

# EMPLOYMENT GUIDE.

**Employment Guide for staff  
working with young people.**



**Presbyterian Church  
of Aotearoa New Zealand**

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# ABOUT THIS DOCUMENT.

Thinking about employing someone to work with young people?

## **FANTASTIC!**

This resource provides some important direction as your parish begins the employment process.

### **Definitions:**

Young people: is used collectively to apply to anyone under the age of 30.

Staff member: is someone employed in a ministry role at a church, this could include working with children, youth, families or a combination of these.

National or Presbytery children/youth enabler: a generic term for someone employed nationally or regionally to support childrens and youth ministry in local parishes

# 1 GETTING GOOD ADVICE.

## **Either contact a national or Presbytery children/youth enabler**

To discuss your options for employing a staff member. We have loads of experience in this area and can save you hours of time.

# 2 EXPLORE YOUR PARISH'S NEEDS.

## **Before employing a staff member**

It is essential for your parish to have a good understanding of its vision, core values and mission, in particular how it relates to young people. Support for this can be found at your presbytery or through the [mission outline document](#).

# 3 CREATE THE POSITION.

## Hire more than a programmer

We see lots of job descriptions that are primarily focused on creating events that gather young people to entertain them rather than to create strategies to nurture spiritual formation. The young people in our churches require intentional faith formation from a combination of well-crafted curriculum, engaging teaching, fostering discipling relationships with mature believers from a diverse range of ages, and the opportunity to live out what they are learning. This needs to be facilitated by a spiritually mature, theologically competent practitioner with a sound understanding of youth development.

## Write a job description

- i. Use the [job description template](#) for staff working with young people as a starting point.
- ii. Take a look at some example job descriptions: [Full-time church-based youth minister job description](#)
- iii. National and presbytery staff can help you with this.

## Assess the financial capacity

- i. of a parish to employ someone to work with young people. We strongly suggest that you consider paying more for an experienced person.

## Use the PCANZ

- i. [recommended pay scale](#) for staff working with young people.

## Ensure there is budget

- i. for professional development, mobile phone, computer, programmes etc.

## Explore external funding

- sources if necessary
- i. <http://pym.org.nz/resources/funding/>
- ii. National and presbytery staff can help you with this.

# 4

## ADVERTISE & PROMOTE YOUR POSITION.

### Put together an advert and promote

- i. National and presbytery staff can help you write the ad.
- ii. There are a range of websites to promote your job: Presbyterian websites, parachurch websites and independent Christian employment websites, as well as social media groups. National and presbytery staff can help you with this.

### Prayerfully invite and challenge

some folk from within your congregation to consider applying for the position. Often God has placed a calling to work with young people within someone in your own congregation. Such people may need to be challenged by means of a personal invitation to consider the role.

# 5

## SHORTLIST APPLICANTS.

# 6

## INTERVIEW THE APPLICANT.

Use our interview questions.

# 7 SELECT VET & APPOINT.

Please refer to the PCANZ Child Protection Policy.

**You get what you pay for.**

Stats generally show that staff members around New Zealand with the healthiest ministries are those who have been in the role at least five to seven years. This is because (like ordained ministry) it takes time to form relationships, to earn trust and to understand the context fully.

We see the majority of staff members leave their positions in under three years, not really giving the ministry a chance to flourish. Why? Sometimes the staff member is just a bad fit, but often the staff member will leave because they can't afford a decent standard of living, or they move onto the next stage of life. e.g. they buy a house or have a child. So, to give your ministry the best chance of success we would encourage you to pay your staff member well, even if that means hiring them part-time rather than full-time (see the PCANZ recommended pay scale for staff working with young people).

# 8 FINALISE THE EMPLOYMENT CONTRACT.

## Finalise the employment contract with the Assembly Office

To do this, we strongly recommend that you contact the PCANZ personnel advisor. The advisor is very keen to help any parish looking to employ a children's or youth worker in drafting an employment contract.  
**Ph: 04-801 6000**

# 9 STAFF CONTACT DETAILS.

**Make sure we have your new staff members contact details.**

Fill in this New Staff Member Contact Form, so they can be supported by your presbytery and national staff... One form will inform them all!



# 10 ENSURE EXTERNAL INPUT.

**Ensure appropriate and adequate external input is arranged.**

For those working with youth: If the new staff member is new to youth ministry then consider connecting them up with your presbytery regional youth enabler for the First Year of Youth Ministry Coaching programme. For more information on the programme go to <http://pym.org.nz/coaching/>

For all: Ensure your new staff member has a regular meeting with an external supervisor. For more information on supervision and to see a list of local external supervisors go to <http://pym.org.nz/management/supervision/>

Follow the link [here](#) for staff contact details form.

# 1

## APPOINT A LINE MANAGER.

Regular (weekly or fortnightly) line management is required by the person directly overseeing the new staff member in the church. The on-site manager's responsibilities include:

Providing adequate management of the worker as they fulfil their ministry responsibilities.

Ensuring that the staff member's ministry responsibilities are appropriate to their level of expertise.

Meeting regularly with the staff member in relation to their completion of assigned tasks and skill formation.

# 2

## PROVIDE A SUPPORT GROUP.

**Select four to six members of the congregation who can be advocates and cheerleaders for the ministry initiatives providing encouragement, insight, prayer and practical help.**



# 13

## ATTENDING THE RIGHT TRAINING.

Ensure your new staff member attends appropriate trainings such as:

### For youth ministry

- i. Connect <http://pym.org.nz/connect>
- ii. Safety WOF training <http://pym.org.nz/wof>
- iii. Other suggestions <http://pym.org.nz/coretopics>

### For children's ministry:

- i. A range of training opportunities <http://www.kidsfriendly.org.nz/resourcing/coaching-and-training/>
- ii. Safety WOF training <http://pym.org.nz/wof>
- iii. NZCMN (New Zealand Children's Ministry Network training events) <https://www.nzcmn.org.nz/>

# 14 NET WORKING.

Encourage your staff member to join an appropriate networking group.

In our experience, ministry staff who are plugged into a networking group have greater longevity.

# 15

## Sustainable Practice Guide.

### Use the Sustainable Practice Guide

This guide has seven simple practices that your church can do that will help a staff member stay employed in their role for the long haul. Research continues to show that when a ministry staff member stays in their role longer than five years that the fruit of their ministry far outweighs what they can achieve in one to four years. We recommend that someone on parish council (or a similar governing body) be given responsibility to ensure that the parish is living out the practices suggested in the Sustainable Practice Guide.

# 16

## RESOLVING CONFLICT.

Some level of conflict is inevitable in any employment situation. Employers and employees have a tendency to hold off on critical feedback around areas of performance that they would like to see improved, often waiting for an annual review to raise such issues. Our strong encouragement is to bring up any issue at the regular line management meeting.

If either the employee or employer have any queries regarding their employment, they should contact the PCANZ personnel advisor  
**Ph 04-801 6000.**

# 1 7 PERFORM AN ANNUAL REVIEW.

Perform an annual review for each year See annual review template linked here.



## DOCUMENTS.

### Documents found on PYM website:

[pym.org.nz/employment](https://pym.org.nz/employment)

[Mission outline](#)

[Job description template](#)

[Full time church-based youth minister job description](#)

[PCANZ recommended pay scale for staff working with young people](#)

[New staff member contact form](#)

[Example interview questions](#)

[Sustainable Practice Guide](#)

[Annual review template](#)

### Helpful Links on PYM website:

[First Year of Youth Ministry Coaching program](#)

[Recommended external supervisors](#)

[Connect](#)

[Safety WOF training](#)

[New Zealand Children's Ministry Network](#)

[Funding Sources](#)

