

# Getting Started in Youth Ministry

## Archdiocese of Louisville



**OFFICE OF YOUTH AND YOUNG ADULTS  
MALONEY CENTER  
1200 SOUTH SHELBY STREET  
LOUISVILLE, KY 40203-2600  
(502) 636-0296**



# Getting Started in Youth Ministry

## Process Overview

---

Welcome to the Archdiocese of Louisville! You have been called forth to serve in an important ministry within the Church! The late Pope St. John Paul II said,

*“This is what is needed: a Church for young people, which will know how to speak to their heart and enkindle, comfort, and inspire enthusiasm in it with the joy of the Gospel and the strength of the Eucharist; a Church which will know how to invite and to welcome the person who seeks a purpose for which to commit his whole existence; a Church which is not afraid to require much, after having given much; which does not fear asking from young people the effort of a noble and authentic adventure, such as that of the following the Gospel” ~ Pope St. John Paul II (1995 World Day of Prayer for Vocations)*

You, as a minister of Christ’s Church, are called to represent this image of today’s faith community. This task is filled with great challenges and hidden joys.

“Getting Started in Youth Ministry” is for those beginning in youth ministry within the Archdiocese of Louisville. Whether someone is fresh to the field of Catholic Youth Ministry, returning to the field, or transferring from another diocese, this series will hopefully make the transition into a new position happen smoothly.

“Getting Started” is set-up to take place over three sessions within a four to six week timeframe during the first couple of months of being in your new ministry position. These sessions are led by a member of the Archdiocesan Youth Ministry Staff and seek to address basic and practical issues facing those beginning a new position in Catholic Youth Ministry.

➤ **Session 1: First things First**

➤ **Session 2: Practical Applications**

➤ **Session 3: A Unique Ministry**

At World Youth Day 1995, Pope St. John Paul II stated, “...the Church must become the traveling companion of young people...” We must remember we are not alone in this journey! We travel together with a common mission, and that is to spread the Gospel message through word and deed. May we be empowered in this mission by the Holy Spirit and enliven the faith among the young Church of today!

Put on your hard hat!  
Construction of a new  
Youth Ministry is  
about to begin!



# Table of Contents

---

## Session #1- Getting Started

Session Overview.....	4
1. Contact Information	
2. Getting Started Checklist.....	5
3. Perceptions about YM.....	6
4. Expectations & Code of Ethics.....	7-11
5. Legal Issues & Safe Environment .....	12-14
6. Archdiocesan Offerings.....	15-18
7. Co-workers in the Vineyard.....	20

## Session #2

Session Overview .....	21
1. A Ministry of the Parish .....	22-23
2. Working with a Budget .....	24-25
3. Formulating a Vision .....	26
4. Setting a Schedule .....	27
5. What to Do at Gatherings .....	28-29
6. Connecting with Young People .....	30-31
7. Exploring Resources .....	32-34

## Session #3

Session Overview .....	35
1. Job, Profession, Vocation.....	36-37
2. Balance/Tensions .....	38
3. Personal Spirituality .....	39
4. Seek Support and Building a Team .....	40
5. A Broader Perspective .....	41-44
6. Looking Ahead .....	45

## Sample Forms

-Youth/Young Adult Ministry Contact Info Page.....	0
-Sample Permission Form and Photo Release.....	2
-Sample Health Form.....	3
-Sample Small Group/Youth Meeting Plan.....	4-6
-Sample Budget Worksheet.....	7
-Sample Rules and Guidelines.....	8-9
-Sample Lock-In Plans.....	11-12
-Sample Youth Ministry Event Planning Sheet.....	13-14
-Sample Youth Ministry Event Evaluation Sheet.....	15
-Sample Youth Ministry Job Description .....	16-17
-Sample Individual Spiritual Plan .....	18-19

# Getting Started...

## Session #1 ~ First Things First

---

### **1. Contact Information**

The Archdiocesan Office of Youth Ministry keeps a database of all current youth ministry contacts, which serves as the mailing/email list to keep the primary contacts at the parishes informed of what's happening in youth ministry from an Archdiocesan perspective. Please complete the CONTACT INFORMATION sheet, so you can be added to the database and receive all necessary information and mailings from our office.

### **2. Getting Started Checklist**

This is a listing of some of the first things you need to be aware of as you begin your new ministry. This is a guide for you to help make sure a solid foundation is undergirding the rest of your efforts in the transition into parish youth ministry.

### **3. Perceptions about Youth Ministry**

The reality of youth ministry is sometimes overshadowed by the image others have of youth ministry. To accompany the many expectations that surround an effective youth ministry, it is helpful to address the myths associated with the prevailing image of what many consider youth ministry to be (or not to be), on which they often base their expectations.

### **4. Outlining Expectations & Code of Ethics**

The expectations that we have—and the expectations that others have of us—highly influence our ministry and its fruitfulness. It is helpful to name these expectations so we know what construct we are working from. Expectations include those we have of ourselves and of the parish, as well as those placed upon us by others. This includes having an accurate job description as well as identifying some of the unspoken expectations that exist.

### **5. Legal Issues**

One of the key elements in youth ministry is to know the legal procedures associated with some of the administrative issues. This is a list of things to know, what to be aware of, and forms that will be necessary, including sample forms and questions to ask.

### **6. Archdiocesan Offerings (Youth & Adult)**

The Archdiocesan office is here to support you and your ministry with the young Church. There are many youth and adult offerings available at your disposal to support you and help make your ministry with young people more effective.

### **7. Co-workers in the Vineyard**

Youth ministry is a growing field. It is also a field where support through peers is very important. Get to know those in the area: who they are, where they work, what types of ministry activities they offer, and effective ways to collaborate. Relationships are an important part within ministry. Build and strengthen them!

# Getting Started Checklist

---

*Below is a list of items to be aware of when starting in a new position. Use this as a guide to aide in a smooth transition. Not all of these items may apply directly to everyone, but may be beneficial to be aware of.*

- \_\_\_\_\_ Obtain a copy of your job description (If you do not have a job description, get one or create on with your boss. Make sure your job description is reviewed annually to ensure it is accurate.)
- \_\_\_\_\_ Identify who your direct supervisor is (To whom do you report? Pastor? DRE? Business Administrator?)
- \_\_\_\_\_ Set up a regular meeting with your supervisor (weekly, bi-weekly, monthly...) to check in an keep him/her informed of your ministry activities and any issues that may have arisen with youth or volunteers.
- \_\_\_\_\_ Familiarize yourself with diocesan and parish guidelines and procedures concerning permission slips, publicizing events, bulletin announcements, etc.
- \_\_\_\_\_ Complete a background check
- \_\_\_\_\_ Attend a Safe Environment Training workshop
- \_\_\_\_\_ Evaluate the climate of the parish, and be aware of the history of the Youth Ministry and the parish as a whole
- \_\_\_\_\_ Define Youth Ministry and devise a vision and/or mission statement for youth ministry to help guide your efforts (Does the parish have a vision or mission statement that the youth ministry should be attuned to?)
- \_\_\_\_\_ Build an adult leadership team, and provide training for them
- \_\_\_\_\_ Identify a support outlet
- \_\_\_\_\_ Set a realistic schedule and determine a consistent day off

## **Additional Items to Consider**

- \_\_\_\_\_ Evaluate your personal strengths and weaknesses
- \_\_\_\_\_ Identify and list your expectations for the first six months/year
- \_\_\_\_\_ Obtain a Spiritual Director
- \_\_\_\_\_ Explore Church documents and resources applicable to youth ministry
- \_\_\_\_\_ Ask for help when you need it!

# Perceptions of Youth Ministry

Numerous perceptions exist concerning what youth ministry is or should be. Some of the perceptions are true, and some people hold tighter to them than others. This section will help uncover what some of your initial perceptions are concerning youth ministry, and how they may affect your approach towards youth ministry practices.

*Rate the following perceptions concerning YOUR views on youth ministry. On a scale of 1 to 5 (1=not so true; 5=100% fact), how strongly do you feel each statement is true?*

Youth ministry is fun and games.	1	2	3	4	5
Youth ministry is just for young people.	1	2	3	4	5
Youth ministry is not important or valued by the parish community.	1	2	3	4	5
ALL young people should be involved in youth ministry.	1	2	3	4	5
Youth ministry should be a priority.	1	2	3	4	5
Youth ministry and religious education are two separate endeavors.	1	2	3	4	5
There is a formula (or one way) for youth ministry.	1	2	3	4	5
Food solves all youth ministry problems.	1	2	3	4	5
Parents are the “enemy.”	1	2	3	4	5
Priests should be involved in youth ministry.	1	2	3	4	5
Pastors don’t have time for youth ministry.	1	2	3	4	5
Youth ministry wants to change the rules of the Church.	1	2	3	4	5
Youth ministers are underpaid and overworked.	1	2	3	4	5
Young people are just too busy.	1	2	3	4	5
All that matters is that the youth are involved in “something” at the church.	1	2	3	4	5
Young people should be seen but not heard.	1	2	3	4	5
Every parish should have a youth group.	1	2	3	4	5
A minister’s personal opinions matter as much as the Church’s position.	1	2	3	4	5
Only youth who attend activities are part of youth ministry.	1	2	3	4	5
Other: _____	1	2	3	4	5

These are feelings and assumptions we may encounter or hold ourselves concerning our ministry with young people. To be aware of these perceptions allows us to be better able to deal with issues that surround them when encountered in a ministerial setting.

# Outlining Expectations

---

Expectations can be healthy, or they can be dangerous. Healthy expectations are ones that we are aware of that help us grow and positively challenge us to be better ministers of the Church. Dangerous expectations are those that are left unrecognized or unsaid, that lie just below the surface and foster undue and unrealistic pressures.

We have expectations of ourselves, and others have expectations of us. By being aware that these expectations exist, we are better able to accomplish our ministry for the growth of the church community. Also, an awareness that unspoken expectations exist can help us recognize them when they present themselves.

Some common expectations in youth ministry include, but are not limited to:

- Youth ministry activities/events should always have large and growing numbers
- Youth ministers should fulfill the appropriate number of office hours and attend specific meetings
- The youth minister should be an active steward of the parish
- The Youth Ministry should offer a specific number of events or activities
- The Youth Ministry offerings should cover particular content areas
- Youth ministers should always be available to the parish and young people
- Youth ministry should involve every young person of the parish
- Youth ministry should include Jr. High, High School, and Confirmation offerings

When defining expectations, especially those of the community and pastor, it is important to have an accurate job description. An accurate job description will help cut down on any confusion of what role youth ministry plays in the parish community and what roles you as the youth minister execute in that capacity.

It is helpful to address the different areas and people who may have expectations of you as youth minister and the youth ministry of the parish. Asking yourself the following questions may help uncover some of the issues you may be faced with while trying to set up and structure your ministry.

- Do you have an accurate job description? Who holds you accountable for your work?
- Who is your direct supervisor? Who do you report to? Do you have a regular meeting time scheduled with this person(s)?
- What expectations do you have of yourself in this ministry? Of the Youth Ministry?
- What expectations does the pastor have of you? Of the Youth Ministry?
- What expectations do the young people have of the Youth Ministry?
- What expectations do the parishioners have of the Youth Ministry?

You may not be able to answer these questions and there may not be easy answers. They are just elements to consider which contribute to the success or even eventual downfall of an effective youth ministry.

In all things, professionalism is very important. The image of youth ministry many hold is sometimes shadowed with previous negative experiences, both real and perceived. Because of this, it is important that youth ministers be professional in setting clear boundaries, wearing proper attire, having regular office hours, etc.



## **Expectations of a Youth Ministry Leader**

### **Specific Responsibilities**

**Taken from the National Certification Standards for Lay Ecclesial Ministry (NFCYM)**

#### **Ministry Development**

- Acts as a role model and collaborates with the faith community to implement the components of Catholic Youth Ministry.
- Utilizes the aims, principles, processes and methods of adolescent catechesis in implementing adolescent faith formation including sacramental preparation.
- Facilitates the development of community among youth, families, church, and society.
- Invites young people into intimate relationship with Jesus Christ and empowers them to live and witness as disciples in today's world.
- Engages youth in the social mission of the Church in accord with the Catholic Social Teachings.
- Enables healing, growth and healthy development of youth in their relationships.
- Enables young people to celebrate and deepen their relationships with the triune God through individual and communal prayer and participation in the liturgical life of the Church.
- Engages the Church and broader community in voicing and addressing the rights and needs of youth.
- Affirms and calls for the gifts of youth and adult leaders and provides opportunities for their ongoing spiritual and leadership development.

#### **Recruitment and Training of Leaders**

- Recruits, screens, trains, assign and evaluate adult and student leaders. Coordinates participation in diocesan sponsored training.
- Monitors the efforts of adult and student leaders and evaluates progress.
- Makes special efforts to gain the endorsement, support and involvement of all adults, especially parents and parish organizations.
- Defines the responsibilities for each adult leader/advisor.
- Publicizes and offers education opportunities and support systems for adult and student leaders.

#### **Administration**

- Initiates ways of gathering data on the needs, interests, attitudes and beliefs of youth and uses this data to respond to the identified needs of youth.
- Plans, organizes and implements activities/experiences that provide a holistic approach in meeting the needs/interests of youth.
- Submits annual financial reports and budget; administers budget throughout the year.
- Maintains necessary office and ministry needs, including a log of activities and time.
- Determines effective means for publicizing and promoting activities and experiences.
- Submits periodic reports to the pastor detailing efforts/endeavors in youth ministry.
- Initiates procedures for evaluating all aspects of the parish's ministry to youth.

#### **Communication**

- Keeps the parish faith community informed of youth ministry activities and goals.
- Advises, communicates, and cooperates with other parish and diocesan organizations.
- Works with youth ministry team on goals and programmatic ideas for meeting needs.
- Participates in parish governing structures to ensure greater participation of youth in parish life and to facilitate communication and decision making.

- Supervises and coordinates scheduling of youth events and activities.
- Keeps informed through attendance at diocesan, regional and national conferences, regular reading and membership in professional organizations.
- Is aware of community agencies and resources that interface with youth.
- Sets annual goals and objectives for each junior/senior high ministry project as requested.

### **Ministry Goals**

- Calls young people to be disciples of Jesus Christ.
- Draws young people into the life, work and mission of the faith community.
- Fosters total personal and spiritual growth of young people.

### **Ministry Objectives**

- Enable young people to hear and respond to the Good News of Jesus Christ.
- Connect young people with the life of the parish community and to make them more visible in parish life.
- Connect young people with caring, believing, adult role models.
- Provide young people with service opportunities.
- Provide a safe environment and a place where young people share and grow together in faith, learning more about being Catholic.
- Provide a systematic and intentional catechesis for young people.
- Develop an intentional outreach to uninvolved and unchurched youth.
- Involve young people in prayer and worship.
- Enable our young people to become happy, healthy, and holy adults.



## **Code of Ethics for Youth Ministry Leaders**

*The National Federation for Catholic Youth Ministry (NFCYM) has developed the following code of ethics for youth ministry leaders. The NFCYM recommends that youth ministry leaders adopt this code by signing, dating, and placing it in their personnel file. This code of ethics is intended for youth ministry leaders regardless of employment status within the church. While this code may be used in conjunction with existing diocesan policies, protocols or codes, it is not intended to supersede them.*

### **Professional Ethical Obligations**

#### **1. Ministerial Role**

- a) Youth Ministry leaders work collaboratively with the pastor (and/or other supervisors) and associates in ministry.
- b) Youth ministry leaders faithfully represent the teachings of the Catholic Church with integrity in word and action.
- c) Youth ministry leaders are competent and receive education and training commensurate with their role(s) and responsibilities (§ 231, *Code of Canon Law*).
- d) Youth ministry leaders respect the diversity of spiritualities in the faith community and will not make their personal form of spirituality normative.

#### **2. Inclusion**

- a) Youth ministry leaders recognize the dignity of each person and refrain from behaviors or words that are disrespectful of anyone or any group.
- b) Youth ministry leaders serve all people without regard to gender, creed, national origin, race, ethnicity, age, sexual orientation, marital status, socioeconomic status, immigration status, or political beliefs.
- c) Youth ministry leaders ensure that all persons have access to the resources, services, and opportunities they require with particular regard for persons with special needs or disabilities.

#### **3. Accountability**

- a) Youth ministry leaders are accountable to the pastor or other duly appointed representative, under the authority of the (arch)diocesan (arch)bishop.
- b) Youth ministry leaders are called to serve the faith community, carrying out their ministerial functions "... conscientiously, zealously, and diligently." (§ 231, *Code of Canon Law*).
- c) Youth ministry leaders exercise responsible stewardship of resources while holding themselves to the highest standards of integrity regarding the fiscal matters placed in their trust.
- d) Youth ministry leaders, upon suspecting or learning of abuse of a minor, must notify the civil authorities, as well as church leadership responsible for this topic in accordance with civil and ecclesial law.

#### **4. Confidentially**

- a) Youth ministry leaders respect confidentiality, yet are not held to confidentiality in the same way as ordained ministers and licensed, certified counselors.
- b) Youth ministry leaders adhere to civil and ecclesial law concerning the reporting of neglect, abuse or when physical harm could come to the person or to a third party.
- c) Youth ministry leaders support the rights and roles of parents while ministering to the needs and concerns of their children.

## **5. Conduct**

- a) Youth ministry leaders know that they have considerable personal power because of their ministerial position. Therefore, they will sustain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- b) Youth ministry leaders maintain appropriate professional boundaries (e.g. physical, sexual, spiritual, relational, and emotional). Romantic, dating, or sexual relationships between a youth ministry leader and any youth are inappropriate and unethical.
- c) Youth ministry leaders shall exhibit the highest ethical standards and personal integrity reflective of the Gospel and will avoid even the appearance of impropriety.
- d) Youth ministry leaders may not use alcohol while supervising youth, may never use illicit substances, and may never provide alcohol or illicit substances to youth.

## **6. Referrals and Intervention**

- a) Youth ministry leaders know the signs of physical, sexual, and psychological abuse and neglect.
- b) Youth ministry leaders know of their limitations with respect to paraprofessional counseling and make appropriate referrals.
- [c) Youth ministry leaders adhere to civil and ecclesial law, policy, and procedure for reporting abuse, suspected abuse or neglect.]

## **7. Parish/Diocesan Policies**

- a) Youth ministry leaders know of and comply with all applicable parish, organizational and/or diocesan policies with special attention to sexual misconduct, Safe Environment, risk management, safety, transportation, parental permission, and medical emergency policies.

*I have read and understand the above Code of Ethics  
and commit to uphold this code in my ministry.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

## **References**

- Coriden, J., Green, T. & Heintschel, D, Editors, (1985). *The Code of Canon Law. A text and Commentary*. The Canon Law Society of America. New York: Paulist Press.
- Gula, Richard, (1996), *Ethics in Pastoral Ministry*. New York: Paulist Press.
- National Association for Lay Ministry Standards Code of Ethics. Downloaded from the Internet on October 16, 2002 at [www.nalm.org/standards.html](http://www.nalm.org/standards.html).
- National Federation for Catholic Youth Ministry's Organizational Code of Conduct. March 2000.
- NALM, NCCL, and NFCYM, (September 29, 2002). Common Competency Project Core Certification Standards and Competencies. Draft 3.

<sup>1</sup>This code of ethics pertains to lay ecclesial ministers serving as youth ministry leaders. These individuals may conduct ministry under a variety of titles, including but not limited to coordinator of youth ministry, director of youth ministry, parish youth minister, and/or campus minister. Some pastoral associates, parish coordinators, and catechetical leaders may also share responsibility for youth ministry and as such may be considered "lay ecclesial ministers serving as youth ministry leaders."

©2008 National Federation for Catholic Youth Ministry. Permission is granted to duplicate and distribute this document for educational and professional purposes only. For all other uses contact the copyright owner.

[http://www.nfcym.org/profdev/resources/Code\\_of\\_Ethics\\_for\\_Youth\\_Ministry\\_Leaders.pdf](http://www.nfcym.org/profdev/resources/Code_of_Ethics_for_Youth_Ministry_Leaders.pdf)

# Some Essential Legal Issues for Youth Ministry

---

*The following points outline some legal issues which may occur in a youth ministry setting. Be advised to take these items into great consideration and be constantly aware of them.*

In determining whether legal negligence has occurred, courts will use the reasonable person's standard and ask, "What would a reasonable person in a defendant's position have done in this situation?" Courts also rely on the principle, "The younger the child, chronologically or mentally, the greater the standard of care."

## **Corporal Punishment (defined)**

"...corporal punishment is not simply hitting a person with some object. It includes: any punitive touching (pushing, shoving, pulling hair or limbs, slapping, ear boxing, etc...)."

## **Search and Seizure**

Reasonable, not probable, cause is needed to search students.

Males should search male students with supervision; same for females.

## **Defamation of Character**

"A communication is defamatory if it tends to harm the reputation of another as to lower him in the estimation of the community or to deter third persons from associating with him." The truth is not an absolute defense to defamation.

## **Sexual Harassment**

It is commonly defined as "unwanted, unwelcomed, uninvited sexual conduct." The following are examples of behaviors that could constitute sexual harassment: sexual propositions, off-color jokes, inappropriate physical conduct, innuendoes, sexual offers, looks, and gestures. Consideration needs to be given to implementing clear policies defining sexual harassment and detailing procedures for dealing with harassment claims.

## **Documentation**

Records must be objective and factual and held on to for at least one year post events.

Communications should be measured against a standard that what is written be 1) specific, 2) behaviorally-oriented, 3) verifiable.

## **Adult/Youth Ratio (You must always have at least 2 Adults Present)**

Junior High = 1 adult/8 youth

High School = 1 adult/10 youth

## **Permission Slips and Health Forms (See Page 2 in Samples for a Sample)**

Permission slips and health forms, signed by the parent(s)/guardian(s) are needed for all trips off parish grounds. They must be kept on file for a minimum of one year after the activity.

While on a trip, it is best that all chaperones have access to participants health forms and permission forms. NOTE: Permission slips are not absolute protection from a lawsuit.

## **Photo/Video Releases**

If photos or videos will be taken at a youth ministry activity by an "official" youth ministry representative (youth or adult photographer), anyone under the age of 18 must have a parent/guardian give permission for photos/videos to be taken of their child. It is highly recommended that anyone 18 years of age or older also give their consent. This may be done in the context of the permission form or a separate photo/video release form. Great care must be taken when posting photos/videos onto online social media platforms. It is best to let students tag themselves in photos.

## **Transportation**

Buses should be used. If private vehicles are used, that fact should be noted on the permission slip. If private vehicles are used, the driver must be 21 years of age or older. Proof of valid driver's license and insurance must be kept on file.

## **Child Abuse and Neglect Reporting**

All 50 states have laws requiring that suspected child abuse and/or neglect be reported to the proper authorities. In the case of self-harm or suicidal thoughts, parents must be notified of the situation.

## **Copyright Law Considerations**

We are responsible for compliance with copyright law. Copyright violation is stealing, and care must be taken in consideration of downloaded material (pictures, movies, music, etc.)

## **Confidentiality**

Let the young people know that you "...will respect their confidences as long as no one's life, health, and/or safety is involved." NOTE: The use of peer leaders does not lessen the responsibility of the supervising adults. Adult and student leaders must be told about keeping confidences and need to communicate this to the members of their small group. They must know the procedure for notifying the supervising adults if a matter is revealed in sessions that must be reported.

## **Alone with Youth**

No adult should ever be alone in a car, room, or other private place with a young person. Always have another adult present whenever youth are present. Use prudence and situational awareness of the circumstances. If a young person needs to talk, do it in a public area where you can be seen. If the subject is private in nature, stay where another person can see you. Refer to Archdiocesan Safe Environment policy and "Restoring Trust" handbook.

## **BOUNDARIES FOR ADULT/YOUTH RELATIONSHIPS**

Appropriate and healthy relationship boundaries are real and legitimate concerns any time adults are working with young people. We must assume that a safe and healthy environment is established and maintained between the adults and youth. Below is a list of characteristics of healthy relationships and appropriate behavior to be aware of as you enter into this relationship. *Remember, what others perceive is often taken as the reality of a situation.*

- The adult depends on his/her peers for close, personal friendship, not the young person
- The adult depends on his/her peers for help in times of difficulty or personal crisis, not the young person
- The adult is appropriate in personal disclosures with the young person rather than "baring all" to the young person.
- The adult allows the young person to develop and determine his/her own expectations rather than projecting his/her own expectations on the young person.
- The adult's sexual behavior with the young person is physically appropriate. The adult may not make sexual advances, request sexual favors, make sexually motivated physical conduct or other verbal or physical conduct of a sexual nature. This may include, but is not limited to the following:
  - Subtle or explicit pressure (verbal or physical) for sexual activity.
  - Inappropriate patting, pinching, caressing, fondling, intentionally brushing against another's body or any sexually motivated touching.

# Honor Thy Children ~ Safe Environment Training Program

The Archdiocese of Louisville is committed to ensuring that children and youth who worship, study or participate in church-sponsored activities can do so in the safest and most secure setting possible. In an effort to fulfill this commitment, all employees or volunteers who have regular contact with children or youth (18 and under) for ANY length of time are required to participate in one of the Safe Environment Training Workshops and obtain a background check through the parish and/or school at which they serve.

The Safe Environment Program will cover the following topics:

- Identifying signs of child sexual abuse
- Understanding the dynamics of child sexual abuse, including how children are groomed and how they may attempt to reveal their experience.
- How to take action in response to child sexual abuse, including obligation to report and caring for the abused child
- Becoming familiar with new archdiocesan policies and Code of Conduct regarding work with children

Each workshop is scheduled to last 2½ hours. Participants will receive a copy of the archdiocesan Sexual Abuse Policies and a resource manual. **NO REGISTRATION IS NECESSARY.** Sign-in sheets will be available at the workshops. Make sure you sign in as this is the proof that you were present.

- **IMPORTANT:** Because of the workshop content, **CHILDREN ARE NOT ALLOWED** at presentations. Child care is not provided at any location. **ATTENDEES WITH CHILDREN WILL BE TURNED AWAY. NO EXCEPTIONS.**
- Attendees must be **18 YEARS OF AGE OR OLDER** to attend.
- You must arrive at least 15 minutes prior to the workshop start time listed for all locations in order to complete paperwork. Failure to do so will result in you having to take the class again.
- Attendees must remain present for the entire workshop. Leaving early will result in having to attend the Safe Environment workshop again, in full.
- **All registrants must attend, stay for the ENTIRE presentation, and complete completion paperwork.** Failure to do so will result in having to re-complete the course in the correct manner.

Check the Archdiocesan website for the next available training sessions:

[www.archlou.org/policies-procedures/restoringtrust/](http://www.archlou.org/policies-procedures/restoringtrust/)

Background checks are accomplished online, and can be coordinated through the parish or school office.

If you have any questions, contact Scott Fitzgerald, Safe Environment Training Coordinator, at (502) 636-1044 or via email at [sfitzgerald@archlou.org](mailto:sfitzgerald@archlou.org).



# Archdiocesan Offerings

---

## Resources and Offerings for Adults and Parishes

- \* Getting Started in YM
- \* Internalizing YM Process
  - \* Mentoring Process
  - \* Monthly Gatherings
  - \* 1-on-1 Consultation
- \* Youth Ministers Retreat
- \* Annual Youth Ministry Celebration Dinner
- \* Ministry Institute with Youth Ministry Certificate & Catechist Certification
- \* Confirmation Workshop & Consultation

## Direct Services for Youth

- \* Christian Leadership Institute (C.L.I.)
- \* High School Youth Rally Day
  - \* Freshman/Sophomore Retreat
- \* Christian Awakening Retreat for Juniors
- \* TEC (Together Encountering Christ) for Seniors & Young Adults
  - \* NCYC
- \* Youth Advisory Board
  - \* Walk for Life
- \* Day at Holiday World
- \* Catholic Youth Day at Kentucky Kingdom



## ...for Adults

---

**Catechist Certification:** In an attempt to equip each person who serves as a catechist (anyone in a capacity of teaching the faith) with the proper tools and information to adequately pass along the faith and the teachings of the church, the archdiocese encourages each person to engage in on-going catechetical formation. Catechist certification offers each person the opportunity for continued learning through workshops, seminars, retreats, classes, and online opportunities.

**Confirmation Workshop & Consultation:** The workshop is held toward the end of summer/beginning of the school year for anyone involved in a parish or school Confirmation preparation process (priests, deacons, DRE/PCLs, catechists, school religion teachers, youth ministry coordinators, retreat or liturgy planners, service coordinators, etc.). Additionally, consultation can be provided on the topics of Confirmation retreats, catechesis, calendar planning, curricula, parent/sponsor involvement, service, Confirmation names/Saints, etc.

**Internalizing YM Process:** For adults in their first year of ministry. The archdiocese offers the *Internalizing Youth Ministry* process to support and affirm the gifts and efforts of those beginning in the field of youth ministry. This process is best in small groups and works best if there are at least two “interns.” First-year Youth Ministers meet monthly with the archdiocesan staff and discuss issues and topics that typically are encountered in the first year (i.e. expectations, calling forth adult leaders, parish support...). The “intern” process begins in January and lasts through June.

**Mentor Process:** Once a youth minister has completed a full year in a ministry position, the archdiocese acknowledges their continued work by offering a supportive mentoring process. The mentoring process employs a small group model and injects a seasoned colleague to help guide and challenge the fellow ministers. By exploring issues such as thriving in youth ministry and effective ministerial techniques and styles, the mentoring process offers grounding to those working with the young Church. (Sometimes mentees are seasoned but new to the archdiocese and the process provides them with a cohort group of colleagues.) The mentees are recognized with a certificate of completion following this year-long process.

**Ministry Institute Classes w/ YM Specialization:** In a continued effort, the archdiocese offers and encourages opportunities for continued education and professional development. They inform and empower those working in ministry. The core courses provide basic theology material. There are also specialization courses that focus on issues pertinent to Youth Ministry. Enrollment into these seminars ensures quality information and practical applications for those who presently work in parish settings and also for those who hope to in the future. Each person who completes the process receives Youth Ministry certification from the archdiocese.

**Monthly Gatherings:** Recognizing the importance for community among ministers and providing an on-going avenue for networking and information sharing, the archdiocese encourages attendance at monthly gatherings. These monthly gatherings are evening meetings hosted by parishes. These gatherings allow youth ministers a means of staying connected with each other and the archdiocese, and provide a healthy avenue for continued connection through prayer, faith sharing, and conversation. In addition, we alternate each month between social gatherings of coffee and donuts, or having lunch together.

**NFCYM:** The National Federation of Catholic Youth Ministry is a national organization that provides a variety of materials and resources for the on-going promotion of effective youth ministry throughout the United States. The NFCYM offers the NCCYM (the National Conference on Catholic Youth Ministry) in the fall every other year which serves youth ministers and fosters growth in the field. More information concerning the federation and their offerings can be found at their website ([www.nfcym.org](http://www.nfcym.org)).

**One-on-One Consultation:** Aware of the personal needs and issues that are unique to each minister and ministerial setting, the archdiocesan office offers one-on-one consultations on a by-request basis. If a minister is struggling, needs support, seeks ideas, training or resources, the archdiocesan office offers guidance and advice. Please feel free to contact the office if any such need may arise, and a meeting, conversation, or other appropriate response can be arranged.

**Safe Environment Training:** For the protection of our young people and ourselves, it is required that any and all adults (age 18 and over) working in a supervisory role in Youth Ministry or who work directly with youth attend the archdiocesan sponsored safe environment training. This training provides guidelines and information on how to appropriately approach young people in a non-threatening and safe manner, as well as how to handle areas of personal crisis and abuse. Each parish has details concerning this training and more information and dates can be found on the archdiocesan website ([www.archlou.org/policies-procedures/restoringtrust/](http://www.archlou.org/policies-procedures/restoringtrust/)).

**Youth Ministry Celebration:** This is an annual dinner event with the Archbishop to celebrate all adults who work with our younger brothers and sisters in youth ministry. It also provides a platform to honor or recognize those adults who have greatly contributed to youth ministry in our parishes and archdiocese, as well as those who have completed the intern, mentor, catechist, and youth ministry certification programs.

**Youth Ministers Retreat (or Provincial YM Gathering):** Annually, the archdiocesan Youth Ministry office organizes a weekday retreat experience for the youth ministers of the diocese. Often this is a Tues-Thurs event, and is a good opportunity to connect with other youth ministers, relax, and grow in our faith. Generally, this scheduled in mid-April. Sometimes there will instead be a provincial gathering open to all youth ministry leaders in the seven dioceses of Kentucky and Tennessee.



## ...for Youth

---

**CLI:** Christian Leadership Institute is a week-long leadership training for youth in grades 10-12 to learn and put into action the qualities of effective Christian leadership. Due to the nature and set-up of CLI, young people are only allowed to attend once, but that is enough for the life-long tools they are supplied with during the week. CLI is held annually in July.

**Amusement Park Days:** These are Archdiocesan-sponsored days for which parishes purchase tickets through the archdiocesan Youth Ministry office, and make their own chaperone and transportation arrangements. Though open to anyone a parish wants to bring (middle school/Jr. High, high school, young adults, families, altar servers, etc.), many **Holiday World** (generally the 3<sup>rd</sup> Wednesday of July) a middle school/Jr. High event. The Catholic Youth Day at **Kentucky Kingdom** is generally scheduled for early Fall and includes a Mass. Holiday World and Kentucky Kingdom include one meal (usually lunch) and Kings Island does not include a meal. Additionally, a small amount of the ticket prices serves as a fundraiser for archdiocesan youth scholarships (\$1-\$2/ticket)

**NCYC:** The National Catholic Youth Conference is a fall, biennial event sponsored by the NFCYM. The Archdiocese of Louisville gathers a delegation to attend this national conference, filled with workshops, prayer and worship, music, faith exploration, and an experience of the universal and young Church.

**Freshman/Sophomore Retreat:** This is a three-day retreat experience for high school freshmen and sophomores offered by the archdiocese. It is open to students of both Catholic and public schools. “On the Side of Angels” is lead by a team of young adults and allows young people to return year after year to reconnect with this faith-affirming experience.

**Christian Awakening Retreat:** This is a four-day retreat weekend for Juniors in high school. It is led by a team of youth ministers, a priest, a deacon, and former retreatants.

**High School Youth Rally Day:** This is an annual spring event sponsored by the archdiocese. Quest brings in national speakers on topics of faith and offers the opportunity for the young people of the diocese to gather and celebrate their Catholic faith.

**TEC:** Together Encountering Christ is an intensive three-day weekend retreat for second semester juniors and seniors in high school and college-age young adults led by a priest, deacon, archdiocesan youth ministry staff, and an intergenerational team of youth and adults. It is based on the Paschal Mystery of Jesus Christ.

**YAB:** The Archdiocesan Youth Advisory Board consists of young leaders from throughout the diocese to serve as a leadership committee and sounding board for issues that concern the young Church of today. YAB consists of Sophomores, Juniors, and Seniors in high school who are invited to serve due to their leadership qualities and potential. They serve as parish and school representatives who offer advice on current topics, practice their leadership and planning skills, explore faith and personal development, and work on special projects as they arise.

**Walk for Life:** Held downtown Louisville each January in solidarity with the National March for Life in Washington, D.C. Beginning and ending at the Cathedral of the Assumption, stops are made at the courthouse, abortion provider, the hospital area, and Thomas Merton’s epiphany spot. At each stop a series of prayers are offered to draw attention to the injustices of abortion, euthanasia, embryonic stem-cell research, capital punishment, and other important life issues.



## Co-workers in the Vineyard

---

All areas of the Archdiocese of Louisville have active youth ministries run by either full-time, part-time, or unpaid youth ministers, or teams of parishioners/parents. It is important and can prove very helpful to know these people and make contact with them. Support from others in the field can prove extremely beneficial in getting started and promotes longevity in the field of youth ministry.

Take note of those in your area and what parishes they serve. Many regions meet to collaborate on various projects and serve as a support structure. Find out which region you are in and find ways to make the appropriate connections.



# Getting Started...

## Session #2 ~ Practical Applications

---

### 1. A Ministry of the Parish

Often – intentionally or un-intentionally – youth ministry is perceived as separate from the life of a parish. How can we continue to work together with the parish in order to bring about a stronger community? This can be one of the greatest struggles of finding our place within the parish community and should be at the forefront of our thoughts.

### 2. Working with a Budget

Financial concerns can have a great impact on the structure and offerings of a parish youth ministry. Here, we will cover some of the issues involved in working with – and within – a budget.

### 3. Formulating a Vision

In order to know where we are and where to begin, it is helpful to know where we want to go. To have a vision (and to constantly challenge that vision) is helpful in the scope of youth ministry. Initially, the vision may start off small, but it is still a key to fruitful ministry. Identify what construct you are working from. Share this with the pastor so that you can work together.

### 4. Planning for Youth Ministry

When setting a schedule and planning the calendar for parish youth ministry, there are many different factors to keep in mind. It is helpful to explore and consider the various options, avenues, and opportunities that each parish setting offers. Being prepared, yet flexible, and planning ahead can be a key factor to fruitful ministry.

### 5. What to do at Gatherings

Programs only gather people. Once gathered, it is important to know what you are going to do with them! There are numerous resources, ideas, and techniques available on how to work with youth in gathered settings. Here are some practical ideas to help you plan sessions with your own creativity and materials available to you.

### 6. Connecting with Young People

How do you find out who the young people of the parish are (registered or not registered, “active” or “inactive”)? Once you know who they are, where do you find them in order to make meaningful connections? Here are some things to consider.

### 7. Exploring Resources

The internet, youth ministry peers, the Archdiocesan Youth Ministry Office, and community organizations are great resources. To benefit your ministry efforts, take time to familiarize yourself with these avenues for ideas, training, consultation, and more.

# Youth Ministry as Ministry of the Parish

---

- That youth ministry is a ministry of the parish may seem obvious, but for many, this is contrary to their experience of youth ministry. *What are your reactions to this?*
- Many parish programs function as separate from the life of the parish (KofC, SVdP, etc.). Youth Ministry is most effective when it is integrated into the active life of the parish. The parish needs to be informed, involved, and conscious of Youth Ministry: its purpose, activities, intentions and general ideologies. *How do you convey these ideas to the parish community at large?*
- The parish community must have a sense of ownership, pride, and involved interest in their Youth Ministry. They need to be exposed to the young people and the young people need to be exposed to the other members of the parish. *How much are the young people exposed to and involved with the broad membership of the parish community?*
- The language we use to communicate the realities of youth ministry can be an important factor. It affects the mindset in which we approach the ministry... and the way the ministry is viewed by others. *How do you speak about youth ministry at the parish level to those who are and are not involved?*
- The life of the parish consists of many different interest groups and committees to serve the overarching needs. Ministering to the needs of young people is one of these needs. *What other parish groupings are involved at your parish? Do you collaborate with these other parish ministries? How can you better work together?*
- Outreach to the parish community to involve them in the Youth Ministry's efforts is a key factor in the effectiveness of youth ministry. Having a support network of adults of various ages and involvement levels only strengthens a ministry. *What are ways to reach out and invite adults of the parish to be involved? What does it mean for someone to be involved in youth ministry as an adult of the parish?*
- Reaching out to young people, meeting them where they are, and inviting them to be active in their faith is essential and one of the greatest challenges in ministry. *How can you reach out to the young people of the parish? What are your expectations of involvement? For a young person, what does it mean to be involved in youth ministry?*



# Youth Ministry: A Ministry of the Parish

Having youth and youth ministry integrated into the life of the parish is a great marker for what a healthy and vibrant parish community looks like. Take some time to think about all the various ministries at your parish and list them below. Then, think about how young people might be able to be involved in this ministry (whether it is through an “official” youth ministry capacity or through encouraging them to do it on their own.)

[illegible]



# Working with a Budget

---

Financial responsibility accompanies any position in ministry. Being a good steward of monies available from the parish is paramount when talking about budget.

These are some questions to get you thinking about the money you spend and how to go about obtaining it. These questions are great to sit down with your pastor and/or business manager to talk through. (See page 7 of Samples for Sample Worksheet on Budgets)

Do you have a budget?

How much is your annual budget?

When is the budget set?

What is the budgeting process and do you have a say in the budgeting process?

Have you ever set a budget before?

Who is ultimately responsible for the budget?

How many line items are you responsible for and what are the account numbers you need to know?

When are checks cut?

Do you have access to a check book?

Do you have access to a credit card or store cards?



Do you know the check request process?

How long does it take to process a check request?

Does anyone need to approve your check requests or check requests over a certain amount?

What is the parish billing procedure?

Do you get reimbursed for mileage for youth outreach activities?

Is there a continuing education/professional development budget for you?

To whom do you turn in receipts?

Do you need to get reimbursed for purchased items?

Do you know the tax exempt number and process for your parish?

Are you allowed to fundraise, and if so, what are your parish's fundraising policies?

Is there a limit on how frequently you can fundraise, and are there seasons when there should be no fundraising (e.g. Advent or Lent)?

What is your parish's CEF (Catholic Education Foundation) grant request process and timeline, and who coordinates the submittal?

# Formulating a Vision

---

One of the first questions you should ask yourself is “Why Youth Ministry?” Your answer can often reveal your true motivation!

When you see what motivates you, it can help direct you. Having a personal vision of youth ministry does not have to be a formal statement of purpose, or a grandiose, elaborate scheme that solves all problems. A personal vision is simply knowing where you want to go with your ministry efforts and is inspiring enough to make you want to get there! As you grow in ministry and in knowledge about church, ministry, and young people, your vision and ways to accomplish that vision should appropriately change and develop. . .

## Questions to consider:

- Why youth ministry as a job/career?
- What is your motivation?
- What do you believe about ministry?
- What do you believe about young people?
- What do you believe about the Church?
- What do you hope to accomplish in this ministry?
- What is your role in ministry?
- Who are the important voices to listen to?



## Points to consider:

- Pray. God has a vision for the ministry to which He called you, too! Ask for His input.
- If you do not have a clear idea of where you are going, neither will the young people and other adults of the parish. Keeping a clear vision in focus will help guide the ministry in a healthy direction.
- Share your vision with the pastor, staff, and parish community. Communicate your vision! Talk about your hopes and dreams for the ministry and the young Church. Who else needs to be on board with the vision?



- Get other people talking!! Share ownership of the ministry. A shared ownership will help the ministry flourish. Discover others' visions of what youth ministry could or should be and allow your vision to blend with that of others. This will help others take ownership. This is where sharing your vision starts to become a shared vision!

Write some basic ideas to begin formulating your vision:

## Setting a Schedule

Setting a schedule of events and activities can be a tricky element of effective ministry. What are the best days, dates, times, and locations for certain activities (it might not always be Sunday evening!)? It is very important to have a clear schedule set, to plan in advance, and to communicate it to others (team, staff, pastor, parents, parish, etc.).

### Elements to consider:

- Plan three to six months to a year at a time (big events may need to be scheduled a year out)
- Know the process for reserving facilities
- Communicate information appropriately and frequently – email (parents/staff), flyers, Facebook, Twitter, Instagram, texting, bulletin, pulpit announcement, mailing, etc. – in an appropriate time frame, to the appropriate people (don't forget about Father!)
- Know how to get info into the Sunday bulletin, parish website, pulpit announcements, church signs, etc.
- Create an event timeline to help space out tasks and responsibilities for large events
- Be aware of other events happening at the church, within the community, and at the schools, as well as regional and archdiocesan events
- Stay attentive to the times of year, liturgical seasons, and other special occasions happening in the lives of young people

### Planned efforts of an effective youth ministry should:

- Be flexible and adaptable
- Remember to be family-friendly (e.g. schedule in options for events, such as identical parent meetings on Sunday afternoon and Monday evening)
- Include a balance of all components and themes of youth ministry
- Incorporate non-gathered activities and outreach opportunities

Event	Day/Time	Place	Type (Component)	Tasks	Purpose
Event 1					
Event 2					
Event 3					
Event 4					

# What to Do at a Gathering

---



Programs only gather people. They do not minister to teens! They are simply a tool to help create an environment conducive to building faith-full relationships and growing disciples of Jesus Christ. That said, it is important that you know what to do with young people once they are gathered. Gatherings are valuable occasions for ministry, so if their bodies, minds, and hearts are not engaged, they will quickly lose interest. There are many effective resources available for planning and implementation. Sometimes these resources may need to be altered to meet the needs of a specific group, or one may develop personalized sessions as needed. Below is a general process and key factors in putting together an effective session with youth.

## **Guidelines for planning a youth session (this can be done with your team):**

- *Brainstorm on the topic.* What ideas/images does the topic invoke? Are there any times in your life which relate to the topic? Do you know any stories/scripture that relate to the topic? What resources can you turn to in order to find ideas on the topic?
- *Find a common idea/theme to focus on.* After you are done brainstorming on the theme, what are some common threads you continue to see which can make the theme simpler to understand? Focus on this common idea. How do you relate to this idea? What are your personal experiences of this idea?
- *Collect the resources.* Once a common idea has been settled on, find resources which will help you convey this idea to other people. How can you best accomplish this? Is it with a personal story, a reflection, poem, music, song, a game or activity, video, questions and answers, etc.? Are there any books or other people out there to help you find some ideas? Will you need any supplies for these ideas (copies, paper, pens, etc.)? Collect all of these resources so you can put them in an appropriate order to convey the message you are hoping to communicate.
- *Setting a Schedule.* Examine the audience to whom you will be presenting. How will they best relate to this topic? Start with a simple understanding of the theme to which everyone can relate and build on that to convey the entirety of the topic. Start with one idea and continue to challenge the audience.
- *Share your ideas and solicit feedback.* Once you have a rough idea of what you are planning on presenting, run it by a peer or two to get feedback. Be open to what others have to say.
- *Rework and finalize your ideas.* After listening to feedback, incorporate any constructive ideas and finalize your plans. Run through and practice what you are going to do and say until you are comfortable with the presentation.

### **Effective Elements for a good youth session:**

- *Relational*. Ministry is about being *relational*. Relating with individuals and making sure their needs are met, and that they feel welcome, included, challenged, and engaged is paramount.
- *Flow/Sequence*. It is important that the various aspects of the presentation look like they belong together and build upon each other. Start simple and continue to build from there. Transitions are very important (and often overlooked), can make or break a youth event, and are critical to keeping adolescents engaged.
- *Creativity*. People like new ideas that they haven't seen before and like familiar things with a new slant on them. Use your imagination to create something unique for your ministry.
- *Interactive*. It is important that the whole time is not used to "lecture." Find activities and ways to engage and involve them with action and presentation.
- *Invoke a Response*. Present the audience with new ideas to think about. But ideas without a call to action are empty. What challenge can be set forth?
- *Personal*. "What is most intimate is also the most universal." A personal experience from the presenter makes the topic more manageable and allows the audience to relate to the presenter. It also sets the stage for depth of the discussion and sharing.
- *Universal*. The ideas set forth should be something everyone can relate to, and words that are used should be something that everyone in your audience can understand.
- *Movement*. Move the people around, play a game, encourage them to get up and interact.
- *Flexible*. Sometimes even the best laid plans do not work properly in the group setting. Also, discussion can lead the group on a different (but sometimes more important) tangent. Be flexible to let the topic take on a life of its own, but keep in mind the one, main, overall point you are trying to get across and don't let it stray too far from that. Flexibility is also critical when significant current events occur which teens may need to discuss or deal with (such as suicide, loss of a classmate, local tragedy or crisis, morality of a recent court decision or news story, etc.). In these cases, your plans for the activity may need to be postponed.

### **Additional elements to ponder when planning:**

- Length of session? Break? Food? Prayer? Gathering time? Music? Free Time? Announcements?

**See Pages 4-6 of samples for a sample outline of small group/youth night**

# Connecting with Young People

---

## How do you find out who the young people are in your parish and local community?

- Parish Secretary ~ can print a list of “active” and “inactive” registered youth in a desired age range, with parent names, address, phone number, etc. (*Note: “active” does not necessarily mean they or their family are regular Mass attendees, and “inactive” does not necessarily mean they no longer associate with the parish or may be “active” in another parish.*) Since this list is based on birthdays, a 6<sup>th</sup>-12<sup>th</sup> grade list, for example, could include 5<sup>th</sup> graders or recent graduates since their birthdays often overlap grades.
- Parish Business Manager ~ can print a list of registered parish youth who attend the archdiocesan Catholic high schools (this is not always accurate, but it is close)
- Parish Director of Religious Ed or Confirmation Coordinator ~ can give you recent (last 4 years) of Confirmation class rosters
- Parish grade school (if there is one) ~
  - They can give or lend you recent (last 4 years) copies of the school yearbook
  - They can give you a list of their current students broken down by parish
  - They can give you a copy of their family roster (*which often lists different parent/student last names in divorced or blended families!*)
  - They usually keep a list of which high schools their graduating 8<sup>th</sup> graders are intending to attend



## Where do you find & minister to young people?

- Mass & other parish activities
  - Be present and visible around your parish and on weekends before/after Mass
  - *Intentionally* introduce yourself to teens AND parents that you see
- School
  - Set up an appointment to meet with the local Catholic and public (middle and high) school principals to let them know who you are and to inquire as to their policy of allowing youth ministers on campus for lunch visits to the cafeteria, before/after-school Christian club or Bible study, annual ‘See You At The Pole’ event, Fellowship of Christian Athletes (FCA) group, etc.
    - If their policies allow your presence, ask them for permission to be present and what the sign-in procedures are (then introduce yourself the secretary!)
    - If their policies prevent your presence, ask if there is a club that could use a volunteer moderator or if they need volunteer chaperones for trips, dances, or other events
    - Meet with the Athletic Director to inquire if there is a sports team that could use a volunteer assistant coach, and/or whether you can acquire a pass for sporting events
  - Let the principal and athletic director know you have had your background checked and have attended safe environment training, and can provide them with a verification letter if needed
  - If you have a sizeable number of students at that school, inquire if you can be added to their “crisis” call list in order to be available to your students during/post crisis





- **Don't underestimate the value for your ministry in developing a good rapport with the local high schools and middle schools!**
- Sporting Events, Band/Choir Concerts, Drama Productions, Art Shows, Dance Recitals...
  - Get the sports schedules from the local middle/high schools and pick some of the main events to attend – while there, make a point to be where the teens are
  - If you know what sports teams your students are on, be intentional about showing up to some of their competitions – especially if you said you would be there
  - Smaller, less popular sports with smaller crowds (swimming, wrestling, field hockey, etc.) often provide better contact time with parents and will generally be easier to follow-up with the student(s) afterward
  - Find out from the school and students when other extracurricular events are taking place and make an effort to be at some of the activities your students are in
  - Whatever the event, make sure to hang around afterward for a few minutes to let your student(s) know you were there to support them. “Great game!” “Good play!” “You did well on stage!”
  - Be willing to attend something you wouldn't normally be interested in personally, and be interested *because* your student(s) are interested!
- Email/Facebook/Social Media
  - Social media will likely be your primary way to communicate with teens and connect with those you haven't seen in awhile
  - **Prudential judgment is critical in this arena!** – who to include or not include, what kind of information to make public or keep private, how pictures and videos are used (and the associated privacy concerns)
  - Email is a good way to communicate with most parents, however, teens' use of email is considerably less than in years past
  - Creating separate social media accounts that will be used for work only are extremely helpful in creating separation and protecting you and your young people.
- What other ways can you think of to connect and communicate effectively with teens, their parents, and the parish?





# Exploring Resources

---

## Youth Ministry Office

The Archdiocesan Youth and Young Adult Ministry Office in the Maloney Center has a number of topics, outlines, ideas, books, DVD's, CD's, retreats, catechetical materials, Confirmation curricula, and more – much of it in an electronic version. Just ask!

## Other Ministries

Other youth ministry leaders can be the best resource at your disposal – from lived experience, putting you in touch with contacts, or helping brainstorm ideas. Networking is key to effective ministry with young people. Don't be afraid to rely on the assistance of others who share the common bond of ministry with today's young Church!

Here are some resources to help get you started:

### Documents every Youth Minister should have and read:

- *Catechism of the Catholic Church* (USCCB) & *Compendium of the CCC* (USCCB)
- *Catechesi Tradendae* - Pope John Paul II (Vatican.va)
- *Christus Vivit* - Pope Francis (Vatican.va)
- *Co-Workers in the Vineyard of the Lord* (USCCB)
- Documents of Vatican Council II (Vatican.va) – especially *Dei Verbum*, *Lumen Gentium*, *Gaudium et Spes*, *Ad Gentes*, *Gravissimum Educationis*, *Apostolicam Actuositatem*, & *Inter Mirifica*
- *Evangelii Gaudium* - Pope Francis (Vatican.va)
- *Evangelii Nuntiandi* - Pope Paul VI (Vatican.va)
- *National Directory for Catechesis* (USCCB)
- *Renewing the Vision: A Framework for Catholic Youth Ministry* (USCCB)

### Books & Other Resources every Youth Ministry should have and read:

- *Catholic Youth Ministry: The Essential Documents* (NFCYM)
- *Discipleship Focused Youth Ministry* - Eric Gallagher
- *Forming Intentional Disciples* - Sherry Weddell (OSV)
- *Going, Going, Gone* - Bob McCarty (Saint Mary's Press)
- *National Certification Standards for Lay Ecclesial Ministers* (NFCYM/NAML/NCCL)
- *National Study on Youth and Religion* (NFCYM)
- *Soul Searching: The Religious and Spiritual Lives of American Teenagers* (Oxford)
- *The Art of Forming Young Disciples* - Everett Fritz
- *The Godbearing Life: The Art of Soul Tending for Youth Ministry* - Kenda Creasy-Dean
- *The Vision of Catholic Youth Ministry* (Saint Mary's Press)
- *Thriving in Youth Ministry* (Saint Mary's Press)
- *Your First Two Years in Youth Ministry* - Doug Fields

### Some good publishers to be familiar with:

- Ascension Press [www.ascensionpress.com](http://www.ascensionpress.com)
- Our Sunday Visitor [www.osv.com](http://www.osv.com)
- Saint Mary's Press [www.smp.org](http://www.smp.org)
- Spirit and Song (youth-oriented Catholic music) [www.ocp.org](http://www.ocp.org)
- St. Jerome Press (inexpensive NAB Bibles) [www.stjeromepress.com](http://www.stjeromepress.com)

## **Organizations to follow:**

- Archdiocese of Louisville [www.archlou.org](http://www.archlou.org)
- Archdiocese of Louisville Youth Ministry
  - a. Facebook [www.facebook.com/ArchLouYM](http://www.facebook.com/ArchLouYM)
  - b. Pinterest (lots of ideas & resources!) [www.pinterest.com/ArchLouYM](http://www.pinterest.com/ArchLouYM)
  - c. Twitter [www.twitter.com/ArchLouYM](http://www.twitter.com/ArchLouYM)
  - d. YouTube [www.youtube.com/user/ArchLouKY/playlists](http://www.youtube.com/user/ArchLouKY/playlists) (click on “Youth Ministry”)
- NFCYM–National Federation of Catholic Youth Ministry [www.nfcym.org](http://www.nfcym.org)
- USCCB – United States Conference of Catholic Bishops [www.usccb.org](http://www.usccb.org)
- Vatican [www.vatican.va](http://www.vatican.va)

## **Websites full of resources:** (\* denotes informative/insightful email newsletter)

### **Catholic Youth Ministry ~**

- Ascension Presents [www.ascensionpresents.com](http://www.ascensionpresents.com)
- Catholic Student Ministry/Project YM [www.projectym.com](http://www.projectym.com)
- Catholic Youth Ministers Facebook Group [www.facebook.com/groups/CatholicYM](http://www.facebook.com/groups/CatholicYM)
- SteubenvilleFuel [www.steubenvillefuel.com](http://www.steubenvillefuel.com)
- Video Catechism [www.youtube.com/user/vcatvideo](http://www.youtube.com/user/vcatvideo)
- YDisciple [www.ydisciple.org](http://www.ydisciple.org)
- Youth Ministry Central [www.ymcentral.com](http://www.ymcentral.com)

### **General Christian Youth Ministry ~**

- Center for Youth Ministry Training \* [www.cymt.org](http://www.cymt.org)
- Download Youth Ministry [www.downloadyouthministry.com](http://www.downloadyouthministry.com)
- Egad! Ideas [www.egadideas.com](http://www.egadideas.com)
- Group Youth Ministry \* [www.group.com](http://www.group.com)
- Ministry to Youth \* [www.ministrytoyouth.com](http://www.ministrytoyouth.com)
- National Network of Youth Ministries (NNYM) [www.youthworkers.net](http://www.youthworkers.net)
- Pastor 2 Youth [www.pastor2youth.com](http://www.pastor2youth.com)
- The Longer Haul in Youth Ministry \* [www.thelongerhaul.com](http://www.thelongerhaul.com)
- The Source for Youth Ministry [www.thesource4ym.com](http://www.thesource4ym.com)
- Youth Cartel [www.theyouthcartel.com](http://www.theyouthcartel.com)
- Youth Pastor.com [www.youthpastor.com](http://www.youthpastor.com)
- Youth Specialties \* [www.youthspecialties.com](http://www.youthspecialties.com)

### **Youth Culture ~**

- Center for Youth and Parent Understanding \* [www.cpyu.org](http://www.cpyu.org)
- National Study of Youth and Religion [www.youthandreligion.nd.edu](http://www.youthandreligion.nd.edu)
- Operation: Parent [www.operationparent.org](http://www.operationparent.org)
- Search Institute [www.search-institute.org](http://www.search-institute.org)
- Youth Culture Report <http://theyouthculturereport.com>
- Ypulse [www.ypulse.com](http://www.ypulse.com)

### **For Youth ~**

- CCM Magazine [www.ccmagazine.com](http://www.ccmagazine.com)
- Lifeteen [www.lifeteen.com](http://www.lifeteen.com)

- Real Faith TV
- Spirit and Song
- Vision
- YOUCAT

[www.realfaithtv.com](http://www.realfaithtv.com)

[www.ocp.org](http://www.ocp.org)

[www.vocationnetwork.org](http://www.vocationnetwork.org)

[www.youcat.org](http://www.youcat.org)

### **Other helpful resources/ideas:**

You may come across other resources and ideas you would like to keep track of. The space provided below is for you to jot those down. Feel free to share if you find a good one!

### **Notes:**

- Not all of these resources are specifically Catholic based, but may contain helpful ideas.
- Be aware that ideas from any source should be screened before implementing into your ministry.
- This list is provided as a starting point for locating possible helpful resources. Inclusion or inadvertent exclusion from these lists does not assume endorsement from the Archdiocese of Louisville.



# Getting Started...

## Session #3 ~ A Unique Ministry

---

### 1. Job, Profession, Vocation

When working as a public minister for the Church, there are various ways to view ministry: a job that pays the bills; a professional career that deserves respect, dedication, and development; or a vocation, a call from God to serve the faith community. It can be a combination and overlap of these three. How do you view youth ministry at this point in your life? What does it mean to you to be a lay ecclesial minister in the Church?

### 2. Obtaining Balance/Managing Tensions

A key to healthy living is seeking balance in life by managing the tensions life gives. Without striving to strike a balance between the professional elements of a demanding ministry with the requirements of personal commitments, the demands of ministry can become overwhelming. How do you best approach managing these responsibilities so that you can be a more fully integrated and healthy person?

### 3. Personal Spirituality

A personal spirituality in the midst of professional ministry is often difficult to maintain. How do you address your personal spirituality through living the sacramental life of the Church, personal prayer, and continued spiritual development for yourself... and not as a by-product of your ministry?

### 4. Seek Support

The “lone ranger” mentality in ministry is exhausting and destructive. It is essential to have an active support structure built into your ministry. This includes an adult leadership team who helps plan, attend, and evaluate the ministry efforts, fellow ministers who can relate to the unique struggles of youth ministry, and people outside the ministry sphere to help you disengage from ministry when needed to regain focus.

### 5. A Broader Perspective

*Renewing the Vision: A Framework for Catholic Youth Ministry* is the primary guide for forming a highly effective youth ministry. Published by the USCCB in 1996, this document outlines the key goals, themes, and components to be pursued in any comprehensive youth ministry. This document will consistently challenge and affirm your important role as a minister with young people in today’s Church and is a valuable tool for helping others understand the value of Catholic Youth Ministry.

### 6. Looking Ahead

The first steps are underway! But where do you go from here? What do you foresee your struggles being? What is your plan of action/timeline? How can the Archdiocesan Youth Ministry office support you? How can you get involved with the opportunities offered through the archdiocese? Set your plans now so that the next steps are easier.

\_\_\_\_\_

[illegible]

**Conclusion:** The results of this study suggest that the use of a single, standardized, and validated questionnaire can provide a reliable and valid measure of the prevalence of mental health problems in a community sample. The use of a single, standardized, and validated questionnaire can also provide a reliable and valid measure of the prevalence of mental health problems in a community sample.

# Youth Ministry as Job, Profession, and Ministerial Vocation

---

## **“Job”**

- A job is a way in which a person earns a living – work that pays the bills
- You receive monetary compensation for services rendered
- Certain tasks are required which are adequately completed
- There is always the possibility of a “better” job coming along

## **“Professional Occupation”**

- One is expected to have educational background, on-going training, and continued professional growth
- There is a sense of accountability and responsibility beyond the task at hand
- A long-term commitment accompanies the mindset of a profession
- An occupation is often a stepping stone to “retirement” after a set period of time

## **“Ministerial Vocation”**

- Accompanied by a sense of mission and calling
- More of a way of living life than the work
- For and about God’s work in the world, rather than personal gain
- It is independent of salary, location, or time in service



# Obtaining Balance/Managing Tensions

---

List the commitments you have in your personal and ministerial life. Prioritize them on a scale of 1 – 5. (1= major, important, essential, 2= necessary, 3=should be attended to, 4=luxury, 5=disposable).

## Personal Commitments

## Ministerial Commitments

- Looking at the lists, how do these commitments complement each other?
- How do they conflict with each other?
- How does setting a calendar affect these commitments?
- Do you consider all of these factors before saying “yes” or “no” to new projects or commitments?

On any given day, according to timing and circumstances, these priorities (tensions) may change and flux, always moving and adjusting to real life. Because of this, they will rarely achieve perfect “balance” – and when (if) they do, it is usually for only a very short time. When managing tensions, it is important to be aware of the different hats we wear while juggling different commitments, and knowing that each priority will receive the time it needs if we are intentional about it – even if that time and attention is not “right now” (e.g., a spouse is usually more accepting of you putting in a long week preparing for a big event knowing that you have scheduled a day away with him/her a week later).

REMEMBER: NO one can define your priorities for you. Others’ expectations – the young people, parents, family, pastor, spouse, and children – may greatly influence your decisions, but you are the one who is ultimately responsible for the commitments to which you have agreed. It is important to recognize that there may be seasons in ministry that may be busier than others and it is important to make sure that you find a balance that works for you personally.

The key question:

*Are you able to give appropriate quality time, attention, talent, and energy to each of these commitments?*



# Personal Spirituality

It is important to be constantly aware of our personal spirituality when working in ministry. The key to keeping a healthy faith life is to remember yourself. It is easy to fall into the routine of “work” (including “Church work”), leaving your personal spirituality to be suppressed or to develop as an “overflow” of planning and participating with the young people. ***Planning and ministry with young people should be an overflow of your relationship with God, not the other way around.*** You need time to refill (even Jesus did!). You cannot share with young people what you do not have or practice yourself.

Where does your spirit rest today?

Who or what challenges you to grow spiritually?

PRAY  
INTERFACE  
WITH GOD

## Common Spiritual Practices

Put an “X” by the spiritual practices you are currently engaged in. Put an “O” by some of the spiritual practices you would like to explore or participate in more.

<input type="checkbox"/> Reading Books	<input type="checkbox"/> Prayer Group
<input type="checkbox"/> Creative Expressions (art, music, etc.)	<input type="checkbox"/> Retreat
<input type="checkbox"/> Daily Prayer	<input type="checkbox"/> “Sabbath” Days
<input type="checkbox"/> Fasting	<input type="checkbox"/> Scripture
<input type="checkbox"/> Journaling	<input type="checkbox"/> Service
<input type="checkbox"/> Liturgy (weekly/daily)	<input type="checkbox"/> Silence
<input type="checkbox"/> Meditation	<input type="checkbox"/> Spiritual Direction
<input type="checkbox"/> Spiritual Reading/Bible Study	<input type="checkbox"/> Watching Movies
<input type="checkbox"/> Music	<input type="checkbox"/> Engaging Nature
<input type="checkbox"/> Personal relaxation/hobbies	<input type="checkbox"/> Eucharistic Adoration
<input type="checkbox"/> Performing Community Service	<input type="checkbox"/> Other _____

Are you ever a participant in any of these elements/activities, or are you always leading, planning, or otherwise involved in a leadership/ministerial role?

These questions are important to continually ask yourself to keep you on track and further your own personal faith development as a disciple of Jesus Christ.

- What inspires you?
- What are you passionate about?
- How do these things nourish your spirit and call you into deeper relationship with Jesus?



# Seek Support and Building a Team

Finding support in a ministry position helps you to have more effective practices. Where do you feel most supported in your ministry? Least supported?

*Out of the ten items listed below, on which side of the spectrum do you see yourself working from most often?*

Youth Minister -----	Coordinator of Youth Ministry
Youth Group -----	Youth Ministry
Work Better Alone -----	Work Better in Groups
Live and Learn -----	Ask for Advice
“Better” Way -----	Many Ways
Introvert -----	Extrovert
E-mail/Text/Facebook/Twitter -----	Person-to-Person Communication
Develop Own Ideas -----	Rely on Outside Resources
Mine -----	Ours
Serve -----	Be Served

I have a core team of adults: Yes \_\_\_\_\_ No \_\_\_\_\_  
Who: \_\_\_\_\_

I have a core team of young people: Yes \_\_\_\_\_ No \_\_\_\_\_  
Who: \_\_\_\_\_

I have professional relationships with other ministers:  
(youth ministry peers, other pastoral ministers, etc.) Yes \_\_\_\_\_ No \_\_\_\_\_  
Who: \_\_\_\_\_

I work with an office staff of people:  
(business administrator, secretary, etc.) Yes \_\_\_\_\_ No \_\_\_\_\_  
Who: \_\_\_\_\_

I have support outside the ministry community:  
(spouse, spiritual director, friends, family, etc.) Yes \_\_\_\_\_ No \_\_\_\_\_  
Who: \_\_\_\_\_

- Some youth ministers will have a youth leadership team without adults to work with them [adults should be an essential element here]. Some youth ministers will have adult councils without youth input. This is also important. What are your views on the balance between these two support structures? What adults could you invite to be a part of the team? What youth could you invite? What other parish ministries might be willing to have a representative on this team to foster collaboration?
- Some youth ministers will be at every gathering offered, and others will seldom, if ever attend. What are the benefits and challenges to these approaches?
- Some staffs offer support to youth ministry and have a clear understanding of what youth ministry is and is not. Others are not as supportive or lack a clear understanding. How do these elements work with the other parish staff members with which you work?

# A Broader Perspective of Youth Ministry

---

What does ideal youth ministry look like to you? What elements would it include?

A little history of Catholic Youth Ministry: *In September 1976, the U.S. Catholic Conference's Department of Education issued A Vision of Youth Ministry by blending the best of past efforts with emerging ideas. Two decades later, the Church's ministry with adolescents was confronted by new challenges and opportunities. Renewing the Vision: A Framework for Catholic Youth Ministry is a blueprint for the continued development of effective ministry with adolescents. After wide consultation with dioceses, national organizations, and youth ministers throughout the country, the Committee on Laity submitted the final draft to the plenary assembly of the National Conference of Catholic Bishops. The document was approved on June 20, 1997.*

After looking at the Key Points of Renewing the Vision (see pages 43-44 in this handbook), what is your understanding of the goals, themes, and components?

How are these goals, themes, and components integrated into your ministry efforts?

By looking at all of these elements individually, it can appear overwhelming and daunting. The key is to be attentive and aware that a mixture of these pieces are addressed within the context of the parish in which young people belong. How are we able to weave these elements into the ministry efforts with young people? How do we strike a balance and continue to grow in our understanding of how these areas are manifest in the active life of the parish community and youth ministry?

When getting started, it is sometimes easier to see the effects of the themes and components at work than to attempt and explicitly plan them. Once you are able to see how these efforts are naturally included in many of the efforts within your ministry, it is easy to be more direct with them in the planning and implementation stages.

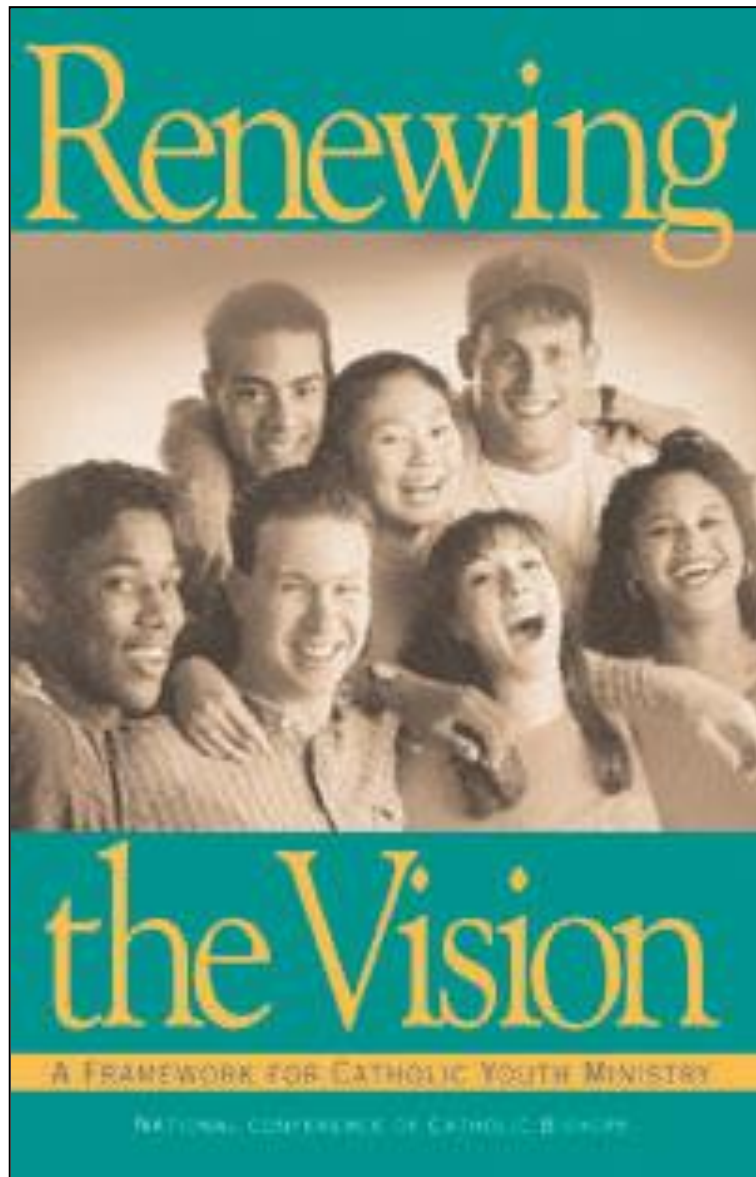
## **YOUTH MINISTRY is more than giving the young people something to do!**

- ADVOCACY is more than providing information and making the youth visible
- CATECHESIS is more than teaching the facts of the faith
- COMMUNITY LIFE is more than just being social
- EVANGELIZATION is more than extending an invitation
- JUSTICE AND SERVICE is more than varied experiences of charity
- LEADERSHIP DEVELOPMENT is more than assigning the young people roles to perform
- PASTORAL CARE is more than as-needed reactions to life circumstances
- PRAYER AND WORSHIP is more than youth Masses and opening/closing prayer at activities

## **Challenge:**

- Read Renewing the Vision: A Framework for Catholic Youth Ministry

- Available free online at [www.usccb.org/about/laity-marriage-family-life-and-youth/young-adults/renewing-the-vision.cfm](http://www.usccb.org/about/laity-marriage-family-life-and-youth/young-adults/renewing-the-vision.cfm)
- Read it once every six months to a year
- Each time you read it, write down one new learning or insight for each section and how it applies directly to your ministry efforts
- Use it as a training tool with your adult leaders and leadership teams to help them understand the broader view of the purpose and goal of Catholic Youth Ministry
- Use it as a way to evaluate your ministry approaches with young people



## **Renewing the Vision: A Framework for Catholic Youth Ministry**

### **~ Key Points ~**

*“Youth Ministry is the response of the Christian community to the needs of young people and the sharing of the unique gifts of youth with the larger community.” – RTV, pg 1*

#### **Goals for Ministry with Adolescents**

*These three goals serve as directives for ministry with young people.*

1. To empower young people to live as disciples of Jesus Christ in our world today.
2. To draw young people to responsible participation in the life, mission and work of the Catholic faith community.
3. To foster the total personal and spiritual growth of each young person.

#### **Themes of Comprehensive Youth Ministry**

*The seven themes of a comprehensive vision provide a guide for ministry development that helps us to use all of our resources and to be responsive in our ministry efforts.*

1. Developmentally Appropriate – cautious of the materials for specific age groups
2. Family Friendly – sensitive to family schedules & importance of family time together
3. Intergenerational—brings generations together to share personal gifts/stories
4. Multicultural – broadens horizons of acceptance and understanding of diversity
5. Community-Wide Collaboration – involves and is mindful of needs and events outside the parish
6. Leadership – involves wide diversity of adult & youth leadership in a variety of roles
7. Flexible and Adaptable Programming – aware of the changing nature of things in which current needs and issues can be addressed

#### **Components of Comprehensive Youth Ministry**

*The eight components provide a framework for the Catholic Community to respond to the needs of young people and to involve young people in sharing their unique gifts with the larger community. The components support and enhance each other. Our ministry becomes effective when we work to balance our response across these eight areas. The balance is not necessarily achieved by developing separate ministry activities in each area, but weaving and overlapping some components into each effort. [Note: These are not in any order but alphabetical, not of priority or precedence.]*

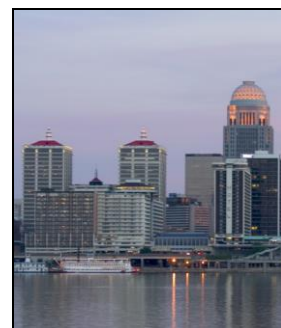
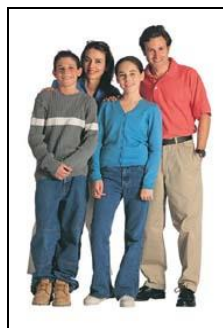
1. Advocacy: engages the Church to examine its priorities & practices to determine how young people are integrated into the life, mission, and work of the Catholic community

2. Catechesis: develops a deepened relationship with Jesus Christ and the Christian community; increases their knowledge of the core content of the Catholic Faith
3. Community Life: builds an environment of love, support, and appreciation for diversity and judicious acceptance; develops meaningful relationships and nurtures Catholic faith
4. Evangelization: incorporates elements of witness, outreach, proclamation, invitation, conversion and discipleship and draws young people to the next step of faith in Jesus
5. Justice and Service: nurtures a social consciousness and commitment to justice and service rooted in faith; empowers young people to work for justice; infuses the concepts of justice, peace, and human dignity into all ministry efforts
6. Leadership Development: calls forth, affirms, and empowers the diverse gifts, talents, and abilities of adults and young people in service to the Church and its mission in the world
7. Pastoral Care: promotes positive adolescent and family development through preventive strategies; cares for adolescents and families in crisis; provides guidance as young people face life decisions and make moral choices; challenges systems that are obstacles to positive development
8. Prayer and Worship: celebrates and deepens young people's relationship with Jesus; awakens their awareness of the Holy Spirit at work in their lives; incorporates young people more fully into the sacramental life of the church; nurtures personal prayer; fosters family rituals and prayer

### **Ministry Settings for Comprehensive Youth Ministry**

*There are four basic settings where ministry efforts occur. These efforts can happen with "gathered" or "non-gathered" approaches.*

- |                     |              |
|---------------------|--------------|
| 1. Individual Youth | 3. Parish    |
| 2. Family           | 4. Community |



*Renewing the Vision: A Framework for Catholic Youth Ministry/United States Catholic Conference; Publication Number 5-004*

**Congratulations! You have officially been oriented into youth ministry! ☺**

A quick overview of the areas covered through this “Getting Started” series. . .

Session #1

1. Contact Information
2. Getting Started Checklist
3. Perceptions about YM
4. Expectations & Code of Ethics
5. Legal Issues & Safe Enviro.
6. Archdiocesan Offerings
7. Co-workers in the Vineyard

Session #2

1. A Ministry of the Parish
2. Working with a Budget
3. Formulating a Vision
4. Setting a Schedule
5. What to Do at Gatherings
6. Connecting with Young People
7. Exploring Resources

Session #3

1. Job, Profession, Vocation
2. Balance/Tensions
3. Personal Spirituality
4. Seek Support
5. A Broader Perspective
6. Looking Ahead

Out of all these areas, are there any specific areas you find more challenging?

What areas do you feel strongest and most comfortable with?

Are there any issues not addressed in these sessions you would have found helpful?

What do you look for and expect from the Archdiocese to assist in making your ministry efforts more effective? How can we best meet your needs as a minister to the young Church?

What have you found most beneficial with the “Getting Started in Youth Ministry” series?

The “Getting Started in Youth Ministry” orientation series is the first step of support offered through the Archdiocese. The second step for many ministers is to take full advantage of the “Internalizing YM” process, which usually begins 5-6 months after you have started.

The “Mentoring in Youth Ministry” process is the third formal offering of the Archdiocese, and usually begins in the early Fall of your second year of ministry.

Remember, we are here to offer support and ministry opportunities to help further the cause of youth ministry within the Archdiocese of Louisville. Please feel free to contact the office at anytime with any questions, concerns, or celebratory moments you may experience in the ministry.

**God bless you in this new ministry to which God has called you!**

# Youth/Young Adult Ministry Leader Contact Information

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Parish: \_\_\_\_\_

Home Address: \_\_\_\_\_  
(if you prefer mailings be sent here)

City, State, Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

General Responsibilities:

\_\_\_\_ Jr. High

\_\_\_\_ High School

\_\_\_\_ Confirmation (Grade \_\_\_\_\_)

\_\_\_\_ College/Young Adult

\_\_\_\_ Altar Servers

\_\_\_\_ Other: \_\_\_\_\_

Birthday (Month/Day): \_\_\_\_\_

Marriage Anniversary (if applicable): \_\_\_\_\_

Children's names and ages (if applicable): \_\_\_\_\_

Favorite Snack and Favorite Drink: \_\_\_\_\_

**We want to keep  
you informed!**







# Archdiocese of Louisville

## Permission and Photo Release Form

I, \_\_\_\_\_ parent/guardian request that  
my child \_\_\_\_\_ be allowed to participate in  
the \_\_\_\_\_ activity/event on  
(date) \_\_\_\_\_ sponsored by the Archdiocese of  
Louisville Office of Youth and Young Adult Ministry. The programmatic/education purpose of  
this activity is the experience of  
\_\_\_\_\_.

I further give my permission for my child to ride in any vehicle designated by the adult in whose  
care my child has been entrusted while participating in the above activities.

In consideration of permitting my child to attend and/or participate, I do hereby, for myself and  
my child (children) waive and release any and all claims that I might have against the  
Archdiocese of Louisville Office of Youth and Young Adult Ministry and any designated driver of  
a van, bus, car or vehicle, for any and all injuries or losses suffered by said child (children) while  
engaged in the above activities.

In case of any medical emergency, I understand that every effort will be made to contact the  
parents or guardians of the child participating in the Youth Ministry programming of the parish.  
In the event that I cannot be reached, I give permission to the Archdiocese of Louisville Office of  
Youth and Young Adult Ministry to hospitalize, secure proper treatment for, and to order  
injection, anesthesia or surgery for my child, as named herein.

**Signature of Parent/Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Home Phone** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_

**Emergency Phone** \_\_\_\_\_ **Parish** \_\_\_\_\_

\_\_\_\_\_ Yes, I give permission for my child to be photographed and/or video-recorded and that  
these images may be used for diocesan publications, web site, newsletters, Record articles, and  
posters.

\_\_\_\_\_ No, I do not give permission for my child to be photographed/video-recorded.

Please return this form to your parish youth minister, if instructed to do so, or to:

Office of Youth and Young Adult Ministry  
Maloney Center  
1200 South Shelby Street  
Louisville, KY 40203-2600

# Archdiocese of Louisville Health Form

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Male \_\_\_ Female \_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Is your son/daughter in general good health and able to participate in all normal activities?  
\_\_\_\_\_ Yes \_\_\_\_\_ No If No, please submit a statement indicating limitations.

Please give date of most recent physical examination \_\_\_\_\_

Family Physician or Clinic \_\_\_\_\_

## Immunization History:

Please give dates for the following

DPT \_\_\_\_\_ DPT Booster \_\_\_\_\_

Tetanus Booster \_\_\_\_\_ Polio Series \_\_\_\_\_

Polio Booster \_\_\_\_\_

Please answer the following that apply to your son/daughter.

**Allergies:** \_\_\_\_\_ Yes \_\_\_\_\_ No

My child is allergic to: \_\_\_\_\_

Is your child currently taking any medication? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, list type of medicine: \_\_\_\_\_

Do we have permission to dispense Tylenol, if needed? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please notify the **Coordinator of Youth Ministry** if your son/daughter is exposed to any communicable disease during the three week prior to attendance of an activity.

In case of any medical emergency, I understand that every effort will be made to contact the parents or guardians of the child participating in **the Youth Ministry programming of the parish**. In the event that I cannot be reached, I hereby give permission to the physician selected by **the Coordinator of Youth Ministry** to hospitalize, secure proper treatment for, and to order injections, anesthesia or surgery for my child, as named herein.

Signature of Parent/Guardian \_\_\_\_\_

Date: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_

Evening Telephone Number: \_\_\_\_\_

Family Health Insurance Provider: \_\_\_\_\_

Policy Number: \_\_\_\_\_

## Sample Small Group/Youth Meeting Plan on Friendship

Needs: Pens, Paper, Prize for Game, Roll of Paper, Markers, Projector, Computer

20 Minutes    Gather: Allow youth to gather and hang out the first fifteen minutes. Once fifteen minutes has passed, have them gather at the couches. Go around and have them introduce themselves (name, grade, school) and something good that's happened with them in the past week.

15 Minutes    Game/Icebreaker- . BFF Quiz  
-Ask for a few sets of best friends to come up on stage. Give them each a piece of paper and pens and then have them write down their answers on the paper. Then, compare the answers. The team with the most answers the same wins a prize!  
When was the last time you laughed uncontrollably?  
What are you most afraid of?  
What do you want to be when you're older?  
What's your favorite food?  
What's your favorite color?  
What was the last movie you saw in a movie theater?  
Have you ever stolen anything?  
When's your birthday?  
What's your favorite hobby?  
What is your favorite class in school?

20 Minutes    Have the youth gather back around the couches.  
Ask the youth how they would describe what a friend is to someone.  
Explain that we are going to build the perfect friend. Have a smaller student lay down on the paper and another student trace their outline on the paper with the marker. Then, have the group brainstorm the qualities of a good friend and write them where they would make sense on the drawing (i.e. a good listener written on one of the ears, etc.)

Once this is finished, read Matthew 22:36-40 and ask the following questions:

- What does this scripture passage have to do with friendship?
- Does love your neighbor mean always liking them?
- Does loving someone involve getting immersed in their life?
- Why do you think people today struggle with loving their neighbor? Could it be related to a struggle loving themselves?

10 Minutes Break

20 Minutes    Going Deeper Group Discussion Time

Watch Don't Have Any Friends? On youtube from Fr. Mike Schmitz which can be found at [https://www.youtube.com/watch?v=WvXalQ\\_1-8Y&t=4s](https://www.youtube.com/watch?v=WvXalQ_1-8Y&t=4s)

After the video, ask the youth the following questions:

-Father Mike points out three types of friends: pleasant, useful and virtuous. He points out that pleasant and useful are good but they are both flimsy and fleeting. The thing that united them is not big enough to go deep or last a lifetime.

-What stood out to you from the video? What did he say that challenged you or made you think?  
 -Think about your friendships-Who are your useful friends? Who are your pleasant friends? Who are your virtuous friends?  
 -Father Mike points out that the number one ingredient for friendship is time. Think about how you spend your life. If someone looked at your life from the outside, what friendships would they see you putting your time into?

Our goal in youth ministry is to create virtuous friends and over the next three weeks, we hope to foster a habit to help with this. What we are going to do is to add a piece to the start of the drop-in I'm calling the prayer tree. Each week, you will be given the option to add your finger print to the tree and share one of three things:

1. Red- Hurt they are experiencing; either one they have caused someone else or one that someone has caused them
2. Green (things that help you grow and thrive)- Something that is a Blessing
3. Brown (things that are causing you to wither)- Something that is a Struggle

Remind the kids that this is not a counseling session but rather a time to share with one another's lives.

- |            |   |
|------------|---|
| 10 Minutes | <p>Saint of the Day: Saint John the Apostle<br/>         St. John is probably most well know for, but did you know he is also the patron saint of friendship? What do you all know about St. John?<br/>         (Allow Youth Time to Answer)<br/>         St. John was one of the original Twelve Apostles called by Jesus himself and was the brother of St. James. He is thought to have been the Apostle that lived the longest and the only one of the original twelve to not die a martyr's death. St. John, along with St. Peter, were the only two Apostles sent by Jesus to make the preparations for the Last Supper. He was the only one who stood by Jesus during his crucifixion and Jesus even asked him to watch over Mary after his death. After he was banished to the Island of Patmos by the Romans for his religious beliefs, it is thought that John wrote the book of Revelations.</p> |
| 10 Minutes | Youth Clean Up  |
| 5 Minutes  | Pray- Have youth gather in a circle and lead a spontaneous prayer having each of them add one thing that they would like to pray for.   |
| 8:55-9:00  | Clean Up and Leave- Handout form to each person with questions and information about the night to give to their parents so that they can have a discussion at home about the issues we talked about tonight.  |

Information Form to be Handed Out to Parents: (this could be put on a half sheet of paper with pictures of current flyers on the opposite side to send home with the youth at the end of the event.)

Hey Parents! Tonight's youth minisity was all about friendship. We looked at what a friend is, what makes a good friend and the different types of friends. We watched a video from Father Mike Schmitz which can be found on youtube at

[https://www.youtube.com/watch?v=WvXalQ\\_1-8Y&t=4s](https://www.youtube.com/watch?v=WvXalQ_1-8Y&t=4s) called Don't Have Any Friends?

Below are some questions that might help you talk about the night with your child.

- What are the qualities of a good friend that we wrote on our perfect friend we created?
- What is a useful friend? What is a pleasant friend? What is a virtuous friend?
- Who are the virtuous friends in your life?
- What is one thing now you are struggling with that you can pray for (not fix but pray for)?

Scriptural References We Used: Matthew 22:36-40

Saint of the Week: Saint John

**Note: Need more ideas or outlines for youth nights or struggling to come up with your own ideas, contact the Archdiocesan Youth and Young Adult Ministry for support.**

## Sample Budget Worksheet

When planning your budget, it is important that you think about including the following for each event:

- Any Speaker/Presenter Fees
- Rental Fees for Space (if off campus)
- Activity Fees
- Food Cost
- Transportation Costs (buses, gas, rental vehicles)
- T-Shirts
- Supplies Needed for Event
- Will your adult companions have to pay or will this cost be covered by the parish or by the fees you are charging the youth?
- What will be the total cost per person for the event?
- What will the participants portion of the total cost per person be?
- What will the parish portion of this cost per person be?

When composing your overall budget for the year, it is helpful to think through the planning for each event and give your best guess of what you think it is going to look like. Having the follow information will help to create your budget.

Event 1 Name \_\_\_\_\_

Total Cost: \_\_\_\_\_ Income from Youth: \_\_\_\_\_ Parish Support: \_\_\_\_\_

Event 2 Name \_\_\_\_\_

Total Cost: \_\_\_\_\_ Income from Youth: \_\_\_\_\_ Parish Support: \_\_\_\_\_

Event 3 Name \_\_\_\_\_

Total Cost: \_\_\_\_\_ Income from Youth: \_\_\_\_\_ Parish Support: \_\_\_\_\_

Event 4 Name \_\_\_\_\_

Total Cost: \_\_\_\_\_ Income from Youth: \_\_\_\_\_ Parish Support: \_\_\_\_\_

Event 5 Name \_\_\_\_\_

Total Cost: \_\_\_\_\_ Income from Youth: \_\_\_\_\_ Parish Support: \_\_\_\_\_

You may also want to include any costs that might be associated with the following

- Any professional development you may want to participate in for the year
- Any resources that you may foresee needing for the year
- Any volunteer/parent development that you may want to provide during the year

## Sample Rules and Guidelines

Every youth ministry program has their own rules and guidelines that they abide by when they meet. The following are some samples of ones that are common amongst many of our youth ministers. You may adapt or use them as you see fit for your group.

### Sample Rules for Theme Parks- Jr. High

1. Language and how we speak to one another and those outside the group needs to be youth ministry appropriate.
2. Youth will divide into groups of no more than 8 students and 1 adult. They must stay in these groups all day. There is no switching of groups.
3. No one is to leave their adult at any point throughout the day. If you are found wandering without an adult you will get stuck with the parent who finds you and at the next check in you will be given to Sean and not allowed to leave him the rest of the day.
4. We will have 2 check-in times throughout the day. Please show up to these on time.
5. Hydration and Sunscreen- Please put sunscreen on regularly and stop for water every chance you get. They will give you free water at any concession stand. Please be smart. It's hot out there and you can get overheated and dehydrated easily. We have had people pass out from dehydration please do not try to be a hero and not drink anything. You are old enough that we are trusting you to do both of these. So please be smart and do not become a lobster. Soda may only be drank at lunch and dinner time. It will DEHYDRATE YOU!
6. Cell phones-No one should have a cell phone out today at all today except to take pictures. Please chaperones help us in keeping this rule honored. And this also means no headphones. Enjoy your time with your friends!
7. If there is an emergency, please go to the nearest park employee and have our leader paged.
8. Have Fun!

### Rules for Theme Parks- High School

1. Language and how we speak to one another and those outside the group needs to be youth ministry appropriate.
2. Youth will divide into groups of no less than three people. They must stay in these groups all day. No one is to be found wandering without a group. If they are they must stay with the adult who finds them.
3. We will have 2 check-in times throughout the day. Please do not be late to these. Check ins will be at \_\_\_\_\_.
4. Food, Hydration and Sunscreen- Please put sunscreen on regularly and stop for water every chance you get. They will give you free water at any concession stand. Please be smart. It's hot out there and you can get overheated and dehydrated easily. We have had people pass out from dehydration please do not try to be a hero and not drink anything. You are old enough that we are trusting you to do both of these. So please be smart and do not become a lobster. Also, please eat lunch and dinner today. It is going to be a long day so please be smart.
5. Cell phones-No one should have a cell phone out today at all today except to take pictures. There are no exceptions. And please keep your headphones away and enjoy the time with one another.
6. If there is an emergency, please go to the nearest park employee and have the group leader paged.
7. Have Fun!

### Sample Guidelines/Rules for Youth Nights

We the Community of \_\_\_\_ Youth Ministry agree to the following Youth Ministry Rules:

- Stay Focused on the Discussion Taking Place
- Show Up on Time and Prepared
- Cell Phones MUST Be Turned Off Unless We Are Asked to Use Them
- Clothing Must Be Appropriate
- No Purple, Hot Pink, or Navy Blue (a.k.a. no hand holding, kissing, snuggling, etc.)
- Be Yourself
- Live out the Golden Rule
- Listen if Others are Talking
- Respect Others Personal Space
- Pick up After Yourself (There is NO cleaning crew in this building!)
- 1 Put Down = 3 Put Ups
- Language, Music, and Conversation Must Be Youth Ministry Appropriate
- When A Leader Or Other Youth Speaks, Be Quiet
- Snacks can only be gotten during snack breaks not during meeting times

### Sample Retreat Guidelines/Rules

1. Respect: Respecting one another, one another's possessions and the retreat center is the most important rule. All other rules flow from this rule.
2. Participate and Don't Anticipate: The leaders have an amazing weekend planned for you all. Please don't worry about what's coming next, the leaders will make sure that the group is on track and schedule throughout the retreat.
3. No Cell Phones: We realize some of you may have brought a cell phone with you, please keep them off or in your pocket unless you are taking pictures.
4. Lights out means quiet: This weekend is going to be an amazing weekend, but it will probably be exhausting. Please be quiet when the lights go out at night.
5. Never travel alone: Please travel in groups of three or more in case something happens. This way one person can stay with the injured person and the other can go for help. Also, please let a leader know where you are going as a group, so we are not spending time trying to find you if it's time to start an activity.
6. Gender Specific Cabins Means...No boys in the girl's cabin or vice-versa. This is an immediate all-expense paid trip home if you violate this expectation.
7. Alcohol and Drugs: And on the topic of an all-expense paid trip home by your parents, possessing drugs or alcohol also means a trip home.
8. Please be on Time: Your leaders will give you warnings on when we are going to begin activities or breakfast. Please be on Time out of respect to the others on the retreat.
9. Challenge By Choice: We know that you are all here for different reasons. We want to challenge you to step outside of your normal circle of friends and where you are comfortable to try new things.
10. Listening to One Another: Please be attentive during the talks, prayers and small group discussions. We all agree, including the leaders, to listen to whomever has the floor. So please respect them.
11. Keep an Open Mind: God speaks to us in so many ways, challenge yourself this weekend to try something new and find God active in that situation. Nothing we do this weekend will place you in harm's way.
12. Relationships: You may find someone you like here on retreat or even someone you eventually fall in love with. You can begin to pursue that after this retreat. This retreat is about you and your relationship with God not the cute person sitting



next to you. So no hand holding, kissing, making out, etc. on retreat.

-If you have brought someone with you that you are dating, that's great, but we don't want to know through your actions that you are together.

13. Confidentiality: Everything said here on retreat is said in confidentiality and we ask that you help to keep things that way.

14. Have Fun!: This is going to be a great retreat here with one another and God. Just like sports or school, we get out of the retreat what we put into it. That's why it's called practicing our faith not sitting with our faith.

## Sample Lock-In Plan

Lock-Ins can be a great event for fellowship, team building, service, worship and much more. There are some places in Louisville that some of our youth ministers have found conducive to hosting a lock-in. They are Main Event, Malibu Jack's, and the Fun Dome. Other youth ministers prefer to host a lock-in at their parish facility to help with cost. Below, you will find a sample of a lock-in schedule and the activities that went with it. This is merely a sample that may be helpful when/if you plan a lock-in at your parish and not the only way to provide a lock-in.

6:00 pm	Set Up for the Night
7:00	Participants Arrive
7:00-7:30	Hang Out
7:30-8:30	Games Outside/ Campfire with S'mores
8:30-10:30	Craft/Painting Projects
11:00-Midnight	Jeopardy Game!
Midnight	Pizza Arrives
12:30-2:45	Games in the Youth Center -Among Us Tournament, Video Games and Service Projects
3:00-3:30	Adoration in Chapel
3:30-6:00	Movie, Video Game Tourney and Games in Youth Center
4:00	Ice Cream Sundae Bar
6:30-7:00	Clean Up Youth Center
7:00	Closing Prayer and Youth Go Home
7:30	Sleep!!!!

### Youth Ministry Scavenger Hunt

RULE #1 Using your camera, choose as many of the following situations for a picture.

RULE #2 All members of your group must appear in each picture except for the person who is shooting the picture or when specified.

RULE #3 To receive 50 Bonus points you must be at \_\_\_\_\_ by \_\_\_\_\_

RULE #4 All teams must stay together at all times, drive safely & all members must wear seat belts.

RULE #5 All Items/Things you are to take a picture with must be real and cannot be a toy or a picture of that object/thing.

GOOD LUCK

1. Take a picture of your group with a police car. (20 points)  
With a police man or woman in uniform (35 points) with canine (45points)
2. Take a picture of your group in an elevator. (20 points)
3. Take a picture of your group with a horse. (20 points)  
Group on a horse or horses (30 points) additional
4. Take a picture of your group all gathered in someone's shower (with your clothes on) (20 points)
5. Take a picture of your group dressed as super heroes (30 points)
6. Take a picture of your group making pizza in the kitchen of an actual pizza restaurant. (100 points)
7. Take a picture of your group on the play equipment in a park. (St. Michael does not count) (15 points)

8. Take a picture of your group in front of a church. (10 points)  
With a priest or minister. (25 points)
9. Take a picture of your group with a boat. (10 points)  
With entire group in the boat (25 points)
10. Take a picture of your group with a fire truck. (15 points)  
all on the fire truck with a firefighter (30 points)
11. Take a picture of your group sitting in a convertible with the top down. (20 points)
12. Take a picture of your group with a cat or dog. (15 points) With both a cat & dog ( 25 points)  
Additional 10 points for photo with a real cat and or dog
13. Take a picture of your group with a motorcycle (20 points)  
Additional 10 points for photo with a real motorcycle  
With the owner of motorcycle ( 30 points)
14. Take a picture of your group in front of any group members home. (15 points)
15. Take a picture of your group in front of a sign with the word Yield in it. (20 points)
16. Take a picture of our group all blowing a bubble with bubble gum at the same time. (15 points)
17. Take a picture of your group with everyone in the air. (20 points)
18. Take a picture of your group making a pyramid all members including driver. (25 points)
19. Bring back a takeout menu from a restaurant. DO NOT STEAL A REGULAR MENU! (40 points)
20. Take a picture of your group in a gazebo. (20 points)
21. Take a picture of your group with a local celebrity (10-100 points depending on the celebrity)
22. Take a picture of your group with a tractor. (20 points)  
additional 10 points for photo with a real tractor
23. Take a picture of your group wearing paper pirate hats made from newspapers. (25 Points)
24. Take a picture of your group in front of a historical marker (25 points)
25. Take a picture of your group finding a person or people who has in their wallet or purse a candle, movie ticket stub, roll of quarters, bright red lip stick, rubber band, safety pin, paper clip, toothbrush, band-aid, business card from a home builder. (10 points each)
26. Take a picture of your group playing in a sand box. (20 points)
27. Take a picture of your group trying on sunglasses in a store (30 points)
28. Take a picture of your group each person acting out different sport with a sport item. (25 points)
29. Take a picture of your group with a member from another team (20 points)
30. Take a picture of your group all in a phone booth. (1000 points)
31. Take a picture of your entire group bagging groceries. (20 points)
32. Take a picture of your group with a mannequin (45 Points)
33. Take a picture of your group all standing on your heads. (30 points)
34. Take a picture of your group with an exotic pet. (35 points)  
Additional 10 points for photo with the real pet
35. Take a picture of your group with a statue of a person. (35 points)
36. Take a video of your group singing a Christmas song. (10 points)
37. Take a picture of your group doing at least 3 of the things listed above at same time. (Add 100 points)
38. Take a picture of your group doing an act of random kindness. (Points will be awarded for creativity 10 - 100)
39. Come back wearing Halloween Costumes (20 per Person in Costume)
40. Take a video of your group all saying 1 Timothy 4:12 from memory. (50 points)

# Youth Ministry Event Planning Sheet

Event Name: \_\_\_\_\_ Date: \_\_\_\_\_

Main Focus of Event (Circle)

Faith Fellowship Service

Organizers Names

\_\_\_\_\_

Event Location and Address

\_\_\_\_\_

Transportation Needed (Circle)

Meeting There Drivers

Driver's Names:

\_\_\_\_\_

Supplies Needed and Who is

In Charge of Getting Them:

- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

Things to Do Before Event

- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

How are We Advertising?

\_\_\_\_\_

Who is doing this?

\_\_\_\_\_

Coordinator of Youth Ministry Ok for Event: \_\_\_\_\_

\_\_\_\_\_

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There is no text or other markings on the paper.

**Sample**

**Event Evaluation Form**

Event Name \_\_\_\_\_ Date: \_\_\_\_\_

Things that went well...

Things that Could be Improved...

Other Thoughts or Comments on the Event...

Overall Rating of the Event...

Poor

1

2

3

4

5

6

7

8

9

Amazing!

10

## Sample Coordinator of Youth Ministry Job Description

### Responsibilities Include But Are Not Limited To...

- Implement and plan the High School and Jr. High Ministry
- Coordinate the supplies needed for events
- Coordinate volunteers to be within the youth to adult ratio put forth by the Archdiocese
- Lead a leadership team of youth and adults to plan and implement all youth programming
- Attend Monthly Archdiocese Youth Ministry Meetings
- Attend High School Lunch Visits Throughout the Year
- Coordinate Mission Trips and Service Opportunities for Youth
- Plan and implement the retreat program for middle and high school
- Plan and Implement the Confirmation Retreat Programming (Three a Year)
- Lead Youth in trips to the Archdiocesan Youth Rally and the National Catholic Youth Conference
- Be present at and work together with school ministry to support or middle school students
- Maintain the Youth Ministry Website and Social Media Outlets
- Communicate to staff and the larger parish community about youth ministry activities
- Work with the leadership team to create yearly and three-year goals for Youth Ministry
- Work with parish ministries to encourage and connect students to serve with them

### Qualifications: Abilities Needed

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, ability or physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

- Work with a team and delegate appropriate tasks with clear direction.
- A Background Check and Completion of Archdiocesan Safe Environment Program
- Education and/or Experience:  
B.A. in Theology, Pastoral Ministry, or related field is preferred, knowledge of Catholic teachings, catechesis and documents on youth ministry.
- Language Skills:  
Strong verbal and written communication skills; proficiency in composing reports, correspondence and letters and in publishing e-newsletters and flyers, ability to develop and facilitate junior high programs.
- Computational Skills:  
Ability to read, prepare, and manage budgets for events and programs.
- Reasoning Ability:  
Ability to solve problems, make sound decisions, and deal with a variety of concrete variables.

- **Technical Skills:**  
Proficiency in Word, Excel, Publisher, Microsoft Office, and Ability to Maintain a Website
- **Certificates, Licenses, Registrations:**  
Archdiocesan Certificate in Youth Ministry
- **Physical Demands:**  
While performing the duties of this job, the employee must be able to transport materials and equipment (up to 30 pounds) to and from various locations. The employee is regularly required to sit for extended periods of time, use hands in repetitive motion tasks, handle objects, talk and hear. Specific vision abilities required include close vision, depth perception and ability to adjust focus.
- **Working Conditions:**  
The employee is required to be physically present in the office in order to complete office task, be available to work outside of regular business hours as required. The employee must be able to work cooperatively with other members of the staff and with youth leaders and volunteers. The employee must be able to multitask.
- **Other Requirements:**  
The employee must have knowledge of Church structure and culture. The employee must have knowledge of current youth culture and current trends and issues within those cultures. Requires the ability to maintain confidentiality.

### Relationships

- Pastor- Immediate supervisor
- Parish Staff—close cooperation and communication and seek staff involvement and input when appropriate
- Youth Leadership Team—close support and involvement
- Parents and Parishioners—regular communication and seek input as appropriate
- Archdiocesan Offices—regular communications, adherence to Archdiocesan policies



Name : \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

Address: \_\_\_\_\_ Birthday: \_\_\_\_\_

Names on Social Media (facebook, Twitter, instagram): \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Best Way to Reach You: \_\_\_\_\_

**How Would You Describe Your Relationship With God Right Now?**

- ☐ Distant Relative
- ☐ Close Friend
- ☐ Best Friend
- ☐ Someone You Go To When You Need Something
- ☐ Non-Existant

**If you were a real life super hero, what would your friends say your super powers are?****What is your favorite way to learn new things?****Name three things that you want to work on to grow in your relationship with God this year:**

1.

2.

3.

**Keeping these three things in mind, look at the list of programs offered and spiritual exercises that you can do to help acheive these goals on the backside of this sheet. Below, write those things that you are going to do from the back to meet these three goals:**

1.

2.

3.

### **Seeker- One Who Is Looking for Answers to Questions of Faith**

#### **Spiritual Practices**

- Attend Mass Weekly
- Pray Before Bed Each Night
- Read a Bible Passage Daily
- Go to Confession Once this Year On Your Own

#### **Programs to Help You Grow**

- Attend Weekly Drop-Ins
- Attend a One Day Retreat
- Attend One Day Conference (Arch Lou CYC, etc.)
- Attend a Christian Concert
- Attend a Christian Music Festival
- Do a One Day Service Event

### **Disciple- One Who is Listening, Learning and Following Their Faith**

#### **Spiritual Practices**

- Get Involved with a Ministry at Mass
  - Music, Hospitality, Liturgy
- Serve on the Outreach Team
- Journal Daily
- Pray a Daily Devotional
- Attend Confession Regularly
- Read a Book about Your Faith

#### **Programs to Help You Grow**

- Serve on a Weekend Mission trip
- Attend a Full Weekend Retreat
- Serve on the Youth Ministry Leadership Team
- Mentor in Jr. High Program
- Attend a Bible Study
- Help Take Hats or Food To Saint Vincent dePaul Downtown or St. John's Day Center
- Give a Reflection on Retreat
- Write Journal for a Trip

### **Apostle- One Who is Sent Out and Inviting Others to Join Them in Their Faith**

#### **Spiritual Practices**

- Pray the Liturgy of the Hours Daily
- Take a personal retreat day
- Invite a Friend to Church or a Church Function With You
- Start a Book Club Using a Book About Faith with Your Friends
- Start a Bible Study With Your Friends
- Start a Prayer Group With Your Friends
- Find a Spiritual Director

#### **Programs to Help You Grow**

- Attend National Catholic Youth Conference
- Serve on a Full Week Mission Trip
- Christian Leadership Institute
- One Bread/ One Cup
- Notre Dame Vision
- Serve on Guatemala Mission Trip
- Give a Reflection on a Retreat