



VOLUNTEER AGREEMENT & TASK DESCRIPTION

YOUTH LEADER

The Diocese of Auckland has implemented National Safeguarding standards for voluntary church workers to maintain a safe and healthy ministry environment. Our commitment to these standards requires that we conduct background referencing (Police Vetting) for all persons who intend to engage in voluntary ministry having direct and regular involvement with children and young people (0-18 years).

VOLUNTEER TITLE:	Youth Leader
PARISH/COMMUNITY/GROUP:	
VOLUNTEER NAME:	
VOLUNTEER TENURE:	Days per week: Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday <input type="checkbox"/> No. of hours per week: _____
VOLUNTEER REPORTS TO:	PARISH PRIEST / CHAPLAIN / PARISH PASTORAL COUNCIL
MAIN PURPOSE/OBJECTIVE OF VOLUNTEER'S ROLE This role, under the guidance and direction of the Parish Priest/Chaplain, works to provide expert guidance and assistance to the faith community in responding to, planning and delivering for the needs of youth.	
TASKS	EXPECTATIONS
Be a visible presence within the faith community. Communicate and promote youth activities to wider faith community. Establish, coordinate and facilitate the parish/community youth activities. Plan spiritual growth programs, activities and events that include opportunities for youth to worship, share fellowship with each other, explore the Bible and apply the meaning to their lives. Ensure that youth ministry is integrated into the faith community.	Regular attendance at Mass. Plan dates for youth activities, advertise, liaise with and form suitable leaders and parent supporters. Plan for formation opportunities for young adults

<p>Coordinate a comprehensive programme including all components set out in Tu Kahikata <i>Standing Tall</i>. Attend youth ministry meetings, and Provide a monthly report to the Parish Pastoral Council. Implement Standards for Volunteers and Employees in Ministry. Implement health and safety processes.</p>	<p>Follow processes and ensure all volunteers are police vetted. Risk assessments and maintenance of risk registers for all youth activities maintained and reviewed.</p>						
<p>This role will comply with National Diocesan documents:</p> <ul style="list-style-type: none"> • Tu Kahikatea – Standing Tall • Hikoi Tahi - Journeying Together • Safeguarding Policy • Code of Conduct for Employees & Volunteers 	<p>Volunteers will receive copies of the following:</p> <ul style="list-style-type: none"> • Risk Assessment – Youth Leader • Tu Kahikatea – Standing Tall • Hikoi Tahi - Journeying Together • Safeguarding Policy • Code of Conduct for Employees & Volunteers 						
<p>CHALLENGES FOR VOLUNTEERS IN UNDERTAKING THESE TASKS Be clear as to the parish/community expectations the youth ministry program. Managing any confrontation with youth or parish/community member who disagrees with the material being taught. Emotional or physical harm to self or others.</p>							
<p>TO BE SIGNED BY THE ROLE HOLDER:</p> <p>I have read and I understand this task description</p> <p>I have received copies of and had the following explained to me and I understand the expectations:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Risk Assessment </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Safeguarding Training </td> </tr> <tr> <td style="vertical-align: top;"> <input type="checkbox"/> Safeguarding Policy </td> <td style="vertical-align: top;"> <input type="checkbox"/> Tu Kahikatea – Standing Tall </td> </tr> <tr> <td style="vertical-align: top;"> <input type="checkbox"/> Code of Conduct for Employees & Volunteers </td> <td style="vertical-align: top;"> <input type="checkbox"/> Hikoi Tahi – Journeying Together </td> </tr> </table> <p>Name: _____</p> <p>Signature: _____ Date: _____</p>		<input type="checkbox"/> Risk Assessment	<input type="checkbox"/> Safeguarding Training	<input type="checkbox"/> Safeguarding Policy	<input type="checkbox"/> Tu Kahikatea – Standing Tall	<input type="checkbox"/> Code of Conduct for Employees & Volunteers	<input type="checkbox"/> Hikoi Tahi – Journeying Together
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<p>VERIFICATION / AUTHORISATION (completed by Parish)</p> <p>Approved by: _____ (Position / Title) _____ (Name)</p> <p>Date: _____</p> <p>Police Vetting: Date Returned: Result:</p> <p>NZ Police Vetting Report attached <input type="checkbox"/></p> <p>Safeguarding Training undertaken <input type="checkbox"/> Date: _____</p>							