



THE CATHOLIC PARISH OF NEW PLYMOUTH

TE PĀRIHI KATORIKA KI NGĀMOTU

106 Powderham St,
New Plymouth 4340
Phone 06 757 3682

P O Box 32
Taranaki Mail Centre 4340
office@catholicparishnp.nz
www.catholicparishnp.nz

POSITION DESCRIPTION – SCHEDULE ONE

- Position:** Young Families Minister
- Classification:** Salaried position, based on 20 hours per/week
- Reporting to:** Parish Priest – Pastoral
Parish Office Manager – Employment

1. ORGANISATION PURPOSE

The parish exists to support the mission of the Church. The fundamental purpose of each staff member's position is to enhance the growth of the faith communities we all serve. To meet these goals, staff work within, and across teams with a spirit of collaboration and a readiness to engage from time to time in tasks or projects that fall beyond particular job descriptions. All parish positions support the Bishop's role as Shepherd of the Diocese.

2. PURPOSE OF THE ROLE

The Young Families Minister is an integral part of the Parish Ministry Team.
The purpose of this role is to;

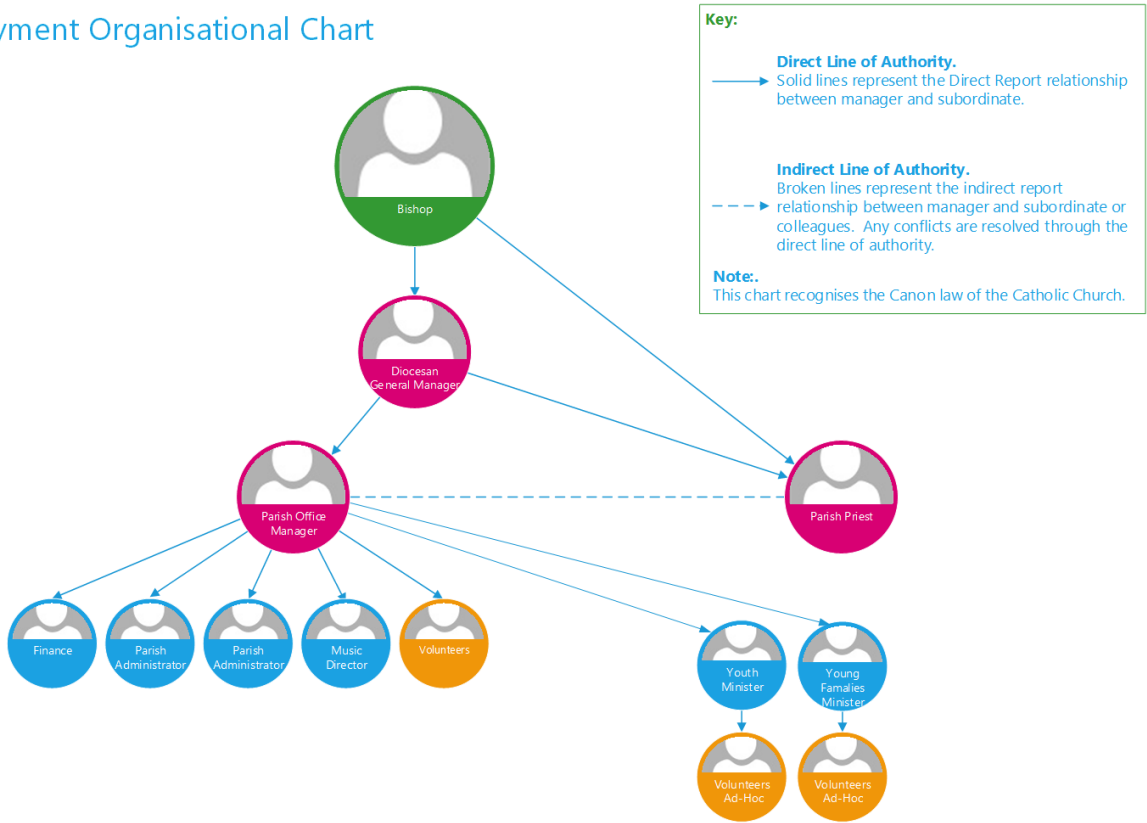
- To increase engagement of young families throughout the Catholic Parish of New Plymouth.

KEY RELATIONSHIPS:

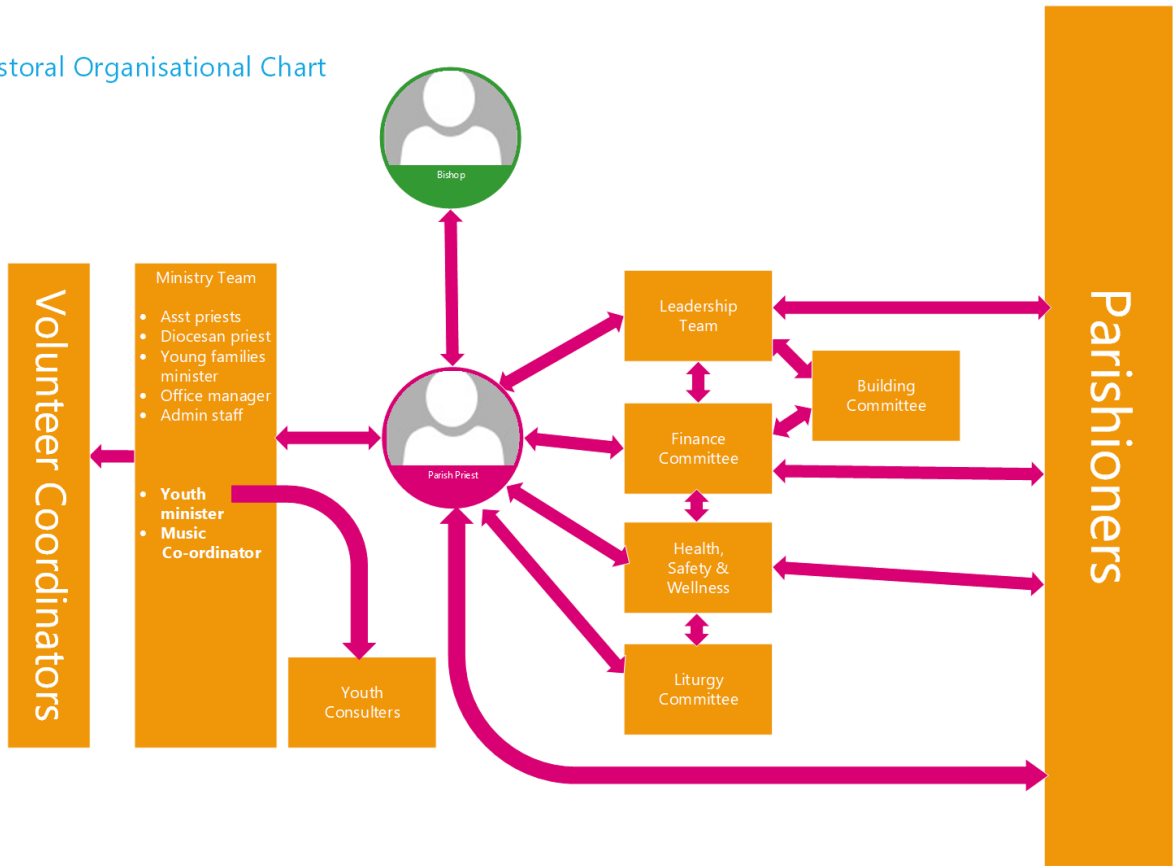
- Children and Young Families
- Parish priests of New Plymouth
- Staff of the Diocesan Young Catholics Team
- Ministry Team and Staff of Catholic Schools
- Parish Volunteers
- Bishops' office and other Diocesan Staff

ORGANISATIONAL CONTEXT

Employment Organisational Chart



Pastoral Organisational Chart



3. PRINCIPAL ACCOUNTABILITIES

The following are the principal accountabilities of the role. These accountabilities may change to reflect changes in the organisational goals and strategic focus.

1. Parish Network of Young Families
Means (how you will achieve it) <ul style="list-style-type: none">• Is present among young families who attend St Joseph's, Our Lady Help of Christians, Bell Block and St Patrick's.• Connections with young families and their local parish is evident• Collect and collate information for the parish on families in order to keep them in touch with parish and diocesan events and news.• Keep parish database updated
2. Support for Children's Liturgy <i>Support the implementation of the Children's Liturgy Programme throughout the parish</i>
Means (how you will achieve it) <ul style="list-style-type: none">• Participation in Children's liturgy is growing and vibrant, engaging with the parents too• Children's Liturgy Coordinators are supported and improving in their voluntary role• Provide, support advice and formation opportunities• Provide resources as needed• Provide examples of best practice and effective resources• Look to continually invite people to this ministry• Consult Ministry team• Coordinate an annual event to thank those who contribute to this Ministry
3. Children-Led Masses <i>Collaboratively work towards logistical support of Children-Led Masses</i> <i>Work towards the development of Year 7 & 8 led Masses in collaboration with School Staff</i>
Means (how you will achieve it) <ul style="list-style-type: none">• Communicating effectively with parish priests and Children's Liturgy Co-ordinators, musicians and special ministers• Where necessary, assisting priests in the engagement of children and families
4. First Sacraments Programme <i>Liaise with and assist any current coordinators and collaboratively organise and oversee older children's baptism programmes, first reconciliation and first communion programmes</i>
Means (how you will achieve it) <ul style="list-style-type: none">• Promote evangelisation to Families through attending ALPHA programme• Supporting parish priests, administrators and pastoral workers in communications about pre-school baptism opportunities• Attend weekly Ministry Team Meetings – reporting and consulting Parish Priest.• Personal invitations given

- Parish databases checked for those who might be on the periphery, or not in the parish or Catholic schools and are invited and included.
- Form and provide school information enrolment packs for interested parents
- Engagement with the different cultural communities that make up Church, especially Tangata Whenua

5. Social Media Engagement

Connecting and networking with Young families with children aged 0-12 via social media platforms

Means (how you will achieve it)

- Advertising items of interest and topical stories appropriate to young parents and families in relation to the Church
- Creating a social network of connected parents
- Communication activities support the growth of community
- Social media platforms are vibrant with users being formed and informed
- Items of interest sent to the Diocesan Media office for advertising in Diocesan newsletter

6. Sacramental Follow-up

Support of the newly baptised social gatherings

Means (how you will achieve it)

- Parents are invited to participate in this venture
- Attendance where possible

7. Retreats

Run retreat(s) for young families

Means (how you will achieve it)

- Plan, organise and implement a retreat on topical issues for parents, incorporating prayer, stillness, and spirituality of parenthood and care of self
- Recruit parishioners to support these events
- Developing good interpersonal relationship with young parents and their whanau

4. COMPETENCY REQUIREMENTS

Planning and Organising	<p>Sets clearly defined objectives.</p> <p>Plans activities and projects well in advance and takes account of possible changing circumstances.</p> <p>Manages time effectively.</p> <p>Identifies and organises resources needed to accomplish tasks.</p> <p>Monitors performance against deadlines and milestones.</p>
Following instructions and procedures	<p>Appropriately follows instructions from others.</p> <p>Follows procedures and policies.</p> <p>Keeps to schedules.</p> <p>Arrives punctually for work and meetings.</p> <p>Demonstrates commitment to the organisation.</p> <p>Complies with legal obligations and safety requirements of the role.</p>

Working with people	<p>Demonstrates an interest in and understanding of others.</p> <p>Adapts to the team and builds team spirit.</p> <p>Works collaboratively Ministry Team members</p> <p>Recognises and rewards the contribution of others.</p> <p>Listens and consults others and communicates proactively.</p> <p>Supports and cares for others.</p> <p>Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses.</p>
Delivering Results Meeting Leadership Team Expectations	<p>Focuses on Leadership Team needs and satisfaction.</p> <p>Sets high standards for quality and quantity.</p> <p>Monitors and maintains quality and productivity.</p> <p>Works in a systematic, methodical and orderly way.</p> <p>Consistently achieves project goals.</p>
Coping with pressures and setbacks	<p>Works productively in a high pressure environment.</p> <p>Keeps emotions under control during difficult situations.</p> <p>Balances the demands of work and personal life.</p> <p>Maintains a positive outlook at work.</p> <p>Handles criticism well and learns from it.</p>
Professional Development	<p>To undertake training as identified or required to keep up to date with current practices.</p> <p>To engage willingly in an Annual Performance Appraisal process.</p>

5. KNOWLEDGE, EXPERIENCE AND PERSONAL ATTRIBUTES

- Exceptional communication and interpersonal skills.
- Strong organisational skills, particularly relating to time management, stress management, administration and the meeting of deadlines
- Proficient in Microsoft Office with proven experience using Excel, Publisher, PowerPoint, Outlook and Word
- Strong team focus and commitment to provide exceptional customer service to both internal and external stakeholders
- The ability to adapt to and work effectively to various working situations and individuals
- Exceptional organisational skills with a high consideration to detail and accuracy
- Trustworthy, honest, respectful, and flexible.
- To uphold a code of confidentiality in all aspects of Parish life.
- Have a commitment to the principles and teachings of the Catholic Church
- Demonstrate reliability and a strong work ethic.
- The ability to follow instruction, adapt to changing schedules, priorities and environments.
- The ability to converse effectively with a wide range of people from different cultures and organisations.
- Has a level of fitness and stamina to complete daily assigned tasks
- Have a NZ Driver's Licence
- Be able to provide a My Vaccine Pass and undergo Police Vetting.

Change to Job Description

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment– including technological requirements or statutory changes.

This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

Young Families Minister

Date

Approved by:
Diocesan General Manager/Parish Priest/Office Manager
Catholic Parish of New Plymouth

Date