

Highgate Church Youth Pastor

How to apply: Please send letter of application, full CV, plus a written reference and the name and contact details of a second referee who can be contacted by telephone, to Highgate Church Office, office@highgatechurch.org.nz, or 580 Highgate, Dunedin 9010, by 4 June 2019.

Job Description

Purpose of the Youth Pastor Role

Highgate Presbyterian Church has identified Youth Ministry (Years 7-13) as a key priority as we move forward in our ministry and mission. A youth pastor will strengthen and further develop our ministries with youth.

The Youth Pastor's primary role is to come alongside our church leadership and help create and then implement a vision and strategy for ministry to youth and their families across the Highgate Parish, and to work with, coordinate, and resource an already committed team of volunteer leaders and establish a consistent youth ministry program.

Hours of Work

Youth Ministry requires weekend, and possibly evening work, and may require attendance, from time to time, on youth camps, e.g. Easter Camp. With the exception of a camp from time to time, Youth Group does not generally run in the school holidays, so there is further flexibility regarding hours worked over the whole year. As such, it is envisaged that an average of 6-10 hours per week will be worked on a flexible basis, in negotiation with the ministry team. In order to help the Church ensure that the tasks are achievable within the allotted hours, we would request an ongoing record of hours worked. There is scope to adapt the job description to fit the skills and abilities of the successful applicant.

Term of Appointment

This position is fixed-term for a period of two years. The reason for the fixed term is that the position is dependent on the Highgate Presbyterian Church having received a donation sufficient for two years' employment. Nothing in this job description should imply that the position will be extended beyond that fixed-term.

Primary Location of Employment

Highgate Presbyterian Church, 580 Highgate, Maori Hill.

Reports to: Senior Minister, Rev'd Geoffrey Skilton

Works alongside: Volunteer Youth Leaders

Functional Relationships: Ministers, Parish Council, Finance & Property Committee, Highgate@10 and B@tCH leadership and congregations, youth, their parents, volunteer children's leaders, Southern Presbytery Youth Advisor, Presbyterian Youth Ministry, other local youth leaders, and church office.

	<u>Key Tasks</u>	<u>Hours per week</u>	<u>Performance Indicators</u>
1.	Ministry Essentials	3-4	
	Maintain and model a Christ-centred lifestyle of faith, community and mission		
	Seek to involve and include congregation in Youth Ministry e.g. through prayer, discipleship helping, funding, mentoring, and tutoring.		Congregation involved and relating well with youth.
	Work with volunteer leadership teams to develop positive, supportive relationships with youth and their families		Supportive relationships developed. Implement a strategy for the pastoral care of youth.
	Engage in regular communications with youth and their parents		Youth and their families connected, encouraged and informed
	Assist youth to discover their spiritual gifts and develop their ministry and leadership skills (emerging leaders/grass roots type training)		Youth grow in their leadership and ministry skills and participate in appropriate ministry roles within the church
	Develop opportunities for youth to engage in the life of the wider church, worship, service projects, social gatherings etc		Youth are participating in the life of the wider church
	Work with hub leaderships to ensure effective transitions from and to youth ministry, i.e. children's ministry to youth to young adults ministry.		Ministry transitions happen effectively
2.	Programming	3-4	
	Work with volunteer leadership team to run regular youth group with creative teaching opportunities for youth to learn about faith in Christ and to develop an active Christian lifestyle.		Youth are growing in knowledge, character and action in their Christian faith.
	Plan and run special events and Christian experiences for youth.		
3.	Resourcing	< 1	
	Source a range of resources		A good range of resources for supporting and growing Youth Ministry 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 and Professional Development	< 1	
	Personal supervision by a qualified person – financed by the Church		Effective, appropriate supervision
	Attend training events, as approved, which develop 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 (included in the PYM Sustainable Practices Guide – see below)		Regular time allocated for prayer retreats
5.	Relationships	< 1	
	Maintain good relationships within the local church; youth, parents, children, hub leaderships and Parish Council, Ministers and congregations.		Good working relationships are maintained
	Attend regular staff team meeting (we recommend at least once a month)		Contributes in staff meetings
	Maintain good relationships with Presbytery, and Presbyterian Youth Ministry staff and other local youth workers.		Good working relationships are maintained.
6.	Reporting and Accountability	< 1	
	To report and be accountable to the Senior Minister and provide a short written report every other month to Parish Council		Regular reporting maintained to agreed standards
	Undertake all activities in accordance and compliance with the ethical requirements of PCANZ		Adherence to guidelines
	To seek approval from the Minister or Finance & Property Committee for budget-setting and any expenditure beyond a given amount.		Approval sought
7.	Health & Safety and Ethical Practice	< 1	
	Uphold the standards of the PYM WOF for ethical and health and safety practice. This will include the items listed below:		Holds a current PYM WOF (– see Requirements, below) For more info go to http://pym.org.nz/wof/
	Understand and fulfil Health & 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 being submitted in advance for approval) 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	< 1	
	Worship with each of our two congregations at least once a month		
	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 Pastor and the key performance indicators will take place with representatives of Parish Council.

Essential Characteristics

The person fulfilling this role will have the following attributes:

- A committed follower of Jesus
- Believes that the local church is vital to the mission of Jesus in the world today
- Able to find a place with people whose theology and practice is informed by the Reformed Charismatic and Justice traditions of the church.
- Confident. Able to self-start and take initiative.
- A facilitative style of leadership
- A team builder and team player
- Interpersonal skills to a high level- able to relate across cultures, genders, ages and diverse churches. Respectful towards others.

Key Skills

- Some experience in youth ministry
- Good organisational and time management skills
- Good and wide-ranging written and oral communication skills.
- Familiarity and competence with Word, Powerpoint, Excel and Facebook

Requirements

- A PCANZ WOF Safety Certificate is an expected standard; if it not already held, then it must be obtained and the Church will make provision for that. For more info go to <http://pym.org.nz/wof/>
- A police check prior to appointment.
- A current driver's licence

Personal Development

- Will maintain learning through reading on topics such as formation of youth, leading teams and church leadership.
- Will attend at least one Youth Ministry or related training event per year (if available), as approved by the Senior Minister.
- Will comply with agreed external supervision arrangements.

We Will Provide:

- A supportive environment - Parish Council is committed to implementing [Sustainable Practices](#) (PYM). The seven sustainable practices are attached, which contain beliefs and promises which our church makes about the principles we will use in employing a Youth Pastor. The complete **Sustainable Practices for Youth Ministry** can be found at www.pym.org.nz/management/employed-youth-worker
- Support as a member of the Highgate Ministry Team
- Laptop
- Office Support

Remuneration

<http://pym.org.nz/2018/05/28/recommended-pay-scale-youth-workers/>

Reimbursements (annual amounts):

- Mobile Phone allowance, pro rata. To be agreed.
- Supervision: up to 12 sessions at \$80 each
- Mileage: at PCANZ rate of 0.62c (does not include Highgate Church-home). A record of mileage needs to be submitted for reimbursement purposes.
- Professional and Spiritual Development: to be agreed with Parish Council and Finance & Property, as opportunities arise.
- Youth Ministry budget items, set annually by Finance & Property Committee in consultation with Youth Group leadership, which may include e.g. programming costs, curriculum, leadership development, events, promotional materials, equipment, admin.

SUSTAINABLE PRACTICES FOR CHURCHES WITH EMPLOYED YOUTH WORKERS:

The seven sustainable practices contain beliefs and promises which churches and Christian organisations make about the principles they will use in employing a youth worker.

1. We will pray and spiritually support
 - We believe that our youth worker needs spiritual support in their work with young people.
 - We promise to pray for our youth worker and make supporting their spiritual life a high priority.
2. We will give space for retreat and reflection
 - We believe it is essential for our youth worker to take time to think and pray.
 - We promise to encourage our youth worker to use part of their schedule to give space for retreat, reflection and personal development.
3. We will provide ongoing training and development
 - We believe that learning the skills of youth work is an ongoing process and that it's important to continually invest in professional development.
 - We promise to set aside time and money to provide training and development for our youth worker.
4. We will give at least one full day of rest per week
 - We believe that taking regular time off helps maintain our youth worker's passion and energy for his or her work with young people.
 - We promise to actively encourage our youth worker to take at least one day away from their role each week to do something different.
5. We will share responsibility
 - We believe that having a youth worker does not release the rest of the church from our responsibilities towards young people.
 - We promise to encourage everyone to play a part in volunteering, supporting or praying for young people.
6. We will strive to be an excellent employer
 - We believe it is important to follow best practice guidelines in the way we employ our youth worker.
 - We promise to have clear procedures for recruiting and employing our youth worker, and to provide supportive management structures.
7. We will celebrate and appreciate
 - We believe it's vital to acknowledge what our youth worker is doing and the commitment they have made to work with young people in our church.
 - We promise to make sure our youth worker knows they are appreciated, and we will celebrate their achievements.

“Engaging and introducing the next generation to Jesus Christ rests upon faithfulness of Youth Pastors and Key Leaders and volunteers; the ‘Seven Sustainable Practices’ is essential practice for every church to ensure the longevity and health of these faithful servants.”

- Gary Grut, National Team Leader Baptist Youth Ministries NZ