

Youth Portfolio responsibilities:

- Reporting on SAYG to Parish Council meetings
- Interviewing suitable Youth Minister candidates when required
 - Ensuring the Youth Minister has a current NSW Working With Children Check (WWCC) and has a copy of and has read the Archdiocesan Child Protection Code of Conduct
- Liaising with the Archdiocesan office regarding the employment of the parish Youth Minister and ensuring the parish office is notified of employment details
- Ensuring the Youth Minister has a mentor they can check in with regularly
 - This doesn't have to be the Youth Portfolio holder, but should be a member of the parish
 - If a parish member is not suitable or possible, the intended mentor should be interviewed for their suitability and to confirm their willingness and ability to mentor
- Meet with Youth Minister and their mentor semi – regularly to review the meetings, program, etc
- Organising/providing practical support for the Youth Minister for SAYG meetings and other gatherings, Masses, events where necessary
- Ensuring the Parish Office is aware of any planned changes to SAYG meetings in terms of
 - Location
 - Weekday and time of day
 - Other planned activities outside regular SAYG meetings