintained
	Attend regular staff team meeting	Contributes in staff meetings
	Maintain good relationships with Presbytery and Presbyterian Youth Ministry staff and other local youth workers.	Good working relationships are maintained.
	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	HEALTH AND SAFETY
	Understand and fulfil health and safety responsibilities under the Health and Safety at Work Act 2015.	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.
	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.

Review

Annual review of the youth minister and the key performance indicators will take place with the Youth and Children's ministry team.

PERSON SPECIFICATION

The person fulfilling this role will have the following attributes:

- Have a personal Christian faith;
- Be of good character, in good standing within the community and Church fellowship;
- Demonstrate maturity and have sound judgment;
- Have strong interpersonal, communication, and organisational skills;
- Be able to lead, motivate, and supervise volunteers;
- Be committed to team ministry;
- Demonstrate a commitment to the Vision and Mission and values of RDPC

Competencies for the Role of Youth Minister:

- Have relevant qualifications/experience required to fulfil role;
- Demonstrated pastoral and teaching skills;
- High personal motivation and self-management;
- An empowering style of leadership and engagement with others;
- Have strong people skills and can demonstrate consistent ability to work effectively with individuals and teams;
- Have a love of people, along with the passion and skills to advance God's mission;
- Demonstrated intelligence and problem solving skills;
- The ability to take responsibility for meeting deadlines and achieve goals without direct supervision;
- Proficient in use of computing and related technologies;
- Must have a full driver's licence, access to car preferable.