



## Employment Opportunity

### Children, Youth & Family Ministry Program Consultant

Diocese of Niagara, Hamilton

Start Date: Mid-October 2018

A full-time position focused on the development and implementation of faith formation and leadership programs, events and resources for parish-based and community children, youth and families, and leaders in CYF ministry; supporting ministry volunteers; and promoting and strengthening parish-based children/youth/family ministry. Requires day, evening and weekend work; regular travel to parishes and conference sites in all parts of the diocese.

We thank all of those who have applied; however, only applicants who have been selected for an interview will be contacted and invited to the September 15, 2018 interview day.

#### Qualifications:

- Undergraduate degree
- Engaged disciple with an ability to articulate faith experiences and model the way of Jesus
- Staff or volunteer experience in CYFM program work at the parish and/or diocesan level
- Ability to recruit, train, support and work with volunteers
- Ability to work in a team setting
- Ability to manage complex tasks and establish priorities
- Skills in the following areas: educational design, process facilitation, group dynamics, conflict management, leadership training and community development
- Valid driver's license

The Diocese of Niagara welcomes and encourages applications from people with disabilities for all vacancies. Accommodations are available on request for candidates taking part in all aspects of the selection process.

**Application deadline: August 17, 2018**

For more information or to apply with a cover letter and résumé:

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252 James Street North  
Hamilton, ON L8R 2L3  
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**See full job description below.**

# Diocese of Niagara

## Program Consultant, Children, Youth & Family Ministry

### Purpose of Position

To collaboratively develop and implement Christ-centred programs and initiatives that support the faith formation, spiritual experiences, and leadership development of children, youth and families (both parish-based and in the community), and to support parishes in meeting the needs of their children, youth and families.

### Major Responsibilities

- To respond to program needs and initiatives as identified by the parishes and the Diocesan Youth Ministry Committee in a manner that reflects the diocesan vision priorities.
- To encourage the spiritual growth and faith formation of children, youth and young adults in the Diocese of Niagara and to enable ministry with, for, and by them, and in particular, to mentor and empower youth as they discern and live out their own missional call
- To support parishes and the Diocese in engaging with youth and families not connected to church
- To recruit, develop, mentor and support program volunteers
- To facilitate the volunteers in the coordination, review and assessment of existing programs
- To support and train parish leaders in the provision of children and youth ministry
- To access, gather, update and disseminate resources to support the ministry
- To work with other diocesan groups, teams or organizations to enhance their ministry to and with children, youth and families

### Working Relationships

- Reports to and supervised by the Director of Congregational Support & Development
- Provides staff support to the Diocesan Youth Ministry Committee
- Works with diocesan program volunteers to execute programs and initiatives
- Supports parish-based children, youth and family ministry staff and volunteer leaders
- partners with staff of community organizations

### Skills & Experience Required

- University undergraduate degree
- Familiar with the life, culture and worship of the Anglican Church of Canada and supportive of its particular expressions throughout the Diocese of Niagara
- Staff or volunteer leadership experience of program work at the parish or diocesan level
- Specific training in children's, youth, and family ministry preferred
- Engaged disciple with a strong ability to articulate faith experiences and model the way of Jesus
- Creativity and a passion for this ministry
- Excellent leadership, communication and organizational skills
- Ability to recruit, train, support and work with volunteers
- Demonstrated skills in working in a staff team and under one's own initiative
- Management of complex tasks and establish priorities
- Skills in the following areas: program design, process facilitation, group dynamics, conflict management, leadership training and community development

### Boundaries and Limitations

- Understanding of and commitment to confidentiality and safe church policies
- Adherence to Diocesan policies on working with vulnerable people

### **Risk Assessment Review**

<b>Risk</b>	<b>Description</b>	<b>Rating</b>
Participant	Children, youth & adults	High
Setting	Office, residential sites, parishes	High
Activity	Residential & day programs, one on ones	High
Supervision	Sometimes in Large Groups; sometimes alone; meetings always documented	Medium
Nature of Relationship	One to one relationship; high level of intimacy & influence	High
Degree of Authority	High authority with power differential	High
Physical Safety	Occasional physical risks	Low
Financial	Infrequent financial involvement	Medium
Privileged Information	Regular possession of privileged information	High
Damaged Reputation	Significant risk of damaged reputation	High

**Consensus of Risk Assessment = High**

#### **Participation Group**

- Diocesan Youth Ministry Committee
- Adult volunteers
- Youth volunteers
- Youth program participants
- Synod Office staff
- Parish staff and volunteers
- Members of the community-at-large and partner organizations

#### **Screening Requirements**

- Two written references
- Police record check include vulnerable sector screening
- Signed declaration of understanding of the Diocesan policies on working with vulnerable people

#### **Terms of Employment**

- Full-time position that includes work on weeknights and weekends as required
- Salary is commensurate with experience
- Diocesan benefits package available including paid vacation
- Off-site work is required
- Driver's license and car required