

Job Description

Title:

Coordinator of Youth and Young Adult Ministry (CYYAM)

Type of Employment:

Three Year Fixed-Term Contract beginning with Six Months Probationary Period

Location: Elphin Diocesan Office, St Mary's, Temple Street, Sligo

Reports to: Bishop of Elphin

Job Purpose

The Diocese of Elphin is a Roman Catholic Diocese covering most of County Roscommon, a significant part of County Sligo and a small part of County Galway. It has thirty-eight parishes and a number of other pastoral agencies. Much of the Diocese is rural and sparsely populated, but there are two large urban areas and a number of smaller towns.

The role of the Coordinator of Youth and Young Adult Ministry (hereafter referred to as the CYYAM) is to foster existing initiatives in youth and young adult ministry, and to work towards building the relationships which will lead to fresh initiatives in centres of population throughout the Diocese of Elphin. The role will be based in Sligo, and will focus, for the most part on the larger centres of population throughout the Diocese.

The CYYAM will focus on creating opportunities for young people to gather in a context of faith, with the intention that they would

- be supported in forming friendships inspired by Gospel values
- develop mature relationships with Jesus Christ
- become missionary disciples in all the places where they live and work.

For the purposes of this Job Description, youth ministry refers to people between 16 and 18 years of age and young-adult ministry refers to people between the ages of 18 and 30.

The role will be full-time (39 hours per week) but, of its nature, will require flexible working, including evenings and weekends and covering the whole territory of the Diocese.

The CYYAM will be guided and supported by an oversight committee appointed by the Bishop. The Bishop will be his / her line manager.

Among the personal supports offered by the Diocese will be

- membership of CYMI
- monthly professional supervision / spiritual direction
- annual three-day retreat

Networking with colleagues in other Dioceses will be encouraged and expected.

The Diocese of Elphin subscribes to the Procedures and Guidance for Child Safeguarding developed by the National Board for Safeguarding Children in the Catholic Church in Ireland and the policy for the Safeguarding of Vulnerable Adults approved by the Bishops of the Western Province.

Principal Accountabilities (Pastoral)

To identify and establish contact with youth and young adult groups which may already exist in the Diocese, with a view to building relationships and offering pastoral support.

To identify clergy and lay leaders who have a heart for young people and who would be ready to commit to supporting youth and young adult activities. To facilitate conversations between them and young adults who are already engaged or seeking to be engaged.

To work in partnership with engaged local pastoral leaders, towards the establishment of a regular youth and young adult liturgy, in each of the main centres of population in the Diocese in which young people would be supported in ministering to one another.

To liaise with the Chaplains at Third Level and Second Level with a view to possible shared initiatives.

To coordinate the delivery of occasional supervised residential weekend retreats for people in the relevant age group.

To explore the potential for using programmes such as Alpha, Youth-Alpha, CAFE or similar, with youth groups in centres of population.

To coordinate the Saint John Paul II Award programme in the parishes of the Diocese, in partnership with secondary school chaplains.

To plan one young-adult pilgrimage (Camino or similar) each year.

To engage pro-actively with and participate in the youth section of the annual Diocesan Pilgrimage to Lourdes.

The above includes the principal accountabilities, but the role-holder is encouraged to seek out and propose other possibilities which may not be listed above.

Principal Accountabilities (Administrative)

The CYYAM will update the Bishop regularly on new developments, programmes of work and delivery of targets in each area of activity.

It will be the responsibility of the CYYAM to arrange a briefing meeting with the Bishop and the oversight committee, at least monthly, but more frequently if required.

The CYYAM will be responsible for the day-to-day operation of the Office for Youth and Young Adult Ministry, based at St Mary's, Sligo. This will involve, among other things, ensuring that budgets, financial reports and income and expenditure are managed in line with Diocesan policy.

JOBHOLDER ENTRY REQUIREMENTS

Knowledge: (Education and Related Experience)

THE CYYAM will have:

- Significant relevant experience in working with young people
- A relevant third-level qualification
- An understanding of and respect for the ethos of the Catholic Church as the governing ethos of the diocese
- Proficiency in IT (e.g., Word, Excel, Outlook, Websites and principal social media platforms used by young people etc.)
- Full clean driver's license

Significant advantages would include:

- Capacity to play a musical instrument and to lead liturgical music
- Fluency in another European language

Personal Attributes:

The CYYAM will have:

- capacity to form supportive and affirming relationships
- ability to listen to the hopes and concerns of young people
- insight to share faith in a non-threatening manner
- ability to engage fruitfully with individuals and with groups
- skills to motivate others to discover and to develop their gifts
- a synodal approach to his or her work
- excellent organisational skills
- excellent verbal and written communication skills
- a strong ability to multi task
- capacity to assess, balance and respond effectively to the concerns of multiple stake-holders
- capacity to remain calm under pressure
- ability to work as part of a team and on own initiative
- discretion and an appropriate commitment to confidentiality

Note:

This role, of its very nature, requires the post-holder to be a committed, practicing Roman Catholic

Key Relationships

Internal to the Diocesan Administration

- Bishop
- Oversight Committee
- Diocesan Clergy
- Diocesan Administrative Staff

External

- Youth and Young Adult Leaders
- Young People
- Young Adults
- School Principals /Chaplains

Application Form available at www.elphindiocese.ie (CVs will not be accepted)
Closing date for Applications: 16th October 2023 at 5pm.