SAINTS CATHOLIC COLLEGE

CATHOLIC YOUTH AMBASSADOR BURSARY

MEMORANDUM OF UNDERSTANDING

Bursary: Catholic Youth Ambassador Bursary
Bursary Period: 2027
Number of Recipients: Two
Direct Report: Pastoral Care Manager
Primary Faith and Liturgical Relationship: College Chaplain
Primary Purpose: To support and promote the Catholic identity, faith life and mission of Saints Catholic College through liturgy, formation, outreach, resident engagement and participation in the wider Catholic community, while supporting the respectful prayer needs of residents from other faith traditions.
Key Relationships: Pastoral Care Manager, College Chaplain, CEO / Head of College, Pastoral Care Team, fellow Catholic Youth Ambassador, Saints Student Association, Digital Media Support Assistant/s, Catering Manager, Diocesan Youth Ministry, Catholic Diocese of Townsville and residents.

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1. PURPOSE OF THE BURSARY

Saints Catholic College provides the Catholic Youth Ambassador Bursary in recognition of the contribution resident student leadership makes to the Catholic identity, faith life and mission of the College.

The bursary provides financial support toward the recipient's residential contract expenses in recognition of their agreed contribution to the College.

The Catholic Youth Ambassador Bursary is **not an employment position**. Recipients remain first and foremost students, and academic commitments and satisfactory academic progress remain their primary priority.

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2. REPORTING AND WORKING RELATIONSHIPS

The **Pastoral Care Manager (PCM) is the direct report and primary supervisory relationship** for the Catholic Youth Ambassadors. The Ambassadors are expected to maintain regular communication with the PCM regarding their activities, commitments, availability and any issues arising through the role.

The **College Chaplain is the primary faith, liturgical and Catholic-program relationship**. The Ambassadors work closely with the Chaplain regarding Mass, formation, prayer, Catholic teaching, outreach, feast days, Diocesan activities and the annual Catholic program.

The Ambassadors also form part of the broader **Pastoral Care Team** and are expected to maintain positive and collaborative working relationships with Residential Assistants (RAs) and Senior Residential Assistants (SRAs).

The two Catholic Youth Ambassadors should work collaboratively, reasonably sharing responsibilities according to availability, academic commitments, skills and workload.

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3. ANNUAL CATHOLIC PROGRAM

The Catholic Youth Ambassadors will assist the College Chaplain with planning, promoting and delivering the College's annual Catholic program, under the operational oversight of the PCM.

This may include:

- College Masses and liturgical celebrations.
- Weekly Bible study, formation groups or other faith-development activities.
- Lent, Easter, Advent and significant Catholic feast days.
- Celebrations associated with Saint Paul, Saint Raphael and Saint Mary MacKillop.
- Prayer and reflection opportunities.
- Catholic outreach and service.
- Diocesan and Cathedral events.
- Diocesan Youth Ministry activities.
- Catholic communications and promotion.
- Other approved Catholic activities.

The Ambassadors should assist with maintaining a forward program so activities can be coordinated with the broader College calendar and promoted to residents with reasonable notice.

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4. MASS AND COLLEGE CHAPEL

The Catholic Youth Ambassadors are responsible for assisting the Chaplain with the practical preparation and delivery of Mass and other approved activities in the **College Chapel above the Dining Hall**.

This may include:

- Preparing and presenting the Chapel appropriately.
- Preparing liturgical resources.
- Setting up audio, video, microphones and presentation equipment.
- Preparing presentation slides, video and other digital resources.
- Coordinating music with the Cultural Representative where appropriate.
- Seeking residents to assist with readings or other appropriate roles.
- Welcoming residents and visitors.
- Encouraging participation.
- Supporting the Chaplain before, during and after Mass.
- Returning the Chapel and equipment to an appropriate condition following use.

Liturgical and faith matters remain under the guidance of the College Chaplain.

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5. BIBLE STUDY, FORMATION AND RESIDENT FAITH ENGAGEMENT

The Ambassadors will assist the Chaplain with a **weekly Bible study, formation group or equivalent faith-development activity** during appropriate periods of the academic year.

They should assist with promotion, resident participation, preparation of resources and meeting spaces, and welcoming participants.

More broadly, the Ambassadors should encourage resident engagement with the Catholic life of Saints through **invitation, welcome and positive example**.

Catholic activities should remain accessible and respectful of residents from different backgrounds, including those who are not Catholic or do not identify with a religious faith.

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6. CATHOLIC OUTREACH AND VOLUNTEERING

The Ambassadors will assist the Chaplain with approved Catholic outreach and service activities, including Diocesan, parish, charitable, community-service and social-justice initiatives.

This may include:

- Promoting opportunities.
- Seeking resident volunteers.
- Encouraging participation.
- Assisting with organisation and resources.
- Supporting residents participating in activities.
- Assisting with transport coordination where applicable.
- Promoting and recognising College participation.

The PCM should be appropriately involved where activities include external attendance, transport, resident supervision or broader operational requirements.

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7. DIOCESAN YOUTH MINISTRY AND DIOCESAN ENGAGEMENT

Working through the **College Chaplain**, the Catholic Youth Ambassadors will help maintain an active relationship between Saints Catholic College, **Diocesan Youth Ministry** and the wider Catholic Diocese of Townsville.

The Ambassadors should:

- Maintain awareness of relevant Youth Ministry and Diocesan activities.
- Promote appropriate opportunities to Saints residents.
- Encourage and coordinate College participation where appropriate.
- Represent Saints at approved Diocesan, Cathedral, Youth Ministry and other Catholic events.
- Support opportunities for Diocesan Youth Ministry to engage with Saints residents.
- Promote Diocesan Youth Ministry within Saints.

- Identify appropriate opportunities to promote Saints within the wider Catholic youth community.
- Work with the Digital Media Support Assistant/s to promote participation and increase awareness of both Saints and Diocesan Youth Ministry.

The relationship should be mutually supportive, increasing opportunities for Saints residents to participate in the wider Catholic community while also increasing awareness of Saints as a Catholic residential community for university students.

The Ambassadors must not make formal commitments on behalf of the College or Diocese without appropriate approval.

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8. MULTI-FAITH PRAYER ROOM

The Catholic Youth Ambassadors are also responsible for assisting with the appropriate operation and presentation of the **Multi-Faith Prayer Room above the Reception offices**.

They will act as a resident liaison for residents of other faith traditions regarding reasonable requirements for personal prayer and faith practice within the room.

Responsibilities include:

- Helping ensure the room remains welcoming, respectful, clean and appropriately presented.
- Listening to residents regarding reasonable faith-specific prayer requirements.
- Liaising with the PCM regarding resources or arrangements the College may reasonably provide.
- Supporting appropriate shared use of the room.
- Reporting maintenance, cleanliness or resource requirements.

The Ambassadors are **not expected to be experts in other religions or provide religious guidance**. Their role is to listen respectfully, facilitate communication and work with the PCM to support reasonable resident needs where possible.

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9. CATHOLIC COMMUNICATIONS AND DINING HALL DISPLAY

The Catholic Youth Ambassadors are responsible for preparing and regularly refreshing appropriate Catholic and faith-related content for the **Dining Hall display television**.
Content may include:

- Images and approved quotations from Popes and Saints.
- Scripture and short Catholic reflections.
- Positive and motivational messages.
- Information about Saint Paul, Saint Raphael and Saint Mary MacKillop.
- Mass, Bible study and formation-group advertising.
- Outreach and volunteer opportunities.
- Diocesan and Youth Ministry activities.
- Catholic feast days and significant dates.
- Catholic-themed College dinners and celebrations.
- Appropriate messages connected with the College's Mission and Values.

Content should provide a changing mixture of **formation, inspiration, information, invitation and celebration** throughout the year.

The Ambassadors should coordinate with the Chaplain regarding Catholic content and with the Catering Manager for content relating to special Dining Hall events.

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10. DIGITAL MEDIA AND PROMOTION

The Catholic Youth Ambassadors will work with the **Digital Media Support Assistant/s** to promote the Catholic life of the College through appropriate College social media, website and other communication channels.

The Ambassadors are primarily responsible for providing the faith-related information, activities, messaging and promotional requirements, while the Digital Media Support Assistant/s provide specialist photography, videography and digital-media support.

This may include promotion of:

- Mass and formation.
- Outreach and volunteering.
- Catholic feast days.
- Diocesan and Youth Ministry activities.
- Saints participation in Catholic events.
- Catholic-themed College activities and dinners.
- Opportunities for residents to become involved.

Official College content remains subject to normal College approval and publication requirements.

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11. CATHOLIC FEAST DAYS AND CATERING EVENTS

The Catholic Youth Ambassadors will work with the **Chaplain and Catering Manager** to support College meal events associated with the Catholic faith, particularly celebrations connected with:

- **Saint Paul.**
- **Saint Raphael.**
- **Saint Mary MacKillop.**
- Other significant Catholic feast days or celebrations.

The Ambassadors may assist with themes, information about the Saint or feast, decorations, prayer or reflection, Dining Hall display content, resident promotion, music and other appropriate elements.

The Catering Manager retains responsibility for catering and Dining Hall operations, while the Ambassadors assist with the Catholic meaning, presentation and resident engagement associated with the occasion.

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12. MAJOR COLLEGE EVENTS AND VISITS

The Catholic Youth Ambassadors will provide reasonable support for major College events with particular Catholic, ceremonial or hospitality significance, including:

- **Bishop's Dinner.**
- **Valedictorian Dinner.**
- Visits by the Bishop.
- Significant College Masses.
- Visits by clergy or other Church representatives.

This may include preparation, setup, Catholic or liturgical elements, welcoming guests, welcoming the Bishop, audio-visual preparation, resident participation, event operation and pack-down.

For the Bishop's Dinner and Valedictorian Dinner, the Ambassadors should work collaboratively with the **Social Representatives, Pastoral Care Team, Catering Manager, Digital Media Support Assistant/s and relevant College staff**.

The Social Representatives retain primary Association responsibility for major social and formal events, while the Catholic Youth Ambassadors provide support particularly in relation to Catholic, ceremonial and hospitality aspects.

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13. RESIDENT SUPPORT AND APPROPRIATE REFERRAL

Through their role, Catholic Youth Ambassadors may develop trusted relationships with residents. They should be approachable, welcoming, respectful and aware of appropriate boundaries.

The role does **not** make an Ambassador a counsellor, pastoral professional, case manager or spiritual adviser.

Significant personal, wellbeing, behavioural or pastoral concerns should be referred to the **PCM or another appropriate member of the Pastoral Care Team**.

Faith-specific Catholic matters may appropriately be referred to the Chaplain. Requests from residents of other faith traditions should be respectfully communicated to the PCM where assistance or specialist advice is required.

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14. CONDUCT, COMMUNICATION AND ACADEMIC PRIORITY

Catholic Youth Ambassadors occupy a visible position of trust within Saints Catholic College and are expected to:

- Represent Saints and its Catholic identity positively.
- Communicate reliably with the PCM and Chaplain.
- Work collaboratively with the other Ambassador, RAs, SRAs, Student Association and relevant College staff.

- Respect residents of all backgrounds and faith traditions.
- Maintain appropriate confidentiality and boundaries.
- Exercise good judgement.
- Follow reasonable directions of the PCM, CEO / Head of College and College Administration.
- Follow appropriate faith and liturgical guidance of the Chaplain.
- Act consistently with the Saints Catholic College Handbook, College principles, Mission and Values, Catholic ethos and relevant policies.

Academic achievement and satisfactory progress remain the recipient's primary priority.

Where academic commitments prevent participation in an agreed activity, the Ambassador should advise the PCM as early as reasonably possible and communicate with the Chaplain where the Catholic program is affected.

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15. OTHER RESPONSIBILITIES, REVIEW AND HANDOVER

The Catholic Youth Ambassadors may be asked by the **PCM, College Chaplain and/or CEO / Head of College** to assist with other reasonable Catholic, pastoral or College activities consistent with the purpose of the bursary.

The PCM may periodically review the arrangement with the Ambassadors and Chaplain, including participation, communication, reliability, Catholic-program delivery, collaboration and academic workload.

At the end of the bursary period, the Ambassadors will provide an appropriate handover covering:

- Annual Catholic program and recurring activities.
- Mass and Chapel arrangements.
- Bible study and formation.
- Multi-Faith Prayer Room arrangements.
- Dining Hall display resources and templates.
- Feast-day and major-event arrangements.
- Diocesan Youth Ministry activities and contacts through the Chaplain.
- Relevant digital resources.
- Key relationships.
- Recommendations and lessons learned.

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16. ACCEPTANCE AND ACKNOWLEDGEMENT

I acknowledge that I have read and understood this Memorandum of Understanding and accept the responsibilities associated with receiving the **Saints Catholic College Catholic Youth Ambassador Bursary**.

I understand that:

- The bursary provides financial support toward my residential contract expenses and is **not an employment position**.

- The **Pastoral Care Manager is my direct report** and primary supervisory relationship.
- The **College Chaplain is my primary faith, liturgical and Catholic-program relationship**.
- I am expected to work collaboratively with the other Catholic Youth Ambassador and the broader Pastoral Care Team.
- I will contribute reasonably to Mass, formation, outreach, Diocesan engagement, Youth Ministry, Catholic communications, feast-day celebrations and major College events.
- I share responsibility for the College Chapel, Multi-Faith Prayer Room and Catholic content on the Dining Hall display.
- I will support and respect residents of different faith traditions and refer matters beyond my role to the appropriate person.
- My academic commitments remain my primary priority, while accepting that the bursary requires reasonable planning, communication and commitment.
- I will comply with the Saints Catholic College Handbook, College principles, Mission and Values, Catholic ethos, relevant College policies and reasonable College directions.
- I will provide an appropriate handover at the end of the bursary period.

For Saints Catholic College

CEO – Head of College: _____

Signature: _____

Date: _____

Catholic Youth Ambassador Bursary Recipient

Name: _____

Signature: _____

Date: _____