



Position Description

Position Title	Youth Ministry Officer
Parish/Agency	Catholic Diocese of Toowoomba
Location	Bishop's Office, 73 Margaret Street, Toowoomba
Status	Full Time or negotiable
Tenure	Permanent - Ongoing
Coverage	Non-Award Salary Scale
Pay Classification	Level C of Diocesan Salaried Officers scale.
Position Reports To	Position: Bishop of Toowoomba Name of Incumbent: Bishop Ken Howell
Support Staff Reporting to this Position	Nil.
Written By	Title: Fr Bony Abraham
Dates	Date Written: May 2025 Review In 3 years (2028)

OPERATING CONTEXT

The work of the Diocesan Office is grounded in Christian faith, as found in the person, values, words and actions of Jesus and in the living faith experience of the Christian community from its beginning. This Christian faith gives rise to an unqualified belief in the dignity and worth of every person, especially of those least able to exercise or assert their human value and rights in the community. Christian faith calls us to work generously for the common good of all people by focussing first on those on the margins of the community, those in greatest human need.

As a Catholic organisation, parishes and/or diocesan agencies:

- Embrace the person and vision of Jesus
- Build Communion with God and others
- Engage in Christ's Mission in our world

These three dimensions are integral to Church life. The Catholic faith is anchored in Jesus Christ, who draws us (the Church's workers) into communion with God and one another and sends us forth in mission to live, share and proclaim the good news of the Gospel in our everyday lives.

As a Church Worker, five basic principles apply:

- Commit to justice and equity;
- Uphold the dignity of all people and their right to respect;
- Commit to safe and supportive relationships;
- Reach out to those who are poor, alienated or marginalised; and
- Strive to do good quality work

While dealing in a courteous, professional and supportive manner with others, the position holder is also expected to maintain their own work environment in a tidy and orderly manner and to respect a workplace that is smoke-free.

ORGANISATIONAL ENVIRONMENT / OPERATIONAL FRAMEWORK

(Market, Org Overview, Technical Environment)

The Diocesan Office supports the mission of the Church through service to parishes and agencies of the Diocese in a range of administrative activities, providing advice and expertise in the areas of information communication and technology, records storage including archives, banking, fundraising, property, care for the clergy, funding opportunities, human resource management, employment and industrial relations.

A Diocesan Youth Ministry Council (DYMC) oversees and advises stakeholders with regard to youth and young adult activities and initiatives involving the Diocese. The Youth Ministry Officer will report to the Bishop through the DYMC and also be guided by them in their work.

The establishment of a full-time Youth Ministry position for the Diocesan Office will be an addition to the range of services which aim to support the mission of the Church in the Diocese. The Diocesan Youth Minister will undertake activities, described below, for the purpose of empowering young people.

Main Purpose/Primary Objective

The Youth Ministry Officer will play a key role in promoting and supporting youth ministry across the Diocese of Toowoomba. This position focuses on empowering young people to develop a deep relationship with Christ and to participate actively in the life of the Church. The role involves working closely with parishes, schools, and diocesan groups to coordinate events, faith formation programs, and leadership development initiatives.

The Youth Ministry Officer will implement the Diocesan Plan for Youth Ministry in alignment with *Anointed and Sent* (the Australian Catholic Bishops Conference framework for youth ministry 2009, revised 2014) and the Diocese's broader mission and pastoral priorities.

KEY RESPONSIBILITIES

Evangelisation and Faith Formation

- Develop and implement initiatives that foster encounters with Christ and promote Gospel values among young people.
- Coordinate and facilitate retreats, prayer gatherings, and faith-based outreach initiatives.
- Support parish-based youth ministry groups and encourage active participation in the Church.

Parish and School Collaboration

- Work closely with school chaplains, APMIs, and Parish Priests to strengthen connections between schools and parish youth ministries by supporting events like youth mass, youth groups etc.
- Facilitate faith-based projects such as mission outreaches, service learning, and social justice initiatives.
- Collaborate with Toowoomba Catholic Schools Office to integrate youth ministry initiatives into school communities.

Youth Engagement and Program Development	<ul style="list-style-type: none"> Plan and execute youth-friendly events, such as youth rallies, formation programs, and social outreach activities. Establish peer-led initiatives that empower young leaders to evangelise within their communities. Support youth movements and ministry networks across the Diocese.
Leadership Formation	<ul style="list-style-type: none"> Identify and mentor young leaders, equipping them with skills for discipleship and evangelisation. Deliver training programs and workshops that promote leadership in youth ministry. Support school-based youth leadership programs, including partnerships with initiatives like CSYMI (Catholic Schools Youth ministry Initiative)
Collaboration and Outreach	<ul style="list-style-type: none"> Build relationships with Diocesan bodies, parishes, schools and Catholic organisations to enhance youth ministry efforts. Facilitate representation of the Diocese at state and national youth ministry gatherings and contribute to broader youth ministry discussions.
Administration and Compliance	<ul style="list-style-type: none"> Maintain databases of youth ministry participants, volunteers and leaders. Ensure compliance with safeguarding policies and Diocesan professional standards. Manage budgets, communications, and promotional activities for youth ministry initiatives.

SKILLS, EXPERIENCE AND QUALIFICATIONS

- A. A strong personal commitment to the Catholic faith and the Church's mission.
- B. The ability to joyfully and vibrantly present the core message of the Gospel (Kerygma) to young people.
- C. Experience in leading prayer, worship, and liturgical events that invite young people into deeper relationship with Christ.
- D. Strong leadership and organisation skills, with the ability to manage multiple projects.
- E. Excellent interpersonal skills and the ability to collaborate with a diverse range of stakeholders.
- F. Strong oral and written communication skills, including social media and digital engagement.
- G. Proficiency in using information technology tools for ministry coordination.
- H. A relevant qualification in theology, Youth Ministry, Religious Education, or a related field (or equivalent experience)
- I. A current Queensland Driver's Licence.
- J. Blue Card (Working with Children Check) and adherence to safeguarding protocols.

Clients

External	Internal
National and Statewide Catholic Youth Networks Youth and young adults of the Diocese	Bishop Agencies and Parishes of the Diocese Diocesan Youth Ministry Council

Decision Making/Authority Level

- Authority to authorise expenditure in accordance with the annually approved Budget.
- This position has the authority to cease work on unsafe grounds (if a life threatening or serious situation exists).

Verification/Authorisation**Approved by:****Bishop of Toowoomba**_____
(Signature)____/____/_____
(Date)**Signed:** _________/____/_____
(Date)

This Position Description should be seen as a guideline, not a constraint and is likely to evolve over time. This document is supported by a more comprehensive operational document which backgrounds and expands on the contents herein. Employees are encouraged to use their initiative and creativity to find other ways to contribute to their team and the whole organisation, with the approval of their supervisor.