**Volunteer Youth Leader**

The Archdiocese of Wellington has adopted policies, procedures and guidelines for Safeguarding to ensure all church personnel, including volunteers maintain a safe and healthy ministry environment. Our commitment to these standards requires that we are confident about the safe conduct of all our employees and volunteers who work with children, young people and adults who may be vulnerable. Those who act in Youth Leader roles are required to attend Safeguarding Training.

***The Volunteer Youth Leader, under the guidance and direction of the Parish Priest/employed Youth Minister, works to provide guidance and assistance to the faith community in responding to the needs of young people.***

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| VOLUNTEER TITLE: | Youth Leader | |
| PARISH: |  | |
| VOLUNTEER NAME: |  | |
| VOLUNTEER TENURE: | Describe the number of likely days and /or hours per week or month | |
| VOLUNTEER REPORTS TO: | Parish Priest/Delegated Person | |
|  | | |
| **Key Tasks and Responsibilities**  These tasks are assigned at the discretion of the Parish Priest/employed Youth Minister. | | |
| TASKS | | EXPECTATIONS |
| * Be a visible presence within the faith community. * Be an advocate for young people with parish leaders and other adults. * Communicate and promote youth activities to wider faith community. * Establish, coordinate and facilitate the parish/community youth activities. * Plan spiritual growth programs, activities and events that include opportunities for youth to worship, share fellowship with each other, explore the Bible and apply its meaning to their lives. * Ensure that youth ministry is integrated into the faith community. * Coordinate a comprehensive programme including the eight components set out in Tu Kahikatea *Standing Tall*. * Attend youth ministry meetings, and, if required, provide regular reports to the Parish Pastoral Council. * Promote safeguarding good practice. * Build relationships with young people and their parents. * Be committed to Catholic faith formation in line with guidance from the Parish Priest/employed Youth Minister. | | * Establish a warm and welcoming atmosphere for those involved in programme/activity. * The parish programme will be clearly and concisely followed; expectations of the parish in regard to the programme will be explained; and questions answered or followed up for later answer. |
| This role will comply with Wellington Archdiocese:   * Safeguarding Policy 2018 * ADW Code of Conduct for Employees and Volunteers 2019 | | Volunteers will receive copies of the Wellington Archdiocese:   * Safeguarding Policy 2018 * ADW Code of Conduct for Employees and Volunteers 2019 |

CHALLENGES FOR VOLUNTEERS IN UNDERTAKING THESE TASKS

* *Knowledge, understanding and application of the aims of Catholic youth ministry.*
* *Engaging young people in the youth ministry programme.*
* *Balancing fun and spirituality aspects.*

VERIFICATION / AUTHORISATION

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Position / Title) (Name)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TO BE SIGNED BY THE ROLE HOLDER:

I have read and I understand this task description

I have read and signed the ADW Code of Conduct Employees and Volunteers 2019

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_