

## Mentor – Local Leader

### Role Description

<b>Volunteer role:</b>	Mentor – Local Leader
<b>Purpose:</b>	To guide the local leader in the search for meaning in their lives through reflection and action grounded in their personal values or faith tradition. To mentor the leader in their leadership responsibilities in the group.
<b>Supervision:</b>	The Mentor – Local Leader is supervised by and reports to the Mentor’s Team.  The Mentor – Local Leader will participate in peer supervision on a monthly basis. Any urgent issues arising should be brought to the attention of the Leaders Team Mentor (YCW related matters) or Co-ordinator - Mentors Team (personal matters).
<b>Associated Policies:</b>	AYCW Mentor’s Policy
<b>Term of Appointment:</b>	This role is appointed by the Leaders Team on an ongoing basis with a review process annually.
<b>Duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• Be in regular contact with the local leader (weekly or fortnightly)</li> <li>• Create a space for young workers to look at their life critically and deeply, to discover themselves and develop their potential as agents of change.</li> <li>• Deepen the workers personal spirituality</li> <li>• To deepen the young leaders experience of Review of Life and Action both personally and in respect of their leadership responsibilities within the movement.</li> </ul> <p>This is done through:</p> <ul style="list-style-type: none"> <li>• Developing a conscious practice of YCW’s action-reflection method of see-judge-act.</li> <li>• Working consistently in the YCW methodology - do before, do with, and do after.</li> <li>• Developing an attitude of service and humility, recognising that the YCW is a movement of young workers, for young workers and by young workers.</li> <li>• Understanding the reality of the young leader, and of the contexts in which they are living.</li> <li>• Promoting an understanding of social analysis and action.</li> <li>• Playing an active role in supporting the leader through the challenges of discovering their mission in life.</li> </ul>
<b>Remuneration</b>	The Mentor – Local Leader role is voluntary without stipend or salary. However, some travel costs may be reimbursed by the Leaders Team as agreed and as per the YCW’s <i>Reimbursement Policy</i> .
<b>Other Contribution</b>	The Mentor - Local Leader is expected to contribute financially as do all members of the Mentors Team to the activities they attend and to participate in fundraising campaigns such as the Day’s Pay Appeal.

## Mentor – Local Groups

### RoleDescription

<b>Volunteer role:</b>	Mentor – Local Groups
<b>Purpose:</b>	<p>To support young adults in building a community, that meets regularly and takes actions together in the spirit and the formation framework of the YCW movement.</p> <p>To guide individuals in the search for meaning in their lives through reflection and action grounded in their personal values or faith tradition.</p> <p>To support the leadership development of all group members.</p> <p>To mentor the group leader in her/his leadership responsibilities in the group.</p>
<b>Supervision:</b>	<p>The Mentor – Local Group is supervised by and reports to the Mentor Team.</p> <p>The Mentor – Local Group will participate in peer supervision on a monthly basis. Any urgent issues arising should be brought to the attention of the Leaders Team Mentor (YCW related matters) or Coordinator - Mentors Team (personal matters).</p>
<b>Associated Policies:</b>	AYCW Mentor's Policy
<b>Term of Appointment:</b>	This role is appointed by the Leaders Team on an ongoing basis with a review process annually.
<b>Duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• Be in regular contact with the group leader (weekly or fortnightly) to review the previous meeting and discuss plans for the forthcoming meeting.</li> <li>• Attend local group meetings.</li> <li>• Participate in the actions or activities of the group as required (the group will be formed around an action or activity and thus will be important for the mentor to understand the context in which the young adults are meeting).</li> <li>• Create a space for young workers to look at life critically and deeply, to discover themselves and develop their potential as agents of change.</li> <li>• Deepen the workers personal spirituality.</li> </ul> <p>This is done through:</p> <ul style="list-style-type: none"> <li>• Developing a conscious practice of YCW's action-reflection method of see-judge-act.</li> <li>• Work consistently in the YCW methodology - do before, do with, and do after.</li> <li>• Develop an attitude of service and humility, recognising that the YCW is a movement of young workers, for young workers and by young workers.</li> <li>• Know the reality of young workers, and of the contexts in which young people find themselves.</li> <li>• Promote social analysis and action in situations to strengthen the dignity and freedom of young workers.</li> <li>• Play an active role in supporting young people through the</li> </ul>

	<p>challenges of discovering their mission in life.</p> <p>Specific tasks of the role will differ according to the age and development of the group. Refer Attachment 1.</p>
<b>Remuneration</b>	<p>The Mentor – Local Group role is voluntary without stipend or salary. However, some travel costs may be reimbursed by the Leaders Team as agreed and as per the YCW's <i>Reimbursement Policy</i>.</p>
<b>Other Contribution</b>	<p>The Local Group Mentor is expected to contribute financially as do all members of the Mentors Team to the activities they attend and to participate in fundraising campaigns such as the Day's Pay Appeal.</p>

## Attachment 1

Tasks of the role will vary according to the life cycle of the group as outlined below:

Stages and Indicators	Strategies	Tasks
<p><b>Contact</b></p> <p>1.1 Young workers (YWs) participating in activities</p> <p>1.2 YWs knowing what the YCW is and stands for</p>	<p>Respond to the needs and interests of young workers through services and cultural and recreational activities.</p> <p>Engage young workers as volunteers for the implementation of the above activities.</p>	<p>To help initiate a service and hand it over to a leader. Then, to support the leader, and/or help initiate the service in a new area.</p> <p>To work in a team with service participants and YCW leaders.</p> <p>To help YWs learn about the YCW, and be a role model.</p>
<p><b>Initiation</b></p> <p>2.1 YWs taking on responsibilities in the activity/action</p> <p>2.2 YWs reviewing their involvement and planning further action, using See-Judge-Act</p>	<p>Ask young workers to progressively take on small responsibilities for the activity.</p> <p>Form a 'general group' among those who participate in the activity on a regular basis and a 'leaders group' among those with more active involvement.</p>	<p>To be a mentor to a leaders group.</p> <p>To make a regular commitment to get to know the YWs, build a sense of trust and group dynamic, and assist key leaders to develop the formation process.</p> <p>To provide faith leadership and education, especially through the gospel enquiry.</p>
<p><b>Formation</b></p> <p>3.1 YWs responsible for action and the coordination of the YCW</p> <p>3.2 YWs reviewing their action and its impact on their lives through Review of Life and Worker Action (ROLWA)</p>	<p>Give leaders opportunities to become responsible for leading a group, or to become members of Action Teams or the Leaders Team.</p> <p>Encourage leaders and key leaders (activists) to attend training sessions and leadership development programs.</p> <p>Consistently promote regular review of life.</p>	<p>To be an advisor on issues (personal and action) that confront leaders.</p> <p>To embed the ROLWA process in the life of the group and of individual members.</p> <p>To promote awareness of the national and international dimensions of the YCW movement.</p> <p>To encourage and facilitate participation in all dimensions of the life of the movement.</p>

## Mentor – Leader’s Team/ Leadership Team

### Role Description

<b>Volunteer role:</b>	Mentor – Leaders Team
<b>Purpose:</b>	<p>To work with YCW leaders and other Mentors towards fulfilling the mission and goals of the YCW.</p> <p>To support the Leader’s Team and the Office Bearers in their deliberations and actions for the development and growth of the local YCW.</p> <p>The personal review of life and action with the members of the Leaders Team.</p>
<b>Supervision:</b>	The Mentor –Leaders Team receives peer supervision from the local Mentors Team. .
<b>Associated Policies:</b>	AYCW Mentor’s Policy
<b>Term of Appointment:</b>	This role is appointed by the Leaders Team at Annual General Meetings / Annual Review and Planning Meetings, for at least 12 months and may be extended as agreed.
<b>Duties and responsibilities</b>	<p>To support the Leaders Team and the Office Bearers in their deliberations and actions for the development and growth of the local YCW.</p> <p>To support individual leaders to deepen their personal experience of Review of Life and Action.</p> <p>Meet regularly with the Office Bearers for both personal review and to review their responsibilities and actions in the YCW. To assist them in carrying out their roles and provide emotional and spiritual support to the young adults involved in the YCW.</p> <p>Attend Leaders Team meetings (currently held monthly) and other activities and training events as planned throughout the year..</p> <p>Contribute to the planning of agendas, actions and delivery of meeting/training sessions as requested. To support the implementation of the National Plan of Action.</p> <p>Provide support for the financial management of the YCW and ensure that it fulfils its governance obligations.</p> <p>To work in close collaboration with the Coordinator – Mentor Team to identify the need for mentoring and assist in the formation of mentors/chaplains as required.</p>
<b>Remuneration</b>	The Mentor – Leader’s Team role is voluntary without stipend or salary. However, expenses will be reimbursed as per the YCW’s <i>Reimbursement Policy</i> . .
<b>Other Contribution</b>	The Leaders Team Mentor is expected to contribute financially as do all members of the Leaders Team to the costs of local, national and international activities and to participate in fundraising campaigns such as the Day’s Pay Appeal.

## Mentor's Team- Coordinator

### Role Description

<b>Volunteer role:</b>	Mentor's Team - Co-ordinator
<b>Purpose:</b>	To support local mentors to work effectively with YCW leaders and other Mentors towards fulfilling the mission and goals of the YCW.
<b>Supervision:</b>	The Coordinator – Mentor's Team is supervised by and reports to the Mentor – National Team
<b>Associated Policies:</b>	AYCW's Mentor's Policy
<b>Term of Appointment:</b>	This role is appointed by the Leaders Team at Annual General Meetings / Annual Review and Planning Meetings for at least 12 months and may be extended as agreed. This role is ongoing with a review process annually.
<b>Duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• To coordinate regular gatherings of Mentors (Mentor's Team), every 1-2 months. <ul style="list-style-type: none"> <li>○ To facilitate personal review by team members strengthening their mission through reflection and discussion.</li> <li>○ To review the support and formation they are providing - achievements, challenges and opportunities.</li> <li>○ To facilitate the ongoing formation of mentors through peer supervision using the see-judge-act method of review.</li> </ul> </li> <li>• To assist in the identification and formation of potential Mentors and chaplains.</li> <li>• To help initiate new mentor teams as required.</li> <li>• To assist in the implementation of the National Plan of Action.</li> <li>• To attend the national Mentors gathering as planned.</li> </ul>
<b>Remuneration</b>	The Coordinator Mentor Team role is voluntary without stipend or salary However expenses will be reimbursed as per the YCW's <i>Reimbursement Policy</i> .
<b>Other Contribution</b>	The Coordinator – Mentor's Team is expected to contribute financially as do all members of the Mentors Team to the activities they attend and to participate in fundraising campaigns such as the Day's Pay Appeal.

## Mentor – National Team

### Role Description

<b>Volunteer role:</b>	Mentor –National Team
<b>Purpose:</b>	<p>To work with YCW leaders and other Mentors towards fulfilling the mission and goals of the YCW.</p> <p>To support the National Team and the Office Bearers in their deliberations and actions for the development and growth of the AYCW.</p> <p>To review with and support the Coordinator- Mentor Teams in each diocese.</p> <p>To promote the development of Mentor Teams in new areas.</p>
<b>Supervision:</b>	<p>The Mentor – AYCW National Team is supervised by and reports to the National President.</p> <p>The Mentor – AYCW National Team also receives peer supervision from the members of the National Mentor Team, see below.</p>
<b>Associated Policies:</b>	AYCW Mentor’s Policy
<b>Term of Appointment:</b>	This role is appointed by the National Council held every two years and may be extended as agreed.
<b>Duties and responsibilities</b>	<p>To support the National Team and the Office Bearers in their deliberations and actions for the development and growth of the AYCW. Specifically:</p> <ul style="list-style-type: none"> <li>• Meet regularly with the Office Bearers for both personal review and review of their role responsibilities. To provide spiritual and emotional support to the young adults involved in the YCW.</li> <li>• Attend National Team meetings (currently held quarterly) and other events as planned.</li> <li>• Contribute to the planning of actions, meetings and other events and delivery of meeting/training sessions as requested.</li> <li>• Provide timely comments on document drafts as requested.</li> <li>• Provide support for the financial management of the YCW and ensure that it fulfils its governance obligations.</li> </ul> <p>To review with and support the Coordinator- Mentor Teams in each diocese.</p> <ul style="list-style-type: none"> <li>• Meet regularly with the diocesan Coordinators – Mentor teams, together as the National Mentor Team, to review their progress, challenges faced and opportunities arising in carrying out their role. To meet individually as required.</li> <li>• Attend mentor events in dioceses as invited and where possible.</li> <li>• To resource the induction, training and development of mentors through provision of training materials and annual gatherings. The regular meetings of Mentor Teams are however the main method of formation for Mentors.</li> <li>• Identify possible mentors in new dioceses and provide targeted assistance to form new mentors teams as required.</li> </ul>

	<ul style="list-style-type: none"> <li>• Work collaboratively at all times with the National Chaplain for the flourishing life formation of AYCW leaders.</li> </ul>
<b>Remuneration</b>	Will depend on the needs and capacities of the YCW, as determined by the National Council. Where it is a voluntary role all travel costs are paid by the AYCW.
<b>Other Contribution</b>	The National Mentor is expected to contribute financially as do all members of the National Team to the costs of national meetings and to national fundraising campaigns such as the Day's Pay Appeal.



## Chaplain – Leaders Team/ National Team

### Role Description

<b>Volunteer role:</b>	Chaplain – Leaders Team/ National Team
<b>Purpose:</b>	<p>In addition to the role of mentor the chaplain’s role is:</p> <p>To be the symbolic presence of Church actively engaged and committed to fulfilling the mission of the YCW with young people</p> <p>To assist YCW in communication and representations with the local Church leadership/ diocese</p> <p>To facilitate sacramental rights and ritual for gatherings of young adults</p> <p>To review the life and action of young leaders with a particular focus on spiritual formation.</p>
<b>Supervision:</b>	<p>The Chaplain – Leader’s Team is supervised by and reports to the President of the Leadership Team. The Chaplain – National Team is supervised by and reports to the National President.</p> <p>The Chaplain also receives peer supervision from the members of the National Mentor Team or diocesan Mentors Team, see below.</p>
<b>Associated Policies:</b>	AYCW Mentor’s Policy
<b>Term of Appointment:</b>	<p>The Chaplain – National Team role is appointed by the National Council held every two years and may be extended as agreed.</p> <p>The Chaplain- Leaders Team is appointed at the Annual General Meeting/ Annual Planning Meeting, for at least 12 months and may be extended as agreed.</p>
<b>Duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• To support the National/ Leader’s Team in their deliberations and actions for the growth of the YCW. Specifically:</li> <li>• Meet regularly with nominated office bearers/ leaders for both personal review and review of their role responsibilities. To provide emotional and spiritual support for young adults involved in the YCW.</li> <li>• Attend National/ Leaders Team meetings and other events as planned</li> <li>• Contribute to the spiritual reflection and faith formation of young adults both individually and in formation events.</li> <li>• In collaboration with leaders, maintain links with the Church, including representation and advocacy on the movement’s behalf.</li> <li>• To work collaboratively with local/ national mentors for the flourishing life formation of YCW leaders.</li> <li>• To offer and celebrate sacraments with young leaders as requested by individuals or by the local/ national movement.</li> </ul>
<b>Remuneration</b>	The Chaplain’s role is voluntary without stipend or salary. However, some travel costs may be reimbursed by the Leaders Team/ National Team as agreed and as per the YCW’s <i>Reimbursement Policy</i> .

<b>Other Contribution</b>	The Chaplain is expected to contribute financially as do all members of the Mentors Team to the activities they attend and to participate in fundraising campaigns such as the Day's Pay Appeal.
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