

Diocese of Brentwood – Vicariate for Youth Ministry and Pastoral Care

DIRECTOR OF YOUTH MINISTRY



Background to the role – a thriving and growing Youth Ministry in a diverse and vibrant Diocese

The Diocese of Brentwood is the fourth largest Diocese in the country, with a Mass-going population of about 45,000. The Diocese includes rural Essex and urban East London; some areas are very densely populated, with all the challenge and inspiration of multi-ethnic and multi-faith London Boroughs; other parts of the Diocese include small villages, spread across acres of countryside.

There are 19 Catholic secondary schools in the Diocese, and 64 Catholic primary schools; there are approximately 20,000 young Catholics of secondary school age, and roughly 1,400 of these are Confirmed every year.

The hallmark of all our Diocesan Youth Ministry is that it is “peer led”, as far as possible. This is the approach affirmed by *Christus Vivit*; the inspiration of Pope Francis and the Synod helps to guide every aspect of our ministry. Youth Ministry is delivered at parish level by many highly dedicated volunteers; at Diocesan level these volunteer catechists and youth leaders are supported by the Brentwood Catholic Youth Service (BCYS) and Walsingham House at Abbotswick. These have a heritage of over forty years, and in January 2018 a new base for Diocesan Youth Ministry was established at Walsingham House at Abbotswick. This house – set in 14 acres of peaceful countryside – is run by a team of three resident staff and seven resident volunteers, assisted by a cook and administrator. The Episcopal Vicar for Youth Ministry and Pastoral Care also lives on site, and serves as a chaplain for the Team. Each year the House welcomes over 4,000 young people for residential and day retreats, and the Team also travel across the Diocese to run retreats in schools and parishes for a further 3,000+ young people.

The BCYS has an Events and Pilgrimages Co-ordinator, and an Administrator, and develops many young people as leaders for a range of events and pilgrimages through the year. These include a popular pilgrimage to Lourdes each July, where young people assist the ill and frail, as well as those with additional needs. Other events include a Sponsored Sleepout, run jointly with Caritas Diocese of Brentwood, as well as an annual Youth Gather and a monthly Youth Mass. The BCYS host an event for Confirmandi each year, as well as working with the Cathedral Music Department on three Christmas concerts for large groups of primary schools. Since 2005 the BCYS have taken groups to World Youth Days, and since 2012 we have also been very active in enabling hundreds of young people to attend Flame Congress at Wembley Arena. We run termly days for school lay chaplains, and each autumn we run a training and resources day for First Holy Communion and

Confirmation Catechists, supported by digital resources that are updated throughout the year. Finally, we have an active presence on Social Media, and employ a part-time Social and Digital Media Co-ordinator to assist us with this.

In recent years the Episcopal Vicar has been the *de facto* Director of Youth Ministry in the Diocese. However, following the move to Abbotswick our work has rapidly expanded, with a strategy that includes further expansion so as to better support parishes and young people locally. In particular, we are seeking to grow Youth Ministry in the Diocese through the appointment of Parish Partnership Youth Co-ordinators. As part of Diocesan strategy each parish is now located within a partnership where resources and good practice can be shared; each partnership is exploring the employment of a Youth Co-ordinator, and this has the potential to grow so that 22 people are employed in this role within the Diocese. The new Director of Youth Ministry will play a key role in these appointments; they will be involved in the recruitment process, arrange mentoring and help those who take on the role to be part of a vibrant and supportive network, building on our already strong and supportive network of secondary school lay chaplains.

All of our Diocesan Youth Ministry is supported by and accountable to the Management Committee for the Vicariate for Youth Ministry and Pastoral Care, which is a sub-committee of the Diocesan Board of Trustees. The Management Committee includes catechists, lay chaplains, youth leaders and Trustees of the Diocese, and meets three times a year.

Diocesan structures have been significantly developed in the last three years, including work on a Diocesan Vision and strategy which is now coming to fruition. Therefore the role of Diocesan Director of Youth Ministry has now been formally created to ensure that the good work being done can continue to grow and flourish in a way which is well-supported, and well integrated with the various Diocesan Vicariates. To assist you as you discover more about the role, and discern your application, we attach the Diocesan “Organogram” which shows you precisely how the new role is integrated within the whole Diocesan structure.

In addition, we would strongly suggest that alongside this Job Description you have a look at:

- The website of the BCYS and Walsingham House at Abbotswick: www.bcys.net, on which you will also find the document “Employing a Parish partnership Youth Co-ordinator.”
- The Diocesan website: www.dioceseofbrentwood.net, on which you will also find the Diocesan Vision document, “Shaping our future”, published in 2019.

Other helpful information:

- The BCYS is a member of the Catholic Youth Ministry Federation (CYMFed). The Director of Youth Ministry will represent the Diocese at CYMFed meetings.
- Each year at Easter a group of young adults supports the work of HCPT in Lourdes.
- For the last three years a member of the Walsingham House Team has also been a Cafod “Step into the Gap” volunteer.
- The BCYS works closely with the Brentwood Catholic Children’s Society (BCCS).

Finally, the statement of our Mission, Vision and Values is on the next page. If this resonates with you, and you have the skills and experience that we are looking for, then please do get in touch. You are very welcome to come and visit as part of discerning your application, and all the contact details, along with application details, are at the end of the Job Description.

Diocese of Brentwood
Vicariate for Youth Ministry and Pastoral Care

Mission, Vision and Values

The **MISSION OF THE BCYS** is to support, actively listen to and provide opportunities for young people and those who journey with them, to help them to deepen their relationship with Jesus Christ, and to flourish as leaders within the Church.

Within the BCYS the specific **MISSION OF WALSINGHAM HOUSE AT ABBOTSWICK** is for a young adult community to provide the widest possible opportunity for young people to experience a Christ-centred and peer-led retreat.

For young people we summarise this as:

**“Joy, faith and friendship; serving young people and all who walk with them,
inspired by Jesus Christ.”**

The **VISION FOR OUR DIOCESAN YOUTH MINISTRY** is to invite, include and welcome every young person in the Diocese, so that they can receive “the Good News of Jesus Christ.” As part of the vision we provide nationally recognised input to inspire, encourage and train those who accompany them.

The **VALUES THAT UNDERPIN OUR DIOCESAN YOUTH MINISTRY** are:

Christ-centred ministry

Actively listening to young people

Respecting, including and welcoming every young person without judgement

Promoting peer-led ministry

Encouraging all those with a heart for young people

Job Description

Job Title:	Director of Youth Ministry, Diocese of Brentwood
Vicariate:	Youth Ministry and Pastoral Care
Employer:	Diocese of Brentwood
Location:	Walsingham House at Abbotswick
Responsible to:	Episcopal Vicar for Youth Ministry and Pastoral Care
Accountable to:	Management Committee of the Vicariate for Youth Ministry and Pastoral Care
Salary:	£40,000
Hours:	35 hours/week, including some evening and weekend work, and some residential work (approx. 14-18 nights/year, including Summer Lourdes)
Contract:	Permanent contract
Start date:	Late August 2020

Overall Purpose of Job

- Working with the Episcopal Vicar, the Management Committee, and the senior Vicariate Staff to provide management and strategic direction within all aspects of Youth Ministry in the Diocese of Brentwood, including Walsingham House at Abbotswick, the Brentwood Catholic Youth Service, and Youth Ministry within Parish Partnerships.
- Working with the Vicariate staff, retreat team, volunteer leaders in the BCYS, and Parish Partnership staff and volunteers, to ensure that young people in the Diocese are offered the widest possible range of opportunities, helping every young person to discover God's call for them to be a Saint, and inspiring them to engage and deepen their Catholic faith, to build a personal relationship with Jesus Christ, and to flourish as young leaders in their parishes, schools and the wider community.
- To form good relationships with clergy, school lay chaplains, parish catechists, parish youth leaders, and Parish Partnership Youth Co-ordinators, to sustain and deepen all aspects of Youth Ministry, and to offer relevant training and support.

Main Responsibilities

- Line Management of the Vicariate staff. This includes a termly "catch up" and an annual appraisal, as well as dealing with any concerns or grievances.
- Chairing a weekly meeting with the Walsingham House at Abbotswick Manager and Assistant Managers, along with the Events and Pilgrimages Co-ordinator and the Episcopal Vicar for Pastoral Formation, covering all aspects of the day to day running of Diocesan Youth Ministry, as well as planning for future events and other opportunities.
- Setting and monitoring budgets with the relevant staff, notably for Walsingham House at Abbotswick, and for all events and pilgrimages. Regular reporting on budgets to the Episcopal Vicar and the Vicariate Management Committee.
- Liaise with other Director-level staff in the Diocesan Vicariates, to help deepen an integrated approach to working and strategic planning across the Diocese.

- Overall responsibility for Health and Safety at Walsingham House at Abbotswick, and for all events and pilgrimages; ensuring appropriate training has taken place and has been documented; ensuring the completion of and adherence to Risk Assessments, as well as all policies and procedures that sustain a safe environment for staff, volunteers and young people.
- Overall responsibility for Safeguarding for all retreats, events and pilgrimages, ensuring appropriate training has taken place and been documented, and that a Safeguarding lead is in place.
- Ongoing conversations with parish clergy, youth leaders, First Holy Communion and Confirmation catechists, to evaluate the opportunities on offer for young people and for those accompanying them, and to develop these in line with the feedback that is offered.
- Supporting Parish Partnerships in recruiting Parish Partnership Youth Co-ordinators, and arranging mentoring and providing resources and training for the PPYCs.
- Working with all staff to ensure that National Youth Sunday resources have the greatest possible use and impact across the Diocese, as a way to deepen the engagement of young people and those accompanying them.
- Working with all staff to maintain and develop the existing calendar of events, retreats and pilgrimages, including the termly days for school lay chaplains.
- Working with relevant staff to ensure that website content and social media posts are fresh, relevant and up to date; to ensure that our online presence matches and sustains our overall Mission, Vision and Values.
- Helping to introduce the Catholic Youth Ministry Federation (CYMFed) Faith in Action Award more widely across the Diocese
- Preparing a report for the Vicariate Management Committee. This report should include a summary of the activities that have taken place, a financial update, and matters for the Management Committee to consider, so as to shape future direction and strategy.
- Annual review of the Vision, Mission, Strategy and Values underpinning Diocesan Youth Ministry, developing them over time in conjunction with the Management Committee and staff.
- Following Diocesan protocols in terms of the safe and secure handling of finances.
- Following the protocols set out by the Diocese (which include the requirements of the GDPR), in terms of the safe and secure handling of data, and the sharing of data.
- Representing the Diocese nationally, notably as a member of the Catholic Youth Ministry Federation (CYMFed).
- All other duties that are reasonably requested by the Episcopal Vicar for Youth Ministry and Pastoral Care.

Personal Skills, Knowledge and Experience

Skills / Knowledge / Experience	Essential/ Desirable
Practising and committed Catholic	Essential
Demonstrable and significant experience in working with young people (school, retreat centre, parish, or detached youth work in a secular context)	Essential
A degree or diploma in a subject relevant to the work	Essential
Proven experience of leading and managing a team	Essential
Strong written and oral communication skills, including the ability to communicate effectively with both adults and young people	Essential
Familiarity with <i>Christus Vivit</i> , best practice in Catholic Youth Ministry, and the issues and challenges facing young people in the UK, in both inner city and rural contexts.	Essential
Proven experience of setting and monitoring budgets	Essential
Strong IT skills, including Microsoft Office, and Social Media platforms	Essential
Proven understanding of Safeguarding, Health & Safety and GDPR	Essential
Experience in leading young people in worship – liturgies and Masses	Essential
Proven ability to deliver training to young adults and volunteers	Essential
Experience of a residential retreat centre or other retreat / residential context	Essential
The ability to work at evenings and weekends	Essential
A full, clean driving licence	Essential
Creative skills in music or drama	Desirable
The ability to communicate in French, and/or in British Sign Language	Desirable
Creative use of multimedia, video editing, etc.	Desirable

An enhanced DBS check provided through the Catholic Safeguarding Agency is naturally an essential requirement for this role. If the successful candidate does not already have one, this can be arranged by the Diocese of Brentwood.

There is a Genuine Occupational Requirement for this role to be held by a practising Catholic.

Applications should be made by means of a CV and covering letter. The covering letter should look in detail at each of the responsibilities and personal skills, knowledge and experience details above and show us how you match those requirements. The application should be emailed to Fr Dominic Howarth, Episcopal Vicar for Youth Ministry and Pastoral Care, at frdominic@dioceseofbrentwood.org or posted to Walsingham House at Abbotswick, Navestock Side, Brentwood CM14 5SH, to arrive no later than midday on 16th March 2020.

Interviews will be held in Brentwood, and will take place during the week beginning 23rd March.

You will be very welcome to visit Walsingham House at Abbotswick prior to application, or to phone to talk more about the job. Please email frdominic@dioceseofbrentwood.org or telephone Fr Dominic on 01277 373959.