

The Future
Is Here...



The Future
Is Now!

Catholic Youth Ministry
Archdiocese Of Galveston-Houston

**HANDBOOK
FOR
CATHOLIC
YOUTH
MINISTRY**

**Office of
Youth
Ministry**

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**Third Edition
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This publication of policies and procedures for Youth Ministry (Third Edition) is a comprehensive handbook to assist parishes develop effective and safe youth ministry programming here in the Archdiocese of Galveston-Houston. Information has been gathered in response to requests by pastors and youth ministry leaders for basic information and clear policies and procedures approved by the Archdiocese to be followed in their parish youth ministry programs.

The following documents were referenced in the development of the handbook:

Renewing the Vision: A Framework for Catholic Youth Ministry (USCCB); National Directory for Catechesis (USCCB), The Challenge of Catholic Youth Evangelization: Called to be Witnesses and Storytellers (NFCYM); National Certification Standards for Lay Ecclesial Ministers (NFCYM, NCCL, NALM)

Our hope is that this handbook will assist and encourage Youth Ministry Leaders in carrying out the Church's mission among the youth.

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OFFICE OF YOUTH MINISTRY MISSION STATEMENT

The Office of Youth Ministry, a department within the Secretariat for Pastoral and Educational Ministries in the Archdiocese of Galveston-Houston is inspired by the Holy Spirit and guided by Sacred Scripture, Tradition, documents of the Catholic Church, the Mission of the Archdiocese, and *Renewing the Vision: A Framework for Catholic Youth Ministry* to provide leadership formation and to promote and foster ministry with adolescents. (February 16, 2005)

Goals

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

VISION

The Office of Youth Ministry provides an integrated vision of Church expressed through the following aspects of ministry with adolescents:

- ⇒ Developmentally Appropriate
- ⇒ Family Friendly
- ⇒ Intergenerational
- ⇒ Multicultural
- ⇒ Community-wide Collaboration
- ⇒ Leadership
- ⇒ Flexible and Adaptable Programming

COMPREHENSIVE YOUTH MINISTRY

During the adolescent period of transition from childhood to adulthood, adolescents benefit from support systems that encourage and challenge them. Youth Ministry seeks to draw young people into the supportive experience of a Catholic Community.

Renewing the Vision identifies eight components of youth ministry: Advocacy, Catechesis, Community Life, Evangelization, Justice & Service, Leadership Development, Pastoral Care, and Prayer and Worship. Comprehensive youth ministry provides an approach that integrates the eight components into a framework of support, while encouraging creativity in developing programs, activities, and strategies.

NOTE: For the purposes of this document an adolescent is considered to be an individual attending grades 6 through 12, approximately 11 through 18 years-of-age. Reminder: Individuals who have attained the age of 18 are legally adults.

OFFICE OF YOUTH MINISTRY SERVICES

The Archdiocesan Office of Youth Ministry provides these services to parishes:

FORMATION SERVICES TO ADULTS

- ◆ Adolescent Catechesis Coordinator and Catechist Formation
- ◆ Archdiocesan Conference on Catholic Youth Ministry (ACCYM)
- ◆ Basic Certificate in Youth Ministry
- ◆ Confirmation Coordinator and Catechist Formation
- ◆ CYM Connect
- ◆ CYM Retreat
- ◆ Human Sexuality Catechesis Formation
- ◆ In-service on Ministry with Younger Adolescents
- ◆ Newsletter and Email Updates
- ◆ Professional Growth Days
- ◆ Parish consultation and in-service workshops upon request
- ◆ Youth Ministry Leadership Institute

SUPPORT SERVICES

- ◆ Appreciation and Youth Ministry Recognition Dinner
- ◆ Archdiocesan Evangelization Team (local retreat service)
- ◆ Archdiocesan Inter-Departmental Collaboration
- ◆ Communication and collaboration with Region 10 Catholic Youth Ministry
- ◆ Communication and collaboration with the National Federation for Catholic Youth Ministry (N.F.C.Y.M.)
- ◆ Implementation of the National Black Catholic Pastoral Plan
- ◆ Implementation De El Plan Pastoral Hispana
- ◆ N.E.T.—National Evangelization Team
- ◆ OYM presence at Deanery Meetings
- ◆ Resources: personnel, documents, and publications
- ◆ Scouting Committees (Boys & Girls)

FORMATION SERVICES TO YOUNGER ADOLESCENTS

- ◆ Junior High Youth Rally
- ◆ The Quest (Leadership Formation Program for Younger Adolescents)
- ◆ Extreme Challenge (Junior High Field Day)
- ◆ Peacemakers (Catholic Social Teaching Program for Younger Adolescents)

FORMATION SERVICES TO OLDER ADOLESCENTS

- ◆ African American Youth Day
- ◆ Archdiocesan Youth Council-Youth Ambassadors for Christ (YAC)
- ◆ Archdiocesan Youth Conference (AYC)
- ◆ CSI Catholic Summer Immersion (Justice and Peace Formation for Youth)
- ◆ Creating Sacred Space: Retreat Formation
- ◆ Esperanza: Hispanic Youth Retreats (Spanish and Bilingual)
- ◆ FOUNDATION: Leadership Formation Program for Youth
- ◆ Hispanic Heritage Youth Day (HHYD)
- ◆ National Catholic Youth Conference (NCYC)
- ◆ Region 10 Catholic Youth Conference
- ◆ Youth Ministry Leadership Formation for Parish Teams (YMLF)

RENEWING THE VISION: A FRAMEWORK FOR CATHOLIC YOUTH MINISTRY

The Youth Ministry Leader (Director/Coordinator of Youth Ministry) is called to implement the three essential goals of the Church's ministry to adolescents, as defined in *Renewing the Vision*, (National Conference of Catholic Bishops, 1997):

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

RELATIONSHIP WITH NATIONAL AND REGIONAL LEADERSHIP

The Office of Youth Ministry staff participates in networking, planning and advocacy on the regional and national levels. Our Archdiocese is represented at semiannual meetings of Archdiocesan youth ministries from Region 10, which includes Arkansas, Oklahoma, and Texas.

The Archdiocese is also a member of the National Federation for Catholic Youth Ministry (NFCYM). The staff of the OYM participates in the annual meetings of the NFCYM, and contributes to committee work that guides the youth ministry agenda on a national level.

NATIONAL CERTIFICATION STANDARDS FOR LAY ECCLESIAL MINISTERS

The revised Code of Canon Law states that lay persons who devote themselves to special service in the Church are "obliged to acquire appropriate formation required to fulfill their function properly and to carry out this function conscientiously, eagerly, and diligently." (Canon 213)

In April, 2003 the National Federation for Catholic Youth Ministry (NFCYM), the National Association for Lay Ministry (NALM), and the National Conference for Catechetical Leadership (NCCL) jointly approved certification standards and core and specialized competencies for the ministerial roles represented by the organizations—Youth Ministry Leaders, catechetical leaders, pastoral associates, and parish life coordinators.

The National Certification Standards for Lay Ecclesial Ministers defines broad areas of ministerial competence as the norms by which an individual's ministerial competence may be assessed; a vision statement for each standard; core competencies that delineate specific knowledge, skills, abilities, attitudes, values, and/or traits required to fulfill certification standards; and specialized competencies expressed distinctly within the context of youth ministry.

NATIONAL CERTIFICATION STANDARDS FOR LAY ECCLESIAL MINISTERS

Certification Standard One: Personal and Spiritual Maturity

1a. A lay ecclesial minister demonstrates personal and spiritual maturity in ministry with the people of God.

Vision Statement

1b. A lay ecclesial minister exhibits personal maturity through a balanced lifestyle, a positive self-image, and appropriate relationships. The minister develops a spiritual maturity formed in theological reflection, based on Gospel values, and nurtured in private, communal, and liturgical prayer. The minister views God, church, and the world in a holistic manner and engages in communal worship and social justice.

Core Competencies

A lay ecclesial minister shall:

- 1.1 Discern and respond to the call of the Holy Spirit to live as a disciples of Jesus Christ.
- 1.2 Identify personal gifts and challenges through self-reflection and spiritual companioning.
- 1.3 Reflect commitment to the Gospel through regular prayer, ongoing study and theological reflection, action on behalf of justice, and fulfillment of ministerial responsibilities.
- 1.4 Discern and address current realities in the church and the world in light of the Gospel.
- 1.5 Give witness to an integrated spirituality formed by Scripture, theological reflection, prayer, and communal worship. (Congregation for the Clergy, United States Catholic Conference, GDC, USCC, Inc. 1997)
- 1.6 Relate respectfully with a diversity of persons, age groups, and cultures.
- 1.7 Engage in personal, life-long faith formation and continuing education.

Certification Standard Two: Lay Ecclesial Ministry Identity

2a. A lay ecclesial minister identifies the call to formal and public ministry as a vocation rooted in baptism. (USCC, Lay Ecclesial Ministry, 1999)

Vision Statement

2b. A lay ecclesial minister accepts ministerial vocation as a baptismal call from Christ mediated through the people of God. The minister acknowledge this call as affirmed, recognized, and nurtured by the church and the local community, as well as in ministerial and personal relationships.

Core Competencies

A lay ecclesial minister shall:

- 2.1 Develop ministerial goals integrated with Gospel values.
- 2.2 Maintain a support system and set responsible boundaries in order to balance ministry, community, family, and personal and pastoral relationships.
- 2.3 Accept and articulate one's ministerial vocation as coming from God and confirmed by the ecclesial community.
- 2.4 Model ecclesial ministry, collaboration, and leadership on the example of Jesus.
- 2.5 Identify with the universal church and its global mission so that all ministerial activity flows from that mission.

**Certification Standard Three:
Catholic Theology**

3a. A lay ecclesial minister integrates knowledge of Catholic faith within ministry.

Vision Statement

3b. A lay ecclesial minister's faith is formed in the Catholic theological tradition. Theological formation includes ongoing foundational education in revelation and sacred Scripture, Christology, Christian anthropology, sacramental theology, ecclesiology, pastoral theology and inculturation, moral theology, Catholic social teaching, spirituality, ecumenism, liturgy, and worship. A minister articulates and interprets a Catholic understanding of Scripture, tradition, and doctrine, and uses this knowledge to form a community of disciples engaged in the mission of the church.

Core Competencies

A lay ecclesial minister, using biblical, historical, doctrinal, and ecclesial sources, shall:

3.1 Know and integrate into ministerial practice a theology of revelation as embodied in Scripture, tradition, and creation by:

- 3.1.1 Utilizing the insights of Scripture and tradition as a resource for worship, evangelization, social justice, and theological reflection.
- 3.1.2 Explaining how the Scriptures were divinely inspired and were shaped by the ideas, laws, concepts, and texts of the people of God within their cultural context.
- 3.1.3 Identifying major themes and concepts in Scripture and tradition in light of church teaching, diverse cultural interpretation, and contemporary critical exegesis and hermeneutics.
- 3.1.4 Identifying the contents of major biblical texts and concepts and their relationship to one another and human experiences.

3.2 Know and integrate into ministerial practice a theology of God as one and triune, Jesus Christ, and the human person by:

- 3.2.1 Identifying the historical development and meanings of the credal statements associated with the three persons of the Trinity.
- 3.2.2 Describing the meanings and message of the paschal mystery.
- 3.2.3 Integrating basic principles of Christian anthropology—an understanding of human existence, nature, grace, sin, and redemption—into ministerial practice.
- 3.2.4 Describing the activity of the Spirit in the church and world.

3.3 Know and integrate into ministerial practice a theology of church as it developed through history by:

- 3.3.1 Demonstrating an ecclesiology of domestic church, parish, Archdiocesan church, and universal church.
- 3.3.2 Describing the nature and structure of the Catholic Church, including its apostolic origins, church as communion and sacrament, magisterium and authority, and mission.
- 3.3.3 Interpreting ecclesial events in the light of church history, Vatican II documents, and subsequent church teaching.
- 3.3.4 Explaining the role of Mary and the communion of saints in prayer and church tradition.
- 3.3.5 Articulating the vision for the inculturation of the Gospel and the new evangelization as expressed in current church documents. (USCCB documents and resources)

3.4 Know and integrate into ministerial practice a theology of liturgy/worship by:

- 3.4.1 Explaining basic liturgical principles, the liturgical year, liturgical ministries, the devotional and sacramental life of the church, and components of liturgical celebrations.
- 3.4.2 Utilizing pastoral and liturgical skills to design and, when appropriate, lead community prayer.

3.5 Know and integrate into ministerial practice a theology of sacraments by:

- 3.5.1 Identifying major sacramental concepts, including Jesus as the primordial sacrament, the sacramental nature of the church, and the development and meaning of the seven sacraments.
- 3.5.2 Explaining the meaning of the sacraments as celebrations of the paschal mystery and of grace.

- 3.6 Know and integrate into ministerial practice a theology of pastoral ministry by:
 - 3.6.1 Articulating pastoral responses that invite the community into discipleship and witness according to the pastoral needs of people from various cultures.
 - 3.6.2 Demonstrating skill in theological reflection.
 - 3.6.3 Understanding a theology of pastoral ministry that supports collaboration among bishops, presbyters, deacons, lay ecclesial ministers, and all the people of God.
- 3.7 Know and integrate into ministerial practice a theology of the moral life, including Catholic social teaching for the transformation of church and society by:
 - 3.7.1 Articulating the principles for Catholic moral teaching and personal moral decision-making.
 - 3.7.2 Articulating the basic principles of Catholic social teaching.
 - 3.7.3 Utilizing Catholic social teaching to read the signs of the times in both church and society.,
- 3.8 Know and integrate a theology of Catholic spirituality into prayer and ministerial practice by:
 - 3.8.1 Integrating into ministry an understanding and appreciation of diverse forms and multi-cultural expressions of individual and communal Catholic spirituality and prayer.
 - 3.8.2 Fostering the connection between spirituality and social action.
- 3.9 Know and integrate into ministerial practice a respectful understanding of ecumenism and other faith traditions by:
 - 3.9.1 Identifying the historical background of the church's moments of separation and its efforts towards unity.
 - 3.9.2 Promoting opportunities for dialogue, prayer, and actions for justice with others in ecumenical and interfaith contexts.

**Certification Standard Four:
Pastoral Praxis**

- 4a. A lay ecclesial minister engages in pastoral activity that promotes evangelization, faith formation, community, and pastoral care with sensitivity to diverse situations.

Vision Statement

- 4b. A lay ecclesial minister applies the process of pastoral praxis in building a community of disciples engaged in the transformation of society. The minister incorporates the dimensions of evangelization, faith formation, worship, inculturation, community, justice, and service within pastoral activities. The minister is an effective listener who fosters respect and compassionate care within diverse family, community, and cultural settings in the spirit of Gospel values.

Core Competencies

A lay ecclesial minister shall:

- 4.1 Implement the principles and processes of pastoral care by:
 - 4.1.1 Promoting celebrations of sacraments and all significant life-moments of individuals, groups, and cultures.
 - 4.1.2 Listening with empathy and solidarity in the spirit of Gospel values.
 - 4.1.3 Working toward inclusion of persons with disabilities in every area of parish life.
 - 4.1.4 Recognizing the signs of need for professional help in an individual and offering resources for assistance.
 - 4.1.5 Knowing the signs of physical, sexual, and psychological abuse and adhering to civil and ecclesial procedures for reporting abuse.
 - 4.1.6 Nurturing communities of wellness and responding to persons-at-risk in collaboration with other pastoral ministers through programs of prevention and pastoral care.
 - 4.1.7 Developing ways to respond to community crises in collaboration with other pastoral ministers and community resources.
- 4.2 Implement the principles and processes of evangelization and faith formation as outlined in the General Directory for Catechesis (Congregation for the Clergy, USCC, 1997), and other national and universal church documents.
- 4.3 Understand and appreciate the gifts diverse cultures bring to the faith community.

- 4.4 Foster multicultural faith experiences.
- 4.5 Integrate a family perspective and greater understanding of the diversity of family structures in ministry.
- 4.6 Empower others to develop and articulate their own personal faith and to identify and utilize their unique gifts.

Specialized Competencies

Youth Ministry Leader

The Youth Ministry Leader shall:

- 4.7 Demonstrate an understanding of the history, vision, goals, themes, and components of Catholic youth ministry as outlined in the U.S. bishops' pastoral plan and related church documents.
- 4.8 Utilize theories, models, processes and methods of Catholic youth ministry.
- 4.9 Demonstrate an understanding of adolescent developmental needs within the contexts of youth and popular cultures.
- 4.10 Model for and collaborate with the faith community in implementing the components of Catholic youth ministry by:
 - 4.10.1 Utilizing the aims, principles, processes, and methods of adolescent catechesis in implementing adolescent faith formation.
 - 4.10.2 Facilitating the development of community among youth, families, church and society.
 - 4.10.3 Inviting young people into intimate relationship with Jesus Christ and empowering them to live and witness as disciples in today's world.
 - 4.10.4 Engaging youth in the social mission of the church in accord with Catholic social teaching.
 - 4.10.5 Enabling healing, growth and healthy development of youth in their relationships.
 - 4.10.6 Enabling young people to celebrate and deepen their relationship with the triune God through individual and communal prayer and participation in the liturgical life of the church.
 - 4.10.7 Engaging the church and broader community in voicing and addressing the rights and needs of youth.
 - 4.10.8 Affirming and calling forth the gifts of youth and adult leaders and providing opportunities for their ongoing spiritual and leadership development.

Certification Standard Five: Professional Practice

- 5a. A lay ecclesial minister provides effective leadership, administration, and service, in the spirit of collaboration.

Vision Statement

- 5b. A lay ecclesial minister understands leadership theory and applies it in a ministerial setting. The minister demonstrates a knowledge of and ability to work with parish and Archdiocesan systems and structures. The minister recognizes the importance of administration of parish programs and uses appropriate resources. The minister lives by the code of ethics applicable to ministry and abides by civil and church law.

Core Competencies

A lay ecclesial minister shall:

- 5.1 Utilize leadership skills in ministry, including visioning, planning, communication, decision-making, delegation, and conflict management.
- 5.2 Demonstrate proficiency in the organization and administration of ministry programs.
- 5.3 Conduct self in a manner consistent with a professional code of ethics and the provisions of civil and church law.
- 5.4 Work effectively with parish and Archdiocesan personnel, systems, and structures.
- 5.5. Collaborate with the community leaders of the various cultural groups present in the parish or Archdiocese to develop culturally appropriate responses to particular pastoral needs.
- 5.6 Exhibit a spirit of discipleship in ministerial service.

YOUTH MINISTRY LEADER QUALIFICATIONS

A Youth Ministry Leader is anyone who serves in any of the following capacities within the Archdiocese of Galveston-Houston:

1. Director/Coordinator of Youth Ministry
2. Assistant Director/Coordinator of Youth Ministry
3. Director/Coordinator of High School Faith Formation
4. Director/Coordinator of Junior High/Middle School Faith Formation
5. Coordinator of Confirmation Preparation

The Office of Youth Ministry requires the following for all Youth Ministry Leaders.

1. An active Catholic in good standing with the Church with no impediment to full communion.
2. An active and visible member of a parish community.
3. A person who has working knowledge of Catholic teaching and morality.
4. A person of deep faith and prayer.
5. A person of good character, reputation, and record.
6. A person called to ministry with an understanding of vocation.
7. A person with working knowledge of the "Vision" of Comprehensive Youth Ministry.
8. A person with a commitment to continuing professional and ministerial formation.
9. A person who is skilled in human resource management and is willing to enable youth and adults to manage resources in order to achieve an effective integration of all dimensions of youth ministry.
10. A person who understands and can apply the principles and foundations of youth ministry.
11. A person who believes in, and continues to study, understand, and apply Catholic theology as the core of his/her ministry.
12. A person able to provide formation adapted to meet specific individual needs so that the spiritual growth and community involvement of the young person is both encouraged and enriched according to his/her abilities. (Reference: Pastoral Statement of U.S. Catholic Bishops on People with Disabilities (1978) and NCCB Guidelines for the Celebration of the Sacraments with Persons with Disabilities (1995).
13. A person who possesses effective leadership, communication, and interpersonal skills.
14. A person who is creative, self-motivated, and full of the joy of the Lord.
15. A person who is willing to deal with the absurdities of youth ministry (long weekends, late nights, etc).
16. Attend a *Protecting God's Children* seminar and become VIRTUS® trained within thirty (30) days of hire.
17. Archdiocese of Galveston-Houston Youth Ministry Basic Certification within one (1) year of hire.
18. Possess a valid State of Texas driver's license with proof of valid insurance.

Preventative Strategies

Self-knowledge

- The minister should clearly understand the dynamics of being male or female
- The minister should recognize his/her intimacy needs, arousal mechanisms, and the warning signs of the shift from pastoral interest to sexual interest.

Self-care

- The minister should develop a healthy way of living that avoids working long hours with little time for exercise, proper nutrition, sufficient sleep, recreation, friends, prayer, or reflective reading.
- The minister should maintain the boundaries of his/her professional commitment
- The minister should not try to assist anyone whose needs extend beyond his/her level of competence.

Self-disclosure

- The minister should maintain a regular program of spiritual direction or supervision.
- The minister should participate in a peer support group.

YOUTH MINISTRY LEADER QUALIFICATIONS

REQUIRED CREDENTIALS FOR THE PRIMARY YOUTH MINISTRY LEADER

1. The primary Youth Ministry Leader (Title of Director/Coordinator) must be **AT LEAST 25 years of age with a minimum of 2-3 years youth ministry experience.** This experience includes Administration/Budgeting, Comprehensive Youth Ministry Program Development, Recruitment and Formation of Volunteers, Relational Ministry, etc. The YML must also possess a minimum of a Bachelor's Degree in Theology, Religious Education, Youth Ministry, or Related Field (Education, Psychology, etc.). N.B. Those who were hired prior to this policy can be grand-parented in at the discretion of the pastor. If a candidate has not reached the age of 25 yet fulfills the requirements of the position, the pastor discusses the strengths and weaknesses of the candidate with the OYM Director prior to offer.

REQUIRED CREDENTIALS FOR THE ASSISTANT YOUTH MINISTRY LEADER

1. The assistant Youth Ministry Leader (Title of Assistant Director/Coordinator) must be **AT LEAST 21 years of age with a minimum of 1-2 years youth ministry experience** (e.g. Program development, implementation, relational ministry, etc.) and possesses a minimum of a Bachelor's Degree in Theology, Religious Education, Youth Ministry, or Related Field (Education, Psychology, etc.).

FORMATION REQUIREMENTS for the Youth Ministry Leader:

1. Attend a minimum of one retreat or day of prayer per year (CYM Retreat, Catechetical Leadership Days, etc)
2. Attend Catechist Days within their deanery
3. Completion of the Basic Certificate in Youth Ministry (BCYM) and Formation Toward Christian Ministry (FTCM) Formation Programs
4. Completion of the Human Sexuality Catechesis Formation
5. Seek Spiritual Direction
6. Participate in regular formation to update skills through the Archdiocese, university, and other agencies that provide training and formation opportunities for lay ecclesial leaders

This is a job description for a professional full-time primary Youth Ministry Leader who possess the title **Director/Coordinator of Youth Ministry**. It is the ideal in lieu of the competencies for a full time director/coordinator working in a parish. A job description should be written to meet the specific needs of the parish. Depending on the staff structure set by the pastor, this description may be divided among other parish Youth Ministry Leaders as listed on page 8.

SAMPLE JOB DESCRIPTION

- I. **Position Title:** Director/Coordinator of Youth Ministry
- II. **Primary Function of This Position:** The Director/Coordinator of Youth Ministry is responsible for coordinating the efforts of the Parish in providing Comprehensive Youth Ministry /Faith Formation for junior high and senior high youth.
- III. **Working Relationships:**
 - a. Accountable to the Pastor and functions as part of the Parish Pastoral Staff.
 - b. Assesses and continues developing Comprehensive Youth Ministry embracing advocacy, catechesis, community life, evangelization, justice and service, leadership development, prayer and worship, and pastoral care.
 - c. Maintains contact with the Archdiocesan Office of Youth Ministry, gains familiarity with Archdiocesan policies and guidelines, and attends Archdiocesan meetings.
 - d. Works in concert with heads of ministry, clergy, staff, parish council, and area schools.
 - e. Facilitates the harmonious working together of the various personnel and programs that embody the parish youth ministry efforts.
- IV. **Pastoral Staff Responsibilities:**
 - a. Maintains communication with the Pastor and other staff members.
 - b. Attends staff meetings and events.
 - c. Acts as staff resource person on issues relating to youth ministry and adolescent faith formation.
- V. **Administrative Responsibilities:**
 - a. Maintains communication with youth through bulletin announcements, event flyers, and newsletters.
 - b. Prepares and monitors a youth ministry budget.
 - c. Recruits, trains, and supervises all youth ministry personnel, including catechists.
 - d. Arranges for every minister to youth to be knowledgeable about the Archdiocesan Ethics and Personal Conduct Policy, Volunteer Code of Conduct, and to assure that the signed documents are maintained.
 - e. Arranges for every driver for youth ministry events to be in compliance with the Archdiocesan Fleet Policy, and to maintain the necessary documents.
 - f. Maintains a working inventory of all youth ministry resources, including textbooks, teacher's manuals, resource books, youth room furniture and supplies, athletic equipment, retreat kits, and general supplies.
 - g. Provides Medical and Liability Release forms for youth to participate in youth ministry sponsored events.
 - h. Offers sufficient training and referral resources to handle teens with special needs.
 - i. Maintains accurate records—student attendance, volunteer training, etc.
- VI. **Youth Oriented Areas of Responsibility:**
 - a. Designs and maintains a comprehensive youth ministry process to meet the needs of early and older adolescents (6th – 12th grades), and adapts to changes in the youth culture.
 - b. Presents programs designed for special needs (i.e., sexuality catechesis, drugs and alcohol awareness, depression and suicide prevention, etc.)

Advocacy

1. Stands with and speaks on behalf of young people and their families on public issues that affect their lives (education, health care, safe neighborhoods, etc.)
2. Encourages the parish to examine its practice of fully integrating early and older adolescents into the life of the Church.
3. Networks with other Coordinators of Youth Ministry (Deanery & Vicariate)
4. Coordinates the production and distribution of a youth ministry newsletter/update for teens and their parents.
5. Develops partnerships and initiatives with leaders to develop a shared vision and strategies for building a healthy community (schools, Covenant House, YMCA, YWCA, Boys and Girls Clubs of America, etc.)
6. Empowers young people by giving them a voice and calling them to responsibility and accountability (education, leadership training, skills building, etc.)
7. Encourages youth participation in Archdiocesan youth events (Archdiocesan Youth Conference, Junior High Youth Rally, Leadership Training, etc.)

Catechesis

1. Provides developmentally appropriate content and processes according to the Adolescent Catechesis Guidelines of the Archdiocese.
2. Integrates knowledge of the Catholic faith with the development of practical skills for living the faith in today's world.
3. Engages adolescents in the learning process by incorporating a variety of learning methods and activities through which they can explore and learn about Scripture and the Catholic faith.
4. Provides for real-life application of learning by helping youth apply the learning to living more faithfully.
5. Promotes family faith development through parish-school programs by providing parent education programs and resources, by incorporating a family perspective in catechetical programming, and by providing parent-adolescent and intergenerational catechetical programming.
6. Incorporates a variety of program approaches (parish at large, small group, home-based, self-directed, independent, etc.)
7. Explicitly invites young people to explore the possibility of a personal call to ministry and the beauty of the total gift of self for the sake of the Reign of God.

Community Life

1. Develops the friendship-making and friendship-maintaining skills of young people grounded in Christian values.
2. Engages adolescents in the life, activities, and ministries of the parish in meaningful and age-appropriate ways.
3. Creates an environment characterized by Gospel values that nurtures meaningful relationships among young people and between adolescents and adults.
4. Provides opportunities for multicultural community building that promotes respect for young people's racial and ethnic cultures and develops the skills for communication and understanding.
5. Provides avenues for adolescents to participate as members of the faith community and opportunities for the faith community to acknowledge, celebrate, and value its adolescent members.

Evangelization

1. Calls young people to follow Jesus in a life of discipleship.
2. Invites young people personally into the life and mission of the Catholic community.
3. Calls young people to be evangelizers of other young people, their families, and the community.

Justice and Service

1. Engages young people in discovering the call to justice and service in the Scriptures, in the life of Jesus, and in Catholic social teachings.
2. Involves adolescents and their families in actions of direct service to those in need and in efforts to address the causes of injustice and inequity.
3. Develops the assets, skills, and faith of young people by promoting Gospel values in their lifestyle choices.
4. Nurtures lifelong commitment to service and justice involvement.

Leadership Development

1. Develops a leadership system that invites, trains, supports, and nourishes adult and adolescent leaders and provides for the coordination throughout a comprehensive model.
2. Develops and nurtures adult leaders with solid theological understandings, relational and ministry skills, and organizational ability appropriate to their particular role in ministry with adolescents.
3. Empowers and enables all young people for leadership and ministry with their peers and with the larger church.

Pastoral Care

1. Develops the life skills of adolescents, such as relationship building, assertiveness, nonviolent conflict resolution, decision-making, and planning.
2. Creates networks of care and support for young people and their families.
3. Provides programs and resources for parent education and skills for effective parenting that incorporate understanding of adolescent development and family life cycle tasks.
4. Guides young people in making important life decisions.
5. Referral skills: knowing the support services and referral resources to promote healing.
6. Provides support and enrichment for adolescents and parents experiencing divorce, separation, or family problems.

Prayer and Worship

1. Plans and implements specific liturgical celebrations for youth.
2. Provides opportunities with parish worship committee for youth participation in parish liturgical celebrations and events.
3. Encourages and assists in the formation of youth as worship leaders.

This is a job description for a professional full-time assistant Youth Ministry Leader who possess the title **Assistant Director/Coordinator of Youth Ministry**.

SAMPLE JOB DESCRIPTION

Position Title: Assistant Director/Coordinator of Youth Ministry

Position Purpose:

To implement the three essential goals of the Church's ministry to adolescents:

- Empowering young people to live as disciples of Jesus Christ in our world today.
- Drawing young people to responsible participation in the life, mission, and work of the faith community.
- Fostering the personal and spiritual growth of each young person.

Primary Responsibilities:

- Will be under the supervision of the Director/Coordinator of Youth Ministry and will need to meet with this administrator on a regular basis.
- Assists in the designing and maintaining of a comprehensive youth ministry process in order to meet the needs of adolescents (6th to 12th grades).
- Assists in the planning and directing of the high school and middle school programs.
- Assists in the organization of all prayer, worship, and teaching of high school and middle school events.
- To assess and continue developing comprehensive youth ministry embracing advocacy, community life, evangelization, justice and service, leadership development, prayer and worship, and pastoral care.
- Maintain an active relational ministry with youth and their families.
- Maintain a flexible work schedule averaging forty (40) hours a week including evenings, weekends, and special occasions.
- Maintain communication with youth and their families through bulletin announcements, event flyers, newsletters, email, telephone, etc.
- Maintain accurate records– student attendance, permission forms, payments received, etc.
- To work collaboratively with parish heads of ministry, clergy, staff, parish council, and the Archdiocesan Office of Youth Ministry.

Qualifications & Requirements (See Pages 8-9)

PERSONAL APPEARANCE OF YOUTH MINISTRY LEADERS

A professional appearance is an asset to the employee, his or her associates and the Archdiocese. Due to the high profile this role has with youth, parents and adult parishioners, Youth Ministry Leaders are expected to follow appropriate professional standards in attire according to the occasion. Being well-groomed and dressing modestly and neatly is expected at all times.

APPROPRIATE ATTIRE

There are events outside of day to day office time where youth ministry personnel will be in casual/sports wear. Again, good judgment should be used

- For Special Liturgical Celebrations (Confirmation, Baccalaureates, etc)
Men: Suits, ties and dress socks and dress shoes/boots
Women: Professional suits, dresses, and separates: blouses, pants, skirts with appropriate shoes
- For Speaking Engagements with adults (Parent Meetings, Addressing Parish at Mass, etc)
Men: Suits and ties or slacks, dress shirt, ties, and dress socks and dress shoes/boots
Women: Appropriate Suits, dress, and separates: blouses, pants, skirts with appropriate shoes
- Daily Office Work, Meetings, Mass
Men: Dress shirts or collar shirts and slacks (Dockers or chino type) with appropriate shoes
Women: Dress and separates: blouses, pants, skirts with appropriate shoes
- Youth Events and Trips
Causal and Sports Wear
Men & Women: Jeans, shorts, T-shirts (in appropriate condition) Tennis shoes, sandals
- What is Never Appropriate
Clothing which displays inappropriate offensive material (symbols, pictures, words) of either a sexual nature and or with implied innuendos or sarcastic undertones which could be offensive. Clothing, hats, etc that advertises alcohol, tobacco products or illegal drugs. Youth Ministry Leaders should make sure that all clothing adequately and modestly covers their body and does not inhibit normal activity (short shorts or skirts, low cut tops or pants).

HYGIENE

Because personal hygiene can affect both internal morale as well as the public's impression of the Archdiocese, all employees are required to maintain good personal hygiene while in the work environment.

PERFORMANCE APPRAISAL

This procedure offers a consistent and continuing record of an individual's work performance, and provides for the following:

1. affirming the work the Youth Ministry Leader is doing
2. identifying areas where improvement is needed
3. considering changes in the job description
4. identifying areas for further professional growth and development

PERFORMANCE REVIEW

Youth Ministry Leaders desire to know feedback on their performance. It is most appropriate to develop an annual review the leaders strengths and areas for growth. The following is highly recommended:

- At a consistent time each year (e.g. each December), the Pastor gives the Youth Ministry Leader the performance appraisal instrument to be completed, as well as a copy of the Youth Ministry Leader's job description.
- The Pastor and Youth Ministry Leader exchange copies of the completed evaluation instruments for review one week before the scheduled Pastor/Youth Ministry Leader conference.
- At the scheduled conference, the Pastor and the Youth Ministry Leader mutually assess the leader's performance, in concert with the job description.
- After the process is completed and the outcomes are communicated to and discussed with the Youth Ministry Leader, the results should be put into written form. The strengths and areas needing improvement should be clearly indicated. The Youth Ministry Leader is invited to respond in writing to the outcomes of the written statements. The evaluation form is dated and signed by the Pastor and Youth Ministry Leader. A copy is then placed in a confidential file in the parish and one copy is given to the Youth Ministry Leader.
- If changes are made to the job description during the evaluation process, a copy of the new job description should be attached to the signed appraisal form.
- A sample performance review is found on pages 57-60.

YOUTH MINISTRY LEADER PROFESSIONAL DEVELOPMENT/FORMATION

Lay persons who devote themselves permanently or temporarily to some special service of the church are obliged to acquire appropriate formation required to fulfill their function properly and to carry out this function conscientiously, eagerly, and diligently. (--from Canon 231)

The formation of parish Youth Ministry Leaders is the top priority of the Archdiocesan Office of Youth Ministry. This is no small feat when you take into consideration the size and diversity of the Archdiocese of Galveston-Houston. There are parishes with paid (part-time and full-time) parish Youth Ministry Leaders while some parishes have leaders who provide their services as volunteers.

Whether full-time or part-time paid or volunteer, the formation of individuals who work with youth, in particular early and older adolescents is a critical component in the development of successful parish programs and safe places for young people to gather and feel welcomed.

The vocation of Youth Ministry requires professional development and continuing formation in the field. This department has been assigned the responsibility of providing policies and procedures to assist the formation of Youth Ministry Leadership. Pastors are encouraged to ensure that personnel follow through on their formation, as prescribed in the Policy Section on page 22.

Documentation of Formation

It is important to document any formation that you attend—classes, workshops, and conferences. You will need to record the kind of training, the length, the description, the dates you attended, and the institution presenting.

Required and Continuing Formation for the Youth Ministry Leader

- Level 1 Completion of the following **required formation** for all Youth Ministry Leaders and Adult Volunteers:
- *Protecting God's Children for Adults* and completion of the online bulletin updates provided through VIRTUS.
 - Basic Certificate in Youth Ministry (renewal every 3 years)
 - Retreat Formation (renewal every 5 years)
 - Formation Toward Christian Ministry
 - Human Sexuality Catechesis Formation
- Level 2 Intermediate formation for the Youth Ministry Leader with 3 or more years of parish experience:
- Youth Ministry Leadership Institute (Advanced Skills and Theology)
- Level 3 Additional formation opportunities available to youth ministry personnel:
- Professional Growth and CL Days
 - Adult formation workshops available at the Archdiocesan Youth Conference, Region 10 Catholic Youth Conference, National Conference on Catholic Youth Ministry, and National Catholic Youth Conference
 - Archdiocesan Conference on Catholic Youth Ministry
 - CYM Connect
 - Check with area colleges for courses and seminars available in the areas of competency for those who minister with youth

BASIC CERTIFICATE IN YOUTH MINISTRY

The Basic Certificate in Youth Ministry Studies is a ministry-training program for those in ministry with youth. It equips youth ministry leaders, catechists, core teams, and volunteers with the entry-level skills and understanding needed for creative and comprehensive ministry with younger adolescents (11-13) or older adolescents (14-18). All sessions offer sacred moments to nourish the spirituality of the minister.

Completion of BCYM requires attendance at all classes, submission of a two to three page reflection paper for each class, and finally, one newly created project on any topic presented within the program. Due dates are determined by the OYM staff member serving as the program administrator.

The program includes the following nine sessions.

1. Vision of Youth Ministry/Advocacy

The Vision of Youth Ministry focuses the Church's ministry with adolescents on three essential goals: (1) empowering young people to live as disciples of Jesus Christ in our world today; (2) drawing young people to responsible participation in the life, mission, and work of the faith community; and (3) fostering the personal and spiritual growth of each young person. The focus of this session is on our call to empower young people for the mission the Lord Jesus has given them.

The session on Advocacy helps the participant to examine the priorities and practices of his or her parish to determine how well young people are integrated into the life, mission, and work of the Catholic community. Advocacy demands that we stand with and speak on behalf of adolescents, especially those who are voiceless and powerless in the parish and the community.

2. Pastoral Care

Pastoral care calls youth ministers to respond to the needs of adolescents with a compassionate presence in imitation of Jesus' care of people. In this session the participant will learn strategies for promoting positive adolescent development for culturally diverse youth and ways to support, counsel, and provide referrals for young people.

3. Prayer and Worship

In this session the participant will learn how to foster in young people a relationship with Jesus Christ and appropriate ways to incorporate young people more fully into the sacramental life of the Church.

4. Youth Evangelization

"Evangelization is the energizing core of all ministry with adolescents" (*Renewing the Vision: A Framework for Catholic Youth Ministry*).

In this session the participant will identify paths to invite young people into a deeper relationship with the Lord Jesus, integrate an evangelizing dimension in all components of ministry to youth, and develop strategies to empower adolescents to live as disciples.

5. Leadership Development/Planning & Programming

Rooted in a theological and pastoral vision of community life, this session will help the participant develop foundational understandings that will assist leaders in setting and implementing a vision for dynamic ministry with youth, including skill development for collaborative leadership. Additionally, The participant will learn strategies for developing programming that incorporates all eight components of comprehensive youth ministry into the parish calendar.

6. Catechetical Formation

The participant will learn to guide the work of adolescent catechesis, which responds to the developmental, social, and cultural needs of young people that uses a variety of learning formats, environments, schedules, and educational techniques.

7. Retreat Formation

This session examines the theory of the retreat experience, and helps the participant to develop practical understanding and skills for leading youth in dialogue sharing of the gospel message. Participants will learn how to form retreat teams, publicize retreat opportunities for youth, develop opportunities for sharing faith stories, celebrate faith in new and different ways, budget, and minimize risk-taking.

8. Ethics and Crisis Management

Youth ministry, whether as vocation or avocation, must be closely related to experiences of God and convictions about God. We will examine the implications of a ministry of persons, freely responding to God's invitation in Christ, to participate in God's ongoing activity of establishing a loving covenant with adolescents. Participants will explore the moral and legal obligations to their communities.

9. Justice & Service

In this session the participants will explore the foundations for fostering Catholic consciousness of justice and service in youth drawn from Scripture and Catholic Social Teachings. The participant will learn skills for creating integrated action-learning models for adolescents.

VOLUNTEERS IN YOUTH MINISTRY

Steps for Recruiting, Screening, Supporting, Forming, and Evaluating Volunteers

Recruiting and maintaining adult volunteers involves planning. The Youth Ministry Leader, therefore, must have a vision of those qualities necessary for fulfilling the responsibilities required of an adult volunteer. The Youth Ministry Leader should also have a hand written or verbal statement of the support a prospective volunteer can expect from the Youth Ministry Leader in order to enhance his/her ministry. The following points will assist the Youth Ministry Leader in recruiting people for youth ministry.

QUALITIES to look for in an adult volunteer:

1. An active Catholic in good standing with the Church with no impediment to full communion
2. Reasonably knowledgeable, and believes in and supports the teachings of the Catholic Church
3. Comfortable relating to young people, genuinely likes and respects teens, and understands their developmental levels
4. Able to make a commitment and follow through
5. Willing to serve and put others first
6. Able to listen to and be available to teens
7. Is enthusiastic
8. Has a sense of humor (it helps!)
9. Is trustworthy; must be of good character, reputation, background, and record
10. Is prayerful
11. Maintains appropriate, professional boundaries with youth
12. Continues their lifelong formation in the Catholic faith.

PROCESS for recruitment and interviewing for an adult volunteer:

The Youth Ministry Leader calls the prospective volunteer or volunteers for an appointment or a group meeting at their mutual convenience. At the appointed time, the following must be covered with the prospective volunteer:

1. Discusses the "Mission Statement" and/or the goals and objectives of the program
2. Discusses the importance of the laity helping to fulfill the "Mission Statement" and/or the goals and objectives
3. Gives the prospective volunteer a copy of the Job Description, the Archdiocesan Application for Volunteer Service (pages 61-62), and the Volunteer Code of Ethics and Personal Conduct of the Archdiocese of Galveston-Houston (page 64).
4. Asks the prospective volunteer to reflect prayerfully for a few days, then call and ask for a response
5. After the appointment, the Youth Ministry Leader must:
 - a. review carefully the prospective volunteer's Application for Employment and Volunteer Service to determine whether it discloses disqualifying information
 - b. Check references provided by the prospective volunteer, and additional references as is deemed appropriate, to determine if there is disqualifying information about the volunteer. (A sample telephone reference sheet is in this handbook on page 63)
 - c. After determining that the volunteer would be a good prospect for working with youth in ministry, the Youth Ministry Leader or Pastor should discuss the Parish Emergency Procedures, Child Abuse Reporting Procedures, and Transportation Policies. The volunteer should then sign and date the Volunteer Acknowledgment Form found on page 65.

SUPPORT for the adult volunteer:

The Youth Ministry Leader...

1. Conducts an orientation to outline the specifics of the program and the volunteer's responsibility in the program.
2. Gives the volunteer a schedule of meetings, topics, and special events for the upcoming year.
3. Encourages the volunteer to share experiences, both positive and negative.
4. Provides ongoing formation for the volunteer.
5. Ensures the following has been done by all new volunteers prior to engaging in volunteer service:
 - a. Attendance at the VIRTUS Protecting God's Children for Adults workshop
 - b. Completion of the Application for Volunteer Service
 - c. Successfully complete a background clearance
 - d. Review of periodic online training bulletins at the VIRTUS website following attendance at the VIRTUS Workshop
 - e. Agreement to comply with the Archdiocesan Volunteer Code of Conduct

FORMATION GUIDELINES for the adult volunteer:

1. Attends a retreat or day of prayer once per year
2. Attends Catechist Days within their deanery
3. Works towards the completion of Basic Certificate in Youth Ministry (BCYM) and Formation Toward Christian Ministry (FTCM)
4. Completes the Human Sexuality Catechesis Formation
5. Seeks Spiritual Direction
6. Participates in Archdiocesan formation opportunities as directed by the Youth Ministry Leader

ASSESSMENT OF VOLUNTEERS

An assessment review is a means to determine how each person can be challenged to grow as a person and as a youth ministry volunteer. The discussion provides the Youth Ministry Leader with the opportunity to recognize the gifts and talents a volunteer brings to the Parish youth ministry program. The review should take place between the volunteer and the Youth Ministry Leader in a positive and friendly atmosphere.

Sample Self-Assessment is found on page 66

Sample Assessment by Youth Ministry Leader of the Volunteer is found on page 67

ARCHDIOCESAN POLICIES AND PROCEDURES

- Indicates Policies***
- ***Indicates Procedures***

Overview of Policies and Procedures

The policies and procedures within this section of the handbook are not intended primarily to limit activities. Rather they direct Youth Ministry Leaders to direct (or develop) necessary measures to ensure the safety of young people and that youth ministry programs are in compliance with catechetical norms of the Archdiocese while minimizing risks to the well-being of the youth.

OYM policies require that parish personnel, paid or volunteer, clearly communicate at all times with youth and their parents/guardians regarding programming. Youth Ministry must carefully screen volunteers who minister in the program. Activities need to be appropriately supervised and guidelines should be followed to insure a safe environment for youth.

This department has been assigned the responsibility of providing policies and procedures to assist leadership to create such places in our Archdiocese.

Responsible Parties

The Youth Ministry Leader does not have to be paid to be the agent of the Parish. If the Parish has the right of control over the leader's work, the YML is the agent of the Parish. Both the Parish and the YML, as agent, may be held responsible for acts caused by the agent's negligence.

- All Youth Ministry Leaders are required to read and sign the *Code of Ethics and Personal Conduct Policies of the Archdiocese of Galveston-Houston* located on page 60 and sign the three (3) forms necessary to comply with these policies and attend the *Protecting God's Children for Adults* workshop and participate in VIRTUS online. Additionally, the YOUTH MINISTRY LEADER is responsible to see that all volunteers who work in Youth Ministry in the parish attend *Protecting God's Children for Adults* workshop and participate in VIRTUS online, read the policies and sign the *Volunteer Code of Conduct*.
- Adult chaperones/supervisors must be 21 years of age.

The Law of Negligence

A person is negligent and may be liable for his/her actions if:

- I. There was a duty.
- II. The duty was breached.
- III. There was injury or damage.
- IV. The injury or damage was caused by the breach of that duty.

For example:

A young person has placed himself/herself in a risky situation while not being adequately supervised, and the young person is injured. There was a duty to supervise the event; proper supervision was not provided; and the injury was due, at least in part, to a lack of supervision.

ARCHDIOCESAN POLICIES AND PROCEDURES

- ***Indicates Policies***
- ***Indicates Procedures***

Youth Ministry Formation Policies and Procedures

- The Youth Ministry Leader must attend Protecting God's Children for Adults during the first year of ministry in this Archdiocese, and participate in the VIRTUS online continuing education.
- The Youth Ministry Leader must complete the Basic Certificate in Youth Ministry course or its equivalent before or during the first year of ministry in this Archdiocese.
- The Youth Ministry Leader must complete the Formation Towards Christian Ministry course before or during the third year of ministry with youth in this Archdiocese.
- The Youth Ministry Leader will renew his/her Basic Certificate every three years through attendance at thirty (30) hours of professional growth in theology, methodology, or spiritual formation. This can be obtained through opportunities provided by Archdiocesan offices, universities, or national organizations with recognized formation programs.
- The Youth Ministry Leader and key volunteers must attend the Crisis Management/Ethical Guidelines Formation session annually to keep themselves abreast of liability issues that directly affect our ministry.
- In all situations, the Office of Youth Ministry's Associate Director responsible for Adult Formation will work with parish personnel in continuing their formation by providing several models and opportunities. Credit will be given to those individuals who have already attended programming. In these situations, those outside programs will be assessed to compare with the local criteria.
- All persons who serve on retreat teams (including volunteers) must participate in Retreat Formation, a program of the Archdiocesan Office of Youth Ministry, held at least twice each year, usually in the fall.
- Archdiocesan Retreat Formation must be renewed every five (5) years.

Adolescent Catechesis

Youth Ministry Leaders are catechetical leaders. The Catechesis for Children and Adolescents Archdiocesan Guidelines [1994] contain a systematic and sequential catechesis for younger and older adolescents represented as faith themes. These faith themes and their learner outcomes provide the youth minister with the core content to plan adolescent catechetical formation.

Confirmation Catechesis

Those adults who oversee the Confirmation formation of adolescents should follow the Archdiocesan Confirmation Guidelines and Resources [2007].

Human Sexuality Catechesis Formation

The Second Vatican Council's *Declaration on Christian Education* [#1, 1965] provided a mandate for the Church to assume the responsibility of educating all the faithful, especially the young, by providing a positive and prudent education in matters relating to sexuality. The Archdiocese of Galveston-Houston's Board of Education policy #510 [1981] reads "All schools and parishes shall provide catechesis in sexuality in accordance with the guidelines and curriculum set forth in the Archdiocesan Guidelines for Catechesis in Sexuality." In addition, the policy states that "professional competence as an instructor in human sexuality and the Christian moral position is required."

Copies of Curriculum and Guidelines for Adolescent, Confirmation, and Sexuality Catechesis may be obtained by contacting the Office of Youth Ministry or the Office for Continuing Christian Education.

ARCHDIOCESAN POLICIES AND PROCEDURES

- Indicates Policies***
- Indicates Procedures***

Archdiocesan Program Adult and Youth Volunteers, Parish Core Teams, and Catechists must adhere to all policies and procedures set forth from the Archdiocese of Galveston-Houston, Office of Youth Ministry.

Liability

- The Youth Ministry Leader must have received signed **Parental/Guardian Consent, Liability Waiver and Medical Consent** forms for all youth that participate in events off of parish property. Additionally, medical information for all program catechists and youth registered in parish programs should be on file at the parish and updated at least annually.
- A **Parental/Guardian Consent, Liability Waiver** must be obtained for every young person under the age of 18 participating in youth events. See page 56 for policy for 18-20 year olds.
- Blanket liability forms should not be used. **Special NOTE:** A parish general form may be kept on file for weekly gatherings, however large events such as retreats, rallies, sports activities, etc. should have a liability form for each event.
- An adult waiver must be signed by each volunteer and adult chaperone for each event.
- A background check will be conducted for every youth-ministry employee and youth ministry volunteer.

Usage of Private Homes for Youth Activities

- No events may be held at private homes at anytime. Additionally, youth are not to be invited to homes of Youth Ministry Leaders, volunteers, core team members, or catechists. In order to provide a safe and welcoming environment for young people to grow in their faith, youth events and activities must be held on parish property or a facility conducive for the event (e.g., retreat center, KC Hall, community pool, an entertainment facility, etc.). Such events include meetings, Scripture study, prayer nights, lock-ins, retreats, choir rehearsals, socials, etc.

Records of Attendance

- Accurate records of attendance must be kept if there is ever a question of the presence of a young person at a particular event. Parents/Guardians may believe their children were at a particular event when, in truth, they were not. Parishes should set up procedures to notify parents of youth non-attendance at an event for which the youth is registered or anticipated to attend.

Arrival and Dismissal

Youth Ministry Leaders must remember that their responsibility to and for youth exists from the time of arrival until the time of departure from parish premises.

- Youth are never to be left unsupervised while attending any youth ministry function or activity, whether on the Parish premises or at another location.
- Two responsible adults must remain with the youth until all youth have left the function or Church premises, including parking areas.
- If it is necessary for a young person to leave a program early, written permission from the parent/guardian must be obtained. Written permission must also be obtained for the youth to leave the function with someone other than parent/guardian.
Once a youth has left an event, he/she should not be allowed to return to the event.

ARCHDIOCESAN POLICIES AND PROCEDURES

- Indicates Policies***
- ***Indicates Procedures***

Role of Teens in Parish Catechetical Program

- It is a given that high school youth are still in their formative years in learning and practicing their faith. It is important that they are not given roles as primary catechist within the parish catechetical program.
- Teens (16-17 yrs of age) who are given responsibilities to assist with children's programming must have a background check completed. Upon reaching the age of 18, a new background check is to be done.
- Offer teens who have already received the Sacrament of Confirmation roles as program assistants with an adult catechists (CCE, VBS, Summer Camps, etc.)

When Parents Are Late

- Never allow a youth to ride home with someone without a parent/guardian written consent.
- All attempts should be made to contact the parents or others by phone from the program site.
- After a specified amount of time set by the parish, refer to the emergency contact on their consent form and contact that person.
- These procedures should be communicated to all parents at the beginning of the year or at registration time for an activity or program.

Water Safety

- Certified lifeguard(s) must be present when swimming at a pool, public or private, a lake, or the beach.
- Young people must use appropriate certified life preservers when using any kind of water craft and be instructed on the proper use of the craft before using it. Each craft should have an adult on board.
- Motorized craft must be driven by those age 21 and older, who is properly licensed and instructed on the use of the craft.

Physically Challenging Activities

- Training for adult sponsors/volunteers for the particular activity that is planned should precede participation in the activity by any of the youth participants.

Some activities offer a high degree of physical challenge for the participants, for example, ropes courses, repelling, white-water rafting, skiing, etc. By the very fact that these activities are more challenging, they involve greater risk. For each such high-risk activity the following should be provided and appropriately used by all participants.

- Licensed, certified instructors who have a good safety record must be used to provide training to the youth and to participate throughout the activity as the leader of the activity.
- Proper safety and other equipment necessary or appropriate for the activity.
- A match between the difficulty of the activity and the skill of the participant. If there is a question about the match for a particular participant, that person should be asked not to participate.
- Don't make a reluctant participant play the game
- During physically challenging games...avoid:
 - *games that might result in head injuries or collisions with other people or natural objects.
 - *games that incite reckless or overaggressive behavior.
 - *games that are hard to supervise. If you can't stop it quickly, you don't have enough control.

ARCHDIOCESAN POLICIES AND PROCEDURES

- Indicates Policies***
- ***Indicates Procedures***

Fund-Raising

Each parish should have a fund-raising policy that discusses what type of fund-raising activities will be acceptable to the parish.

- Safe environment must be maintained for youth involved in any type of fund-raising activity.

NOTE: Youth Ministry Leaders must avoid fund-raising activities which could degrade the integrity of the youth or place the youth in any possible danger. Such activities include:

- ⇒ Standing in or on street corners or intersections to solicit funds.
- ⇒ Going door to door without adequate adult supervision.
- ⇒ Performing services or duties beyond their level of expertise/experience and without the proper safety equipment, instructions, and supervision.

In Case of a Missing Person

- Never leave the other participants unsupervised to go and look for the missing person.

Procedures

- Determine by quick search if a participant is really missing.
- When reasonably sure someone is missing, arrange to continue a search while the following steps are taken:
 - ⇒ Notify the nearest appropriate authority (Police Department, Sheriff's Department, Park Ranger, etc)
 - ⇒ Notify the Pastor of your Parish
 - ⇒ The Coordinator of Youth Ministry or Pastor should contact the parents or if an adult is missing, the spouse or relative.
 - ⇒ Be prepared to give as many of the following details as possible:
 1. Location and phone number
 2. Name address and age of person and description
 3. Occupation if an adult
 4. Name of his/her parents or next of kin and telephone number
 5. Background information of the event
 6. Complete details on how this person disappeared (location and time last seen, activity that was going on at the time of the disappearance)
 7. When the immediate emergency has passed, write a report with all the facts, as you know them.

ARCHDIOCESAN POLICIES AND PROCEDURES

- Indicates Policies***
- ***Indicates Procedures***

Inclement Weather

- If outside at the onset of inclement weather, especially lightning, move all youth to an inside shelter and monitor the weather conditions.
- In the case of a tornado warning, move youth to an interior hallway, closet or bathroom away from windows and assume the "duck and tuck" position. If unable to leave because of the conditions, notify local authorities of your situation.
- Be familiar with your parishes disaster preparedness plan and follow all evacuation warnings when facing various weather anomalies (hurricane, flooding, tornado, etc.)
- Never leave anyone unattended.

Procedures

- Keep a phone line clear for direct communication to Pastor, Archdiocese or incoming calls from parents
- Verify weather conditions
- Notify parents regarding dismissal or end of program
- Do not allow youth to leave without notification of parents
- Adults remain on duty until all youth have been picked up
- Secure property prior to departure

Media Materials

- Review all media/video/DVD materials before using them publicly. "R" rated, Adult, or pornographic material is contrary to Christian principles and is prohibited. Adult/pornographic material should never be shown to youth or be in the possession of church employees or volunteers. Acceptable ratings are G, PG, and PG 13.
- When planning to use a PG or PG 13 rated film, parental permission must still be granted.

ARCHDIOCESAN POLICIES AND PROCEDURES

- ***Indicates Policies***
- ***Indicates Procedures***

MEDICAL EMERGENCY POLICIES AND PROCEDURES

- In life-threatening situations, always contact 911, local EMS to provide ambulance service.
- Youth Ministry Leaders must be aware of directions to the nearest hospital or medical facility (both locally and when traveling off-site).

Life-Threatening Emergency Procedures

911 should be called when the person:

- Is or becomes unconscious
- Has trouble breathing
- Has chest pain or pressure
- Is bleeding severely
- Has pain or pressure in the abdomen that does not go away
- Is vomiting or passing blood
- Has seizures, a severe headache, or slurred speech.
- Appears to have been poisoned
- Has injuries to the head, neck or back
- Has possible broken bones

Accidents

- If there is an accident, do not make any judgment regarding liability or negligence. If an accident prompts a police investigation, cooperate fully by stating what you witnessed, but do not offer opinions about any matter. Politely refer all additional questions to the Pastor or the Archdiocesan General Counsel (Legal Office). You should not make any statements or comments to the press or news media; refer them to the Pastor.

Procedures

If there is an accident on Archdiocesan Property the following procedures are designed to assist to gather accurate information.

- Assist them, and call for professional help if the injury warrants it.
- The comfort and protection of the injured person is of primary importance.
- Do not presuppose that the injury is minor enough not to warrant the completion of an Accident Report Form. (These should be available through your parish office). Even minor cuts and bruises can become a health concern.
- Begin to fill out the Accident Report Form. Remember to get names, addresses, and phone numbers of witnesses and any other parties involved. Be as accurate as possible in completing all information. Do not make any judgment regarding liability or negligence or commit to pay for medical treatment.
- Immediately file an accident report with your Pastor or the appropriate parish administrator and the Archdiocesan Director of Risk Management.

ARCHDIOCESAN POLICIES AND PROCEDURES

- ***Indicates Policies***
- ***Indicates Procedures***

MEDICAL POLICIES AND PROCEDURES, continued

First Aid

- Each Parish youth ministry program must have a well-stocked and easily accessible first-aid kit.
- Medications may only be dispensed by the Youth Ministry Leader or authorized adult in accordance with the written instructions provided on the *Medical Consent Form* by the parents/guardians.
- Do not administer medication of any kind without checking the Medical Consent Form for written parental permission, allergies and other medical conditions. All medicine should be labeled in their appropriate prescription or over the counter bottles and should not be in the possession of the youth unless necessary (exceptions: those taking insulin, inhalers or needing an epinephrine pen).

Illness and Injury Procedures

- It is recommended that the youth ministry team be trained in first aid and CPR. When travelling it may be advisable to have a licensed nurse or EMT on hand to assist in times of medical emergencies.
- Upon seeing the injured person, assess the situation for any additional possibility of injury to anyone else (including yourself). Make sure no one else will be injured. Would you be in danger if you tried to approach the victim to administer first aid? Don't put yourself in danger.
- Do not move the injured person unless he or she is in an immediate, life-threatening situation. Anytime an injured person is moved, there is risk of additional injury that might cause permanent damage or death. If you have to move the victim, do it as quickly and carefully as possible. Avoid twisting or bending the victim, who might have a neck or spinal injury.
- Call 911 or the local emergency number. If possible send another person to make the call.
- Contact parent/guardian
- If parent/guardian can not be found, contact emergency contact.
- Take the *Medical Consent* form with you for any treatment.

ARCHDIOCESAN POLICIES AND PROCEDURES

- *Indicates Policies*
- *Indicates Procedures*

Physical Abuse & Neglect Policies and Procedures

- ***It's the Law:*** Any person who has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect, or that a child has died of abuse or neglect **MUST** report his or her suspicions to the Texas Department of Human Service or local or state enforcement agency.

Who Must Report: Any person who has cause to believe abuse or neglect of a minor.

Basis for Report: Having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect.

When to report: IMMEDIATELY- A report must be made orally within 48 hours after there is cause to believe/suspect that the child has been or may be abused or neglected

Penalty: Failure to report is a Class B misdemeanor. Knowingly or intentionally making a false report is a Class A misdemeanor.

Immunity: A person who, without malice, makes a report of suspected child abuse or neglect is immune from civil or criminal liability.

Confidentiality: Reports of child abuse or neglect are confidential. Information in the reports, including the name of the person who makes the report, may be used only for purposes consistent with the investigation of abuse or neglect.

Allegations or Suspicions:

Look for any of the following signs of abuse:

Burns	Physical neglect	Cutting
Beating	Medical neglect	
Fracture	Lack of supervision.	

Procedures

- Obtain as much information as possible from the child or persons involved. Make sure you obtain as many FACTS as possible prior to making report.
- An oral report must be made immediately to the Child Protective Services, through its 24-hour Child Abuse Hotline (1-800-252-5400) and obtain case number or contact local law enforcement with report of allegation.
- The entire incident should be reported to the pastor in order to inform him of this matter.
- The incident should be kept Confidential.

ARCHDIOCESAN POLICIES AND PROCEDURES

- ***Indicates Policies***
- ***Indicates Procedures***

Sexual Abuse Policies and Procedures

- ***It's the Law:*** Any person who has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect, or that a child has died of abuse or neglect **MUST** report his or her suspicions to the Texas Department of Human Service or local or state enforcement agency.

Who Must Report: Any Person

Basis for Report: Having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect.

When to report: IMMEDIATELY- A report must be made orally within 48 hours after there is cause to believe/suspect that the child has been or may be abused or neglected

Penalty: Failure to report is a Class B misdemeanor. Knowingly or intentionally making a false report is a Class A misdemeanor.

Procedures

- Obtain as much information as possible from the child or persons involved. Make sure you obtain as many FACTS as possible.
- Prior to making report in order to have all the facts needed for the report. (The incident form may be used)
- An oral report must be made immediately to the nearest office of the Child Protective Services, Texas Department of Human Services, or to the 24-hour Child Abuse Hotline (1-800-252-5400) and obtain case number.
- Contact local law enforcement agency and give case number along with report of allegation.
- A written report must be made within five days thereafter to the same agency or department. (The incident form may be used.)
- A written report of the entire incident should be discussed with the pastor in order to inform him of this matter.
- A copy of the report should be given to the pastor.
- The incident should be kept Confidential.

ARCHDIOCESAN POLICIES AND PROCEDURES

- ***Indicates Policies***
- ***Indicates Procedures***

Suicide Awareness and Procedures

Warning Signs

- ⇒ Expressing suicidal thoughts or a preoccupation with death
- ⇒ Talking about dying or committing suicide in a joking or casual manner
- ⇒ Expressing thoughts of dying or committing suicide through writing, drawing, or artwork.
- ⇒ Making preparations for dying
- ⇒ Making out a will or beginning to give away prized possessions.
- ⇒ Personality Changes
- ⇒ Exhibiting abrupt mood swings and changes in behavior.
- ⇒ Expressing hostility, having outbursts of anger, or acting impulsively.
- ⇒ Becoming apathetic and uncaring
- ⇒ Depression
- ⇒ Feeling lonely, hopeless.
- ⇒ Changing eating and sleeping habits.
- ⇒ Beginning to use or increasing use of drugs or alcohol.
- ⇒ Losing interest or withdrawing from school activities, friends, and family.
- ⇒ Having made a previous suicide attempt.

Allegations or Suspicions

- Make sure to obtain facts rather than hearsay.
- Be aware. Learn the warning signs.
- Be direct.

Procedures

- Speak to the individual of intentions or thoughts
- Document as much of the conversation as possible on an incident report
- Refer! Refer! Refer! Unless you are a professional Counselor do not take the situation in your own hands. Refer Parents/Guardians to a Counselor or Counseling Facility. (Contact the Office of Youth Ministry for counseling service referrals)
- Contact Parent & Guardians and meet with them in regard to the conversation unless it signals abuse in the home.
- Notify Pastor and give him a written report on the situation
- Follow Up with Parents, and youth on process and additional assistance

ARCHDIOCESAN POLICIES AND PROCEDURES

- Indicates Policies***
- ***Indicates Procedures***

Drugs & Alcohol Policies and Procedures

- Youth and adults participating in youth events will not be permitted to consume alcoholic beverages during those programs. This is inclusive of international trips no matter if the drinking ages are more lenient in other countries.
- Use of illegal drugs is prohibited at any youth event. Prescription and nonprescription drugs can be used only “as indicated” for the individual. Authorization slips should identify such “indications” for prescribed drugs.
- Allegations of drug or alcohol possession or usage should be investigated to determine the accuracy of the allegation. Allegations or incidents should be reported immediately to the Youth Ministry Leader and never handled by a single adult.
- Although bag checks occur before leaving for events, allegations of possession of drugs and/or alcohol still exist. If the allegations of possession or use of alcohol or drugs is presented, a party or parties should be approached by at least two adults to determine the accuracy of the allegation. If there is reasonable cause, the adults should request permission to search person’s possessions. This should always occur in the presence of at least two adults. It should never be done alone. If the allegations prove false, the incident should be documented and given to the adult’s supervisor. If allegation proves true, the parent(s) should be called and disciplinary action initiated. Such action may involve professional counseling or rehabilitation as well as some consequences for their ongoing active membership within ministry (i.e. Dismissal from event, suspension from trips or conferences for a semester, etc.).
- Local authorities must be notified in the case of illegal drugs.
- Do not take possession of the drugs. Allow local authorities to do so.
- All youth found to have consumed alcohol or drugs, have them in their possession, or arrive to an event under the influence may not be allowed to remain at the youth event and should be picked up immediately.
- Parent/Guardian must be notified and, it is their responsibility to pick up their son/daughter.

Smoking

- Smoking will not be permitted at youth events. Adults, who smoke (not on parish property), must use a designated smoking area that is away from the activity. Be discrete.

ARCHDIOCESAN POLICIES AND PROCEDURES

- ***Indicates Policies***
- ***Indicates Procedures***

Weapons: Possession Policies and Procedures

- In the case of weapon possession (fire arm, knives, etc.), adults and youth should be told verbally and in writing that possession of any weapon is absolutely prohibited on the premises of any church event in the Archdiocese of Galveston-Houston or while participating in any parish or Archdiocesan sponsored event.
- If a weapon is discovered, the local police should be called. It is imperative that the safety of all be safeguarded. At no time should the adult try talking the youth into surrendering the weapon. If there is an alleged weapon in the possession of someone attending an event, he or she should be approached in as discreet a manner as possible by two adults to determine if there is a weapon. At that point the police and parents should be notified of the incident.

Procedures

- Call Police/911 if necessary
- Verify Report or Accusation
- Initiate steps to reduce any risk
- Determine the location of the person with the weapon
- If possible take possession of the weapon from person or location (Do not risk endangering self or other individuals. Only remove a weapon that is not being handled)
- Contact parents/ guardians (if it is a youth)
- If injuries, assess situation.
- Call for ambulance
- Accompany victim to hospital
- Notify Pastor and Staff
- Make detailed report to the Pastor and any proper authorities

ARCHDIOCESAN POLICIES AND PROCEDURES

- *Indicates Policies*
- *Indicates Procedures*

PARISH CRISIS PLAN (SAMPLE)

Coordinate with Pastor, Parish Staff and School to develop a Crisis Plan for each individual parish. These are mere examples, however a more detailed parish plan may be necessary for all buildings, school and church. Make sure all staff and volunteers are aware of these procedures.

Emergency Numbers/Contact Persons

911

Fire _____
Police _____
Hospital _____
Ambulance _____
Child Protective Service _____

Emergency Codes

Assault _____	Bomb Threat _____
Chemical Hazard _____	Chemical (Interior) _____
Emergency Evacuation _____	Fire _____
Hurricane _____	Intruder _____
Tornado _____	Weapon on Campus _____

Basic Crisis Response Plan

- Assess situation at hand
- Call emergency assistance (911; Fire, Ambulance, Police) if necessary
- Activate appropriate Emergency Code to staff, if necessary
- Contact parents of involved party, if appropriate
- Remain calm
- Ensure safety of all present
- Call On Site Team or additional staff if needed
- Initiate appropriate procedures
- Contact professional assistance (counselors, etc) if situation requires
- Assure all involved and parents of situation and state **ONLY** facts
- Follow up is key
- Pastor is notified and given the facts

Assault of Staff/Volunteers

- Call Police
- Notify Pastor or Parish Staff
- Remain calm; comfort and support the victim
- Provide medical attention if necessary
- Notify parents or designated family member

ARCHDIOCESAN POLICIES AND PROCEDURES

- ***Indicates Policies***
- ***Indicates Procedures***

SAMPLE: PARISH CRISIS PLAN, continued

Assault of Youth

- Notify Pastor or Parish Staff
- Notify parents or designated family member
- Activate Emergency Code if necessary
- Remain calm; comfort and support the victim
- Provide minimal medical attention if needed
- Document bruises/injuries
- Ensure staff member remains with the victim until police arrive
- Accompany the victim and police/parents or family member to hospital if needed.

Fire

- Notify Fire Department/ 911 if necessary
- Notify Pastor and Staff
- Follow Parish Floor plan for evacuation
- Custodian or designated staff shuts down electrical and gas supply
- Activate Emergency Fire Code
- Proceed to designated safety area
- Leave meeting area with keys, purse, cell phone
- Close door and turn off lights
- Account for all present
- Verify safety of all present
- Wait for all clear signal to return to meeting room
- Listen for further instructions
- Be prepared to respond to parents calls

Bomb Threat/Person receiving the Call

- Remain calm; try to obtain the following:
- When is the bomb set to go off?
- What is the explosive?
- What does it look like?
- Where is the device located in the building?
- Why was it set?
- What will cause it to explode?
- Who are they trying to hurt?
- Are they aware of the danger and harm they are causing innocent people?
- Try to identify characteristics of the caller
 - ⇒ What does the voice sound like? (man, women, child)
 - ⇒ Tone of voice intoxicated, speech problem, accent
 - ⇒ Background noise
 - ⇒ Time caller hung up
 - ⇒ Remarks made by the caller
 - ⇒ Inform Pastor and Parish Staff of situation and information obtained by the caller.

ARCHDIOCESAN POLICIES AND PROCEDURES

- *Indicates Policies*
- *Indicates Procedures*

SAMPLE: PARISH CRISIS PLAN, continued

Bomb Threat/Bomb Found

- Call Police/911 in life threatening
- Notify Pastor
- Initiate appropriate Emergency Code
- **Do Not** turn lights off/ on
- **Do Not** use any electronic device; pager, mobile phone, two-way radio, etc.
- **Do Not** activate electronic equipment in the area
- Keep all persons at least 300 feet away from the building where the bomb is located.
- Verify that all personnel and youth are out of the building.

ARCHDIOCESAN POLICIES AND PROCEDURES

- ***Indicates Policies***
- ***Indicates Procedures***

International, National, Regional, and Local Archdiocesan Event Policies and Procedures

(Archdiocesan policy supersedes Regional or National Policies)

These policies also apply for those events outside of the Archdiocese of Galveston-Houston, which include World Youth Day, National Catholic Youth Conference, Region 10 Catholic Youth Conferences, Steubenville Youth Conferences, Work Camps, other events outside the Archdiocese, etc.

Administration

- Parent/Guardian Consent, Liability Waiver, and Medical Consent Form must be signed by parent/guardian of each participant under 18 years of age.
- Participants 18 years or older must sign their own Parent/Guardian Consent, Liability Waiver, and Medical Consent Form .
- A Key Leader and Chaperone Medical Release and Liability form must be completed for each Youth Ministry Leader or adult chaperone.
- A COPY of the Parent/Guardian Consent, Liability Waiver, and Medical Consent Form must be submitted with registration.
- The ORIGINAL Parent/Guardian Consent, Liability Waiver, and Medical Consent Form must be kept by the Youth Ministry Leader or Adult volunteer, and brought to the event.
- Picture Identification must be available for each participant. (Identification would assist in prompt assistance with local authorities, in case of emergency)
 - Note: The participant's signature on the Consent/Liability Waiver signifies compliance with the Codes of Conduct for the activity. This applies to both youth and adults.

Travel

- If trip is sponsored by the Office of Youth Ministry and transportation is provided via bus or airline, all registered groups must travel with the department and use the transportation provided.
- For emergency purposes, the Office of Youth Ministry will provide a vehicle for daily use where other modes of transportation are limited.
- When parishes are responsible for their own transportation, they must be sure to follow OYM Transportation Policies as well as the Archdiocesan Fleet Safety Program regarding vehicle rentals.
- For travel outside of the United States, parishes must make sure to have the following has been obtained or reviewed:
 - Obtain Repatriation Insurance
 - Obtain a SAD Phone
 - Check the US State Department for Warnings of Travel to the country to which you plan to visit

NOTE: Check with the Archdiocesan Risk Management Office before scheduling a trip to a foreign country.

ARCHDIOCESAN POLICIES AND PROCEDURES

- Indicates Policies***
- Indicates Procedures***

International, National, Regional, and Local Archdiocesan Event Policies and Procedures, continued (Archdiocesan policy supersedes Regional or National Policies)

Archdiocesan Event Registration/OYM Sponsored Programs or Trips

- All registrations must be received complete in the Office of Youth Ministry at the deadline designated for each event.
 - A complete registration consists of the following:
 - Registration form for each participant
 - Consent, Liability Waiver and Medical Consent Form for each participant
 - Payment due upon registration, either deposit or registration amount
- A late fee will be added for registrations received after the initial deadline.
- Published deadlines are absolute.
- Substitutions will be accepted until the final deadline, with a name change fee set for the program.
- NO new registrations or substitutions will be accepted at conference or rally on the day of the event.
- Phone, fax, or e-mail registrations will not be accepted.
- Fee payment will not be accepted to hold places without complete registration forms.

Refunds

- All Office of Youth Ministry sponsored event registration deposits are non-refundable. See specific program registration policy for details.
- Partial refunds may be available if event is cancelled because of inclement weather.

Youth Ministry Leader or Adult Chaperone/Volunteer

- Must be 21 years of age.
- Youth Ministry Leaders who attend events with youth are required to supervise the youth that attend with them at all times.
- Are expected to chaperone youth at all Archdiocesan sponsored events. Archdiocesan personnel and their representatives are responsible for facilitating the event, not for supervising youth.
- Must attend all scheduled meetings, gatherings and Archdiocesan prayer experience with Archdiocesan delegation at actual event.
- Must adhere to the alcohol and drugs policy (See Drug and Alcohol Policies and Procedures, page 32).
- Gambling of any kind is not acceptable while chaperoning youth events.
- Must be in full compliance with the Safe Environment Program of the Archdiocese which includes the VIRTUS Program and a criminal background check.
- Failure to follow the previous policy will result in the dismissal from the event at the cost of the adult as requested by the Director of Youth Ministry.

ARCHDIOCESAN POLICIES AND PROCEDURES

- Indicates Policies***
- Indicates Procedures***

International, National, Regional, and Local Archdiocesan Event Policies and Procedures, continued

(Archdiocesan policy supersedes Regional or National Policies)

Supervision by Chaperone & Adult Volunteers

- A 10:1 youth/adult ratio is in effect for all high school youth events, and 6:1 youth/adult ratio for junior high/middle school events. Parish may opt to have a smaller ratio.
- If feasible, parishes should furnish at least one male and one female chaperone to accompany each parish group when both gender youth attend events. The Office of Youth Ministry will work with those parishes needing assistance in this area)

Housing Policies when using Hotels

- Room accommodations for youth events are gender specific. Males are never allowed in female assigned rooms and females are never allowed in male assigned rooms without adult supervision.
- Parishes may adopt one of three rooming arrangements for a double-double room:
 1. Two adult chaperones sharing one bed, with 2 youth sharing another bed (Hotel suites: two adult chaperones sharing one bed, with 2-4 youth sharing other beds)
 2. One adult chaperone allowed with the following stipulations:
 - adult chaperone must be the parent of one of the youth in the room
 - adult chaperone may only share a bed with his/her own child, with any additional youth sharing other bed(s)
 3. Youth only rooms without adults allowed with the following stipulations:
 - systematic, night-long check-ins by adult chaperones
 - clear communication and understanding of parental liability for delinquent actions
- Adult must never be in a room alone with a youth.
- Bag searches must be conducted with parents present, before departure to destination
- Additional bag searches may be conducted at destination as needed

Housing Policy when using Archdiocesan Retreat Facilities

Camp Kappe

- Room accommodations for youth events are gender specific. Males are never allowed in female assigned rooms and females are never allowed in male assigned rooms without adult supervision.
- One adult chaperone in each bunk room.
- Adult must never be in a room alone with a youth.
- Assigned shower times must be separate for adults and youth.

Circle Lake

- Room accommodations for youth events are gender specific. Males are never allowed in female assigned rooms and females are never allowed in male assigned rooms without adult supervision.
- One adult chaperone in each house—in bedroom without youth.
- Adult must never be in a room alone with a youth.

ARCHDIOCESAN POLICIES AND PROCEDURES

- ***Indicates Policies***
- ***Indicates Procedures***

Housing Policies when using Non-Traditional Spaces

- When housing youth in gymnasiums, family life centers, classrooms, or other large rooms, each gender must have their own space which is separated by walls or formal partitions (sliding doors). Make shift partitions, blankets, boxes or screens do not suffice as a separate area.

Alcohol and Illegal Drugs

See Drug and Alcohol Policies and Procedures (page 32).

Weapons Possession

See Weapons Policies and Procedures (page 33).

ARCHDIOCESAN POLICIES AND PROCEDURES

- Indicates Policies***
- ***Indicates Procedures***

Pastoral Care Policies and Procedures

- Recognize that the inevitable inequality of power in relational ministry demands clearly established and appropriate boundaries. The burden of responsibility always falls on the adult Youth Ministry Leader to respect and maintain the boundaries. Physical touch depends not only on intention or how it appears in public, but also on how it is received.
- In cases of confidentiality issues, inform the young person at the beginning of the dialogue that confidentiality will be kept, unless the youth is threatening to harm himself/herself or others or there is a legal duty to disclose information that is shared. In times when parental involvement is needed, share with the young person that you will continue to be of support.
- Acknowledge the limits of one's own competence and willingly make referrals to other professionals whose work is in line with the moral and ethical beliefs of the Catholic Church.
- Continue to refine professional skills and knowledge of ethics in youth ministry through ongoing personal study and professional development.
- Specialized knowledge and competency are necessary to meet the needs of youth within specific cultural and rural settings. Our youth ministry processes must affirm the legacy of faith as handed down through values, culture, spirituality, theology and life.

Inappropriate Environments and Experiences for Youth

Environments and experiences for youth events must be paragons of acceptance, growth, and freedom. It is never appropriate to manipulate either an experience or the environment in order to obtain a specific response. Spiritual and emotional manipulation are also inappropriate, and it is essential to assure young people that whatever emotions they experience at any given time during an event are valid and have no moral overtones or consequences.

The following actions may be seen as manipulative and inappropriate and must be avoided at all times:

- Damaging images of Christ, overtly or covertly
- Blatantly insinuating guilt for the Crucifixion of Christ (nailing sins to cross)
- Concentrating catechesis/experiences on Crucifixion without celebrating the Resurrection
- Public confession of sins
- Public admittance of sinfulness that implicates another
- Altar calls that elicit pledges
- Pressure to display physical action/reaction to prayer/music
- Singular emotional attachments between youth minister and adolescent
- Counseling teens without a professional license
- Sexual contact between adult minister and adolescent
- Isolating experiences between adult minister and adolescent—for private discussion, transporting, dating, etc.
- Public displays of affection
- Encouraging teens to idolize youth ministry personnel
- Encouraging dissension or division between youth and parents

ARCHDIOCESAN POLICIES AND PROCEDURES

- Indicates Policies***
- ***Indicates Procedures***

Behavioral Policies and Procedures for Working with Youth

Use the following policies and guidelines as a starting point for clearly naming expected appropriate behavior from adults ministering to teens.

- Sexual gestures or overtures an adolescent makes towards an adult should be reported to the Youth Ministry Leader.
- Do not be alone with a minor in a residence, sleeping facility, locker room, rest room, dressing facility, or other closed room or isolated area that is inappropriate to a ministry relationship.
- Being alone with a young person in a vehicle must be avoided at all times. If it is necessary to ride or drive alone with a teen, special care should be taken:
 - Don't sit close to one another in the vehicle.
 - Avoid physical contact with each other.
 - Do not stop the car to talk.
 - If you must stop, turn on the inside light of the car.
 - Document arrival and departure times
- Do not take an overnight trip alone with a minor who is not a member of your immediate family!
- If one-on-one pastoral care of a minor should be necessary, avoid meeting in isolated environments. Schedule meetings at times and use locations that are open and create accountability. Limit both the length and number of sessions, and make appropriate referrals. Notify parents of the meetings.
- Do not engage in the physical discipline of a minor. Discipline problems should be handled in coordination with your supervisor and/or the parents of the minor.
- Do not take photographs of minors while they are unclothed or dressing (e.g., in a locker room or bathing facility).

Procedures

- Discretion must be used in dealing with all adolescents, especially regarding physical contact. Innocent behavior can be misinterpreted. A hug around the shoulders is not sexual abuse, but a full body hug, stroking, massaging, or an affectionate kiss raises questions. Any overt display of affection should be made in a public setting in front of others.

ARCHDIOCESAN POLICIES AND PROCEDURES

- Indicates Policies*
- *Indicates Procedures*

Inappropriate Behaviors of Adults with Adolescents that MUST be Avoided

This is an explicit list which refers back to the Code of Ethics for Youth Ministry Leaders and Volunteers.

- Drinking alcohol in front of the adolescents.
- Being around teens that are drinking.
- Encouraging teens to drink alcohol or ignore the law.
- Buying alcohol or tobacco for adolescents.
- Dating or having an exclusive relationship with any of the adolescents.
- Verbal or nonverbal sexual behavior.
- Gossiping about others—especially the adolescents or other adult leaders.
- Inappropriate sexual jokes, comments, or touching.
- Sharing of your personal experiences with regard to your social life (especially sexuality, dating, partying, etc.)
- Swearing or other inappropriate terms/language.
- Inappropriate touching and physical contact.

ARCHDIOCESAN POLICIES AND PROCEDURES

- Indicates Policies***
- ***Indicates Procedures***

Policies for Bringing in Presenters and or Groups for Retreats

Outside the Archdiocese

- Parishes who bring in presenters from other dioceses or organizations to conduct retreats or presentations must fill out a Speaker approval form.
- They must also have a letter from the presenter or group's home (Arch)Diocese's Chancery stating that this individual or group is in good standing within their (Arch)Diocese and is in compliance with the Charter on Protecting God's Children as specified by the policies within their home diocese.
- If the presenter is clergy, parishes must also present the cleric's faculties to the Chancellor for permission to use those faculties within the Archdiocese.
- If the presenters are part of a group, parishes must notify the Office of Youth Ministry, so the group may be informed of OYM policies regarding Inappropriate Environments and Experiences for Youth.

Within the Archdiocese

- If the presenter or group is located within the Archdiocese, parishes are responsible to make sure that the presenter and or group is in compliance with the Archdiocesan Safe Environment Program and has had a background check.
- Presenters and groups must also be in compliance with the Retreat Formation Policy (see Youth Ministry Formation Policies and Procedures on page 22)

ARCHDIOCESAN POLICIES AND PROCEDURES

- Indicates Policies***
- ***Indicates Procedures***

Internet/Media Policies and Procedures for Youth Ministry Leaders and Volunteers

Internet Networking Communities

We can not ignore the internet as a tool in communication in this day and age. However, it is imperative to adhere to specific guidelines when communicating to youth via any form of media (ie: internet, AIM, texting, etc). This is not a tool to be used to befriend teens but to be used as a support in communicating effectively in the ministry.

MYSFACE & FACEBOOK

- All information displayed on the sites must reflect the Catholic faith and should not call any teaching of the church into question. This includes, and is not limited to, language, photos, songs, videos, bulletins, blogs, podcasts, and applications.
- If these services are used to connect youth to the parish/school programming, youth ministry and campus ministry leaders must set up a separate site from their own (if a personal site is set up).
- No one under 18 and still in high school should be in the Top Friends
- Site must be set to PRIVATE
- Site must adhere to the parish and archdiocesan policy on consent to use pictures
- The Youth Ministry Leader or Volunteer must not 'seek' friends, teens must request you first.
- Password must be difficult and frequently changed to avoid phishing and spamming.
- Application/features and any wall to wall posting should reflect your Catholic values
- Absolutely no tagging pictures

AIM or any Instant Messaging Provider

- Keep conversations brief, to the point and in line with VIRTUS and volunteer Code of Conduct guidelines
- Save copies of conversations
- If you use this as a source of communication, give out your screen name and let them contact you first.

Transparency

- In all cases, we must keep communications transparent. Parents must be fully aware of all mediums being used to keep in contact with their children for ministerial purposes.

ARCHDIOCESAN POLICIES AND PROCEDURES

- Indicates Policies***
- Indicates Procedures***

TRANSPORTATION POLICY

When private passenger vehicles are used for transporting adolescents to and from youth events the following information must be supplied and this information must be certified by the driver in question (see Driver Information Sheet on page 74).

- Persons transporting youth must have a valid, non-probationary, State of Texas driver's license with no physical disability that could in any way impair his or her ability to drive the vehicle safely. Additionally, all drivers (adults and youth) must allow the Archdiocese/parish to obtain a current driving record from the Department of Public Safety to ensure no violations exist which would prohibit them from providing transportation for events.
- The driver must be 21 years of age or older. No one under the age of 21 may drive youth to or from a youth event, or during the event.
- Drivers, 18-20 years of age (out of high school), must have a valid State of Texas driver's license. They may drive themselves to and from an event, but they may not drive high school youth, except their siblings. (see Young Adult Driver Information Sheet on page 75).
- When allowed by the Pastor, youth under the age of 18 may drive to and from an event, but this should be an exception and must have explicit written permission from parents/guardian releasing the Archdiocese and Parish from any liability (see Youth Driver Information Sheet on page 76). Youth drivers may not drive other youth (other than siblings) or be allowed to make unscheduled stops going to and from the event. As with older drivers, if allowed to drive to an event, parents must allow the Archdiocese/parish to obtain their child's current driving record from the Department of Public Safety to ensure no violations exist which would prohibit them from driving to an events.
- In all cases, the Youth Ministry Leader is obligated to verify that all drivers have the proper insurance and to insure that a recent Department of Public Safety report has been obtained through the Archdiocesan Human Resources Department.
- The vehicle must have a valid and current registration and valid and current license plates.
- A signed Driver Information Sheet on each vehicle used must be submitted to the Youth Ministry Leader prior to each trip.
- Each driver and/or chaperone must be given a copy of the approved itinerary including the route(s) to be followed and a summary of his/her responsibilities.
- Remember, approval to work with children and youth does not give clearance to transport youth.

For a complete copy of the Archdiocesan Fleet Safety Program, please contact the Archdiocesan Risk Management Office at 713-659-5461.

ARCHDIOCESAN POLICIES AND PROCEDURES

- Indicates Policies***
- Indicates Procedures***

CHECKLIST FOR FIELD TRIPS

- Adequate supervision by qualified adults—minimum one adult for each ten high school aged youth, one adult for each six junior-high aged youth. Signed Ethical and Personal Conduct Policies of the Archdiocese of Galveston-Houston on file at parish for every chaperone.
- A Driver Information Sheet or Youth Driver Information Sheet for every driver to or from an event.
- A Parental/Guardian Consent Form and Liability Waiver for each adolescent. Each driver must have copies of this form for any youth riding in his/her vehicle.
- Waivers by all adults of all claims against the Archdiocese and/or Parish for injury, accident, illness or death occurring during, or by reason of the field trip.
- Proper insurance for adolescents, chaperones, vehicles, and equipment.
- Inclusion of a proper first aid kit and fire extinguisher.
- Information on the closest medical emergency room or 24-hour emergency clinic.
- Department of Public Safety report on all drivers. (Assistance with obtaining this information can be received through the Archdiocesan Human Resources Department.

Finally, to ensure that desired outcomes of such field trips are covered, youth ministry leaders should prepare the teens for the place that is to be visited and the things that are to be experienced. A thorough discussion should be held regarding the purpose as well as the goal of the trip. Additionally, the youth ministry leader should make an advance visit to the site of the field trip so that any and all unforeseen circumstances, situations, and/or events could be properly planned for; so that any difficulties would be minimized.

ARCHDIOCESAN POLICIES AND PROCEDURES

- Indicates Policies***
- Indicates Procedures***

Policies and Procedures for Utilizing Young Adults (18-20 years of age)

N.B.: These policies refer to 18 year olds who have already graduated from high school. Read for the exceptions.

Young Adults can be a major asset in the development and implementation of a youth ministry program. It is the Youth Ministry Leader's responsibility of understanding of how to effectively utilize young adults.

- ⇒ Peer Ministry
- ⇒ Core Teams
- ⇒ Facilitators of Prayers Experiences, Games, Ice Breakers, Youth Nights, etc.
- ⇒ Assisting the Youth Ministry Leader in a variety of programs (i.e. Retreats, etc)

Youth Ministry Leaders are to be aware of when and how to involve young adults under the age of 21. Remember that a person must be at least 21 years of age before he/she can fulfill the role of a chaperone.

- Young adults between (ages 18-20) should be considered "Interns" in Youth Ministry and be treated in such a manner.
- When a Youth Ministry Leader chooses to utilize young adults, the young adults must understand that their role is not one of a chaperone nor are they high school participants.
- Young Adults are highly discouraged from dating high school participants of the youth ministry program.
- Young Adults must never be alone or share rooms with younger or older adolescents.

The Youth Ministry Leader ensures the following has been done by all new volunteers prior to engaging in volunteer service:

- Completion of all Safe Environment Program Qualifications (VIRTUS and Criminal Background Check)
- Completion of the Application for Volunteer Service
- Agreement to comply with the Archdiocesan Volunteer Code of Ethics and Personal Conduct
- The number of Young Adults who assist parishes during Archdiocesan Youth Ministry events is limited due to the focus of the various events.
- Recent high school graduates 18 year of age will be able to register for AYC (no registration limitation).
- Young Adults (18 years of age out of high school through 20 years of age) are highly discouraged from attending the Region 10 Catholic Youth Conference and National Catholic Youth Conference, however if they are needed to assist the Youth Ministry Leader, registration will be limited to three(3) per parish.

ARCHDIOCESAN POLICIES AND PROCEDURES

- ***Indicates Policies***
- ***Indicates Procedures***

Policies and Procedures for Utilizing Young Adults (18-20 years of age), continued

Qualities for look for in a Young Adult Volunteer

- Practices the Catholic faith with no impediment to full communion
- Able to listen to and follow directions of the Youth Ministry Leader
- Establishes clear boundaries between being a high school participant and a program intern
- Is trustworthy; must be of good character with a credible reputation
- Maintains appropriate, professional boundaries with youth
 - Is prayerful
 - Able to follow through on commitments
 - Willing to serve and put others first
 - Is enthusiastic about assisting within the youth ministry program

Process of Recruitment and Interview

The Youth Ministry Leader calls the prospective young adult for an appointment or a group meeting at their mutual convenience. At the appointed time, the Youth Ministry Leader covers the following with the prospective volunteer:

1. Discuss the parish and youth ministry program Mission Statement along with the goals and objectives of the program
2. Discuss the importance of young adults in the helping fulfill the mission, goals and objectives
3. Gives the prospective volunteer a copy of the Job Description, the Archdiocesan Application for Volunteer Service (pages 61-62), and the Volunteer Code of Ethics and Personal Conduct (page 64) for the Archdiocese of Galveston-Houston
4. Ask the prospective young adult to prayerfully reflect for a few days and await your decision.
5. After the appointment, the Youth Ministry Leader must:

Review carefully the prospective volunteer's application for Volunteer Service to determine whether it discloses disqualifying information

Check references provided and any additional references deemed appropriate to determine if there is any disqualifying information about the volunteer. (Please refer to the sample reference sheet on page 63)

ARCHDIOCESAN POLICIES AND PROCEDURES

- Indicates Policies*
- *Indicates Procedures*

Copyright Policies

- The Archdiocesan policy on copyright laws as contained in the Pastoral Manual, Section Q-9 states; Copyright laws: It is illegal and immoral to reproduce copyrighted texts and music by any means without written permission of the copyright owner. The fact that these duplicated materials are not for sale but for private use does not alter the legal or moral situation of copying without permission.” *(MCW n. 78; BCL 4/69).
- This policy would also include any technologies that have been developed since that time, such as audiotapes, videotapes, laser discs, computer floppy disks and programs, etc.
- The policies incorporated into the Pastoral Manual pertain to all priests, deacons, religious, and laity who minister in this Archdiocese.
- It is the intent of the Archdiocese of Galveston-Houston to comply with the provisions of the current copyright laws and Congressional guidelines from the Copyright Act of October 19, 1976 (Public Law 94-553). Teaching professionals and parish ministers have the responsibility to know the “fair-use” copyright law.
- The Archdiocese recognized that unlawful copying and use of copyrighted materials contributes to higher costs for materials, lessens the incentives for development of quality educational materials, and fosters an attitude of disrespect for law which is in conflict with the educational goals of this Archdiocese.
- The Archdiocese directs that the employees comply with all provisions of Title 17 of the United States Code entitled “Copyrights” and other federal legislation and guidelines related to the duplication, retention, and use of copyrighted materials. The infringement of copyright and plagiarism of any sort by Archdiocesan employees is prohibited.

*MCW: Music in Catholic Worship, Bishops’ Committee on the Liturgy
BCL: Bishops’ Committee on the Liturgy Newsletter (USCCB)

ARCHDIOCESAN POLICIES AND PROCEDURES

- Indicates Policies***
- Indicates Procedures***

Copyright Policies, continued

The Archdiocese further directs that:

- Unlawful copies of copyrighted material may not be produced on Archdiocesan-owned equipment.
- Unlawful copies of copyrighted material may not be used with Archdiocesan-owned equipment, within Archdiocesan-owned facilities, or at Archdiocesan sponsored functions.
- The legal and/or insurance protection of the Archdiocese will not be extended to employees who unlawfully copy and use copyrighted materials.
- Employees who make and/or use copies of copyrighted materials in their jobs are expected to be familiar with published provisions regarding fair use and public display, and are further expected to be able to provide, upon request, the justification under Sections 107 or 110 of United States Copyright 17 for copies that have been made or used.
- Employees who use copyrighted materials that do not fall within the fair use or public display guidelines must be able to substantiate that the materials meet one of the following tests:
 1. The individual employee or the Archdiocese has purchased the materials from an authorized vendor and a record of the purchase exists.
 - 2.
 3. The materials are copies covered by a licensing agreement between the copyright owner and the Archdiocese or the individual employee.
 - 4.
 5. The materials are being reviewed or demonstrated by the user to reach a decision about possible future purchase or licensing and a valid agreement exists which allows for such use.

Though there continues to be controversy regarding interpretation of the copyright laws, the Archdiocesan policy represents a sincere effort to operate legally.

Please contact the Archdiocesan Resource Center (713-741-8781) for the complete Copyright Policy and Guidelines Packet. It will cover the copyright laws in a more detailed outline for furthering understanding and compliance.

ARCHDIOCESAN POLICIES AND PROCEDURES

- ***Indicates Policies***
- ***Indicates Procedures***

Youth Mission Trip Policies and Procedures

The traditional understanding of mission is of professional persons, generally clerics and religious, who have dedicated their lives to the work of evangelization, spreading the Gospel of Jesus, at home or abroad, either to those who have not heard it or whose faith is weak for lack of ministers.

Since Vatican Council II (1963-1965) and the pronouncements of Pope Paul VI and John Paul II, mission is understood in a much broader sense. As the People of God, we are all called to be missionaries, but not limited exclusively to the traditional form of mission.

The idea of mission today encompasses various activities, which fall into different categories, namely: the Traditional, Corporal Works of Mercy, and Immersion.

The traditional view is of missionaries, Clerics, Religious and sometimes even Lay persons who are dedicated to spreading the Gospel by word and deed, either for life or for a fixed period of time, at home or abroad. Missionary endeavors are their sole purpose in life during this period and their home communities generally support them.

Another view of mission is The People of God bringing material aid such as food or medicine to those in dire need, offering their time and resources in the Corporal Works of Mercy.

A new vision of mission, growing out of Vatican Council II, is of the People of God who go primarily to the poor ,at home or abroad , to accompany them and learn to understand and appreciate other cultures and values. Such activities called Mission Immersion Experience, allow people to reach out to others as equals rather than mere objects to be taught or helped as if they were little children. Parishes and dioceses that go into an immersion experience do so to strengthen their own faith as they try to understand the nuances of how the faith is lived in other cultures.

This is also a preparation for what often becomes a more formal mission relationship called Parish Twinning or Diocesan Twinning. Twinning means that the parishes or the diocese on each side of the boarder share their faith and their gifts through a process of ongoing mutual exchange and celebration.

It is in this light that we can consider mission trips. Our work of youth ministry is broad based, involving forming of the faith community, appropriating the faith, forming Christian conscience, educating for justice, facilitating personal development, and developing leaders for the future. Short term mission trips are an important tool that can assist in accomplishing each of these tasks.

Through mission trips, youth, youth ministry leaders, campus ministry leaders, and key volunteers participate in the mission of the entire Church to proclaim the Gospel to all people.

Whether local or international, missions instill in youth a spirit of service to the poor and are opportunities to connect the Church's social teachings with practical experience. Additionally they provide an opportunity for leadership development by involving youth in increasing levels of responsibility through planning and organization.

Most importantly, mission trips require careful planning and forethought so they can be safe and rewarding experiences.

This section of the handbook is intended as a resource to ensure both.

(Adapted from World Mission Sunday, A booklet with suggestions and ideas for Mission-minded parishes, Education Committee Mission Council of the Archdiocese of Galveston-Houston.)

ARCHDIOCESAN POLICIES AND PROCEDURES

- Indicates Policies***
- ***Indicates Procedures***

Youth Mission Trip Policies and Procedures, continued

- All mission trips must be planned carefully according to the policies of this document.
- A proposals must be submitted in writing to the Pastor / High School Principal with copies sent to the Archdiocesan Director of Youth Ministry and to the Director of Risk Management. The proposal must include:
 - ⇒ Completed proposal form (page 85)
 - ⇒ Checklists for staff and participants
 - ⇒ Maps of the location
 - ⇒ Contact information of Site Host
 - ⇒ Plan for preparation (education about missions, information on the site, the purpose of the trip, what will happen on the trip, emergency information, etc.)
 - ⇒ Plan for follow-up (theological reflection on the experience is an essential component of the trip and is not to be omitted).
 - ⇒ Parent/Youth Orientation Meeting Outline
- Prepare and implement a Parent/Youth Orientation Meeting: This gathering will include much of what was placed in the proposal (education about missions, information on the site, the purpose of the trip, what will happen on the trip, emergency information, safety issues, etc.)
- All foreign mission trips are to be done in cooperation and collaboration with a recognized missions agency, such as Maryknoll or Helping Hands. The proposal must specify the relationship between the agency and the youth ministry for this trip: What will they provide? What responsibility do they assume? Do they lead, or merely broker the connection between the parish youth ministry and the mission site.
- Mission trips within the United States are to be done in cooperation and collaboration with the local diocese. In the very early stages of planning, the local Office of Youth Ministry must be contacted and informed of your presence. In making this contact, groups will be apprised of the safe environment policies that exist for that local Church. In places where no Diocesan Office of Youth Ministry exists, contact the Chancellor's Office.
- Travel must follow archdiocesan procedures with full insurance coverage.
- If using cars for missions in Mexico, parishes/schools must obtain Mexican insurance and permission to take the vehicle into Mexico. It is advisable to rent a bus from a reputable service that regularly travels to Mexican destinations.
- Parish/ School Leaders participating in foreign missions, including Mexico, must have multiple experiences in assisting in local service projects (day or weekend).
- No alcohol is to be consumed during the trip by any personnel, whether staff or youth.
- All groups must adhere to the policies which refer to working with youth (Liability, Permission and Medical Release Forms, VIRTUS training, Criminal Background checks for all adults, etc).

Procedures

- Basic Spanish language familiarity should be included as part of the preparation, including workshops on language basics and cultural norms. Ensure that some of the participants are fluent.

ARCHDIOCESAN POLICIES AND PROCEDURES

- Indicates Policies***
- ***Indicates Procedures***

Youth Mission Trip Policies and Procedures, continued

What steps do I need to take prepare a Mission Immersion or Mission Trip?

- Adult leaders are to participate in a “staff” mission trip prior to involving youth
 - The Office of Youth Ministry of the Archdiocese of Galveston-Houston highly suggests before a youth/campus ministry Mission Trip should occur, that an adult from the parish, and possibly a team of adults would visit the sites prior to taking youth.
 - This experience offers the coordinator (s):
 - ⇒ Opportunity to see first hand what a mission experience is, to reflect on what mission truly is and calls us to.
 - ⇒ To make contacts with those in the various areas you will visit and serve.
 - ⇒ To spend time to reflect on the experience.
 - ⇒ To develop a well thought out, prepared, and safe experience for your youth.
- Develop a Mission Team: The parish mission team should be made up of the Pastor, Adult Volunteers, and other parish ministries
 - Planning should begin the year before desired trip
 - Mission trips should be developed and well thought out. These experiences must place the safety of the youth and adult participants as a priority. These experiences are those which will result in life long memories for those who will participate and therefore must be prepared carefully, organization is key.
- Be up to date on Media of area: In preparing for your trip, please check news media blitz on the region or area to ensure the safety of the area at the time of the mission trip. Please be prepared for last minute cancellation due to political unrest, border restrictions, violence, or danger in the area.
- Prepare all adult volunteers: An orientation of expectations of adult volunteers as well as appropriate behavior with youth should be conducted prior to the event.
- Develop A Mission Statement: As with any endeavor as important and complex as a Mission trip to another country, it is important to establish a Mission Statement that defines what the trip is intended to accomplish. Defining the trip should come after meetings and in close collaboration with the leaders of the parish abroad. Developing this Mission Statement should be the responsibility of the parish mission team, which has also had the vision for the trip.
- Inform the Archdiocesan Offices of Mission trips outside of the United States.
 - Inform the Office of Youth Ministry the youth ministry group will be going into another country
 - Contact Diocesan Risk Manager of trip and obtain any additional information needed.
 - Submit in writing, the date, location, number of youth and adults as well as an itinerary of the trip.
 - During these troubled times in our world today, anything can occur. Therefore, it is imperative that this information is available for emergency use. If an accident or emergency should occur, the key leaders of the Archdiocese will be aware of where a group from our Archdiocesan community can be found.

ARCHDIOCESAN POLICIES AND PROCEDURES

- Indicates Policies***
- Indicates Procedures***

Youth Mission Trip Policies and Procedures, continued

Code of Conduct

- A code of conduct should be developed for each trip with well-defined expectations and consequences for actions that do not follow these guidelines.

Documentation, Identification, Parental Consent, Liability Waiver, and Medical Waiver

- All participants should have a picture identification card such as a Texas Driver's License.
- In the case of international mission trips (including Mexico), a valid US Passport is now required. It is also best to have a copy of birth certificates on hand. All documentation for participants and leaders should be kept in a binder and taken to all visitation sites. The further you enter Mexico the more documentation is needed.
- Liability and Medical Releases must be obtained for each participant (youth and adult). Additionally, and each young person must have the proper Parental Consent Form completed.
- All forms must be notarized
- Copies of all documentation for participants and leaders should be kept in a binder and taken to all visitation sites by the trip coordinator
- Copies of all documentation must be left with the appropriate parish/school official in case of emergencies

Incident Report

- Should there be any incident of misconduct, emergency, or other situation documentation should be kept. See page 72-73.

Itinerary

- Pastor/Principal, parents, and key staff should be provided a detailed itinerary
 - ⇒ Name and location of housing
 - ⇒ Daily Schedule
 - ⇒ Emergency contact name and phone number
 - ⇒ Cell phone number of the coordinator or an adult volunteer. In the case of an international mission trip, it is best that the coordinator arrange with his/her cell phone provider to have international coverage.

Resources

Contact the Maryknoll Office for resources of where to visit.

Awanda Whitworth, Maryknoll Mission Educator will assist with resources for your parish/school, adult teams, presentations to your parish as well as contacts and resources that will be invaluable for your planning.

Maryknoll
2360 Rice Blvd.
Houston, TX 77005
(713) 529-1912

Archdiocese of Galveston-Houston

Youth Ministry Leader's Code of Ethics and Personal Conduct

- The following code of ethics is for all Youth Ministry Leaders in the Archdiocese of Galveston-Houston. The Office of Youth Ministry requires all Youth Ministry Leaders to acknowledge this code by signing, dating, and placing it in their personnel file at the parish with a copy placed in the files within the Archdiocesan Office of Youth Ministry. This code of ethics is intended for Youth Ministry Leaders regardless of employment status within the church.**

Professional Ethical Obligations

Ministerial Role

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

Inclusion

1. Youth Ministry Leaders recognize the dignity of each person and refrain from behaviors or words that are disrespectful of anyone or any group.
2. Youth Ministry Leaders serve all people without regard to gender, creed, national origin, age, sexual orientation, marital status, socioeconomic status, or political beliefs.
3. 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.

Accountability

1. Youth Ministry Leaders are accountable to the pastor or other duly appointed representative, under the authority of the Archbishop.
2. Youth Ministry Leaders are called to serve the faith community, carrying out their ministerial functions "...conscientiously, zealously, and diligently" (231, Code of Canon Law).
3. 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.

Confidentiality

1. Youth Ministry Leaders respect confidentiality, yet are not held to confidentiality in the same way as ordained ministers and licensed, certified counselors.
2. 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 a third party.
3. Youth Ministry Leaders support the rights and roles of parents while ministering to the needs and concerns of adolescents.

Conduct

1. Youth Ministry Leaders are aware they have considerable personal power because of their ministerial position. Therefore, they will sustain respectful ministerial relationships, avoiding manipulation and other abuses of power.
2. Youth Ministry Leaders maintain appropriate professional boundaries (e.g. physical, sexual, relational, and emotional). Romantic, dating, or sexual relationships between a Youth Ministry Leader and an adolescent are inappropriate and unethical.
3. Youth Ministry Leaders model healthy and positive behaviors with adolescents.
4. Procuring, providing, or using alcohol and/or controlled substances for or with adolescents is inappropriate and unethical.

Referrals and Intervention

1. Youth Ministry Leaders are aware of the signs of physical, sexual, and psychological abuse and neglect.
2. Youth Ministry Leaders are aware of their limitations with respect to paraprofessional counseling and make appropriate referrals.
3. Youth Ministry Leaders adhere to civil and ecclesial law, policy and procedure for reporting abuse, suspected abuse, or neglect.

Parish/Archdiocesan Policies

1. Youth Ministry Leaders are aware of and comply with all applicable parish, organizational and/or Archdiocesan policies with special attention to sexual misconduct, 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 and the policies of the handbook.

Signature: _____

Date: _____

Parish: _____

**ARCHDIOCESE OF GALVESTON-HOUSTON
SAMPLE EMPLOYEE PERFORMANCE REVIEW**

—	—
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Employee

Position

For Period From:	—	To:	—	—
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Parish

Performance Plan: At the beginning of the review period, the Pastor and the Youth Ministry Leader should meet to discuss and describe the major responsibilities and objectives of the employee's position, as detailed on the job description. The lower section of Page 1 can be used for this purpose and/or to expand on significant areas or projects.

Interim Review: Throughout the review period, the supervisor and employee meet to discuss interim progress on the Performance Plan. The top section on Page 2 can be used to record such a review.

Overall Performance Review: At the end of the review period, the supervisor provides the enclosed Employee Self-Evaluation form to the employee for completion. The supervisor then completes the review form that begins on Page 2 of this four page form to evaluate this employee's overall performance. The pastor and employee should schedule a mutually convenient time to sit and review the evaluation results.

Summary: Page 4 summarizes the review process in four sections:

- Supervisor's comments.....
- Employee's comments/acknowledgment.....
- Supervisory acknowledgment

Both the supervisor and the employee should have sufficient time after the review meeting to consider any comments they wish to make on the form.

Skills/Professional Development Plan - On a separate sheet of paper, define additional job experience exposure or training that would be helpful for employee's professional growth for the upcoming year.

PERFORMANCE PLAN

The supervisor and employee complete this section as a planning tool for the upcoming review period. Objectives are based on the Employee Performance Review of the previous review period, the current job description, and any anticipated projects. Attach additional documentation as necessary.

RESPONSIBILITIES AND OBJECTIVES	ANTICIPATED RESULTS
Briefly describe the <u>major</u> duties, responsibilities, objectives, or <u>major</u> projects to be evaluated. A copy of the job description (or any previously established objectives) may be used instead of listing each item.	Describe the specific results to be achieved for each duty, responsibility, or objective.
1.	1.
2.	2.
3.	3.
4.	4.

INTERIM REVIEW

An interim review can be initiated by the supervisor or the employee at any time during the review period. There should be at least one such meeting. More frequent coaching and counseling may be desired by the employee and/or the supervisor. This section may be used to record such a meeting.

Date	Initials		Comments
	Supervisor	Employee	
_____	_____	_____	_____

OVERALL PERFORMANCE REVIEW

Supervisors use this section to evaluate the individual's strengths as well as any areas of concern relative to job requirements. A determination of need for further training or development should be noted under SKILLS/PROF. DEVELOPMENT PLAN (Page 4). If additional space is needed, use letter-size paper and reference the number(s) of Area of Review being addressed and attached to form.

AREA OF REVIEW

STRENGTHS

AREAS for GROWTH

<p>1. JOB DUTIES AND RESPONSIBILITIES (Attach copy of job description) Consider how well the employee has accomplished the duties and responsibilities detailed on the job description. List below other duties and responsibilities added during the past year:</p> <p>1. 2. 3.</p>		
<p>2. PLANNING AND ORGANIZING Consider how well the employee sets precise, measurable goals, including both completeness and quality; sets priorities; organizes and coordinates work/projects effectively; reflects a desire to balance assignments to avoid boredom or burnout.</p>		
<p>3. PROBLEM-SOLVING / DECISION-MAKING Consider how well the employee analyzes and evaluates circumstances; arrives at sound and logical conclusions; develops effective solutions; makes timely, fact-based decisions; and uses creativity and innovation to originate and adapt new ideas to achieve objectives.</p>		
<p>4. USE AND CONTROL OF RESOURCES Consider how well employee establishes sound controls; follows up on projects; uses resources for maximum effectiveness, both within the department and between departments; seeks ways to avoid duplication of tasks within/between departments.</p>		

AREA OF REVIEW	STRENGTHS	AREAS OF CONCERN
<p>5. COMMUNICATION Consider how well employee clearly, concisely, and accurately expresses thoughts, both in writing and orally.</p>		
<p>6. WORKPLACE/ENVIRONMENT Consider how well employee values own work/workspace and that of others; promotes open communication and trust; shares learned task/experience with other employees; reflects professionalism both in personal and workspace appearance</p>		
<p>7. MULTICULTURAL AWARENESS AND SENSITIVITY Consider employee's awareness of and sensitivity to individuals and groups from all cultural, ethnic, and economic backgrounds, both among other employees and in ministry to clients.</p>		
<p>8. SKILLS ASSESSMENT Consider employee's proficiencies and skills necessary for the job (please list), including employee's contribution in setting vision and direction for area/ department. 1. 2. 3.</p>		
<p>9. SKILLS/PROF. DEVELOPMENT PLAN Consider how well the employee has met the previous year's Skills/Professional Development Plan; seeks or accepts opportunities to learn more about the field or area in which they work, beyond job-specific skills.</p>		
<p>10. LEADERSHIP/INTERPERSONAL RELATIONS Consider how well the employee assumes leadership role; is flexible to change; maintains objectivity, presents professional image; and displays patience and tact reflective of our Christian message.</p>		
<p>11. DEPENDABILITY/ RESPONSIBILITY Consider how well employee completes tasks in a timely and responsible manner: accepts responsibility; handles punctuality and attendance.</p>		

AREA OF REVIEW

STRENGTHS

AREAS OF CONCERN

12. VISION OF THE CHURCH (as appropriate) Consider how well employee demonstrates a commitment to the philosophy and mission of the Parish.		
13. OTHER Consider other areas not listed elsewhere.		
14. SUPERVISION (as applicable) Consider how well employee recommends organization and allocates subordinates' work assignments; controls costs; selects and trains staff; monitors and documents subordinates' performance, providing motivation and counseling; fosters professional development of employees; and promotes Diocesan goals and philosophies to employees and volunteers.		
OVERALL PERFORMANCE: There is no set formula for determining overall performance. Consider the individual areas above, including the specific value of each responsibility area, and then summarize overall performance.		

EMPLOYEE'S COMMENTS/ACKNOWLEDGMENT
 (The employee may use this space to make comments on this review. The employee MUST sign the acknowledgment at the bottom of this section.)

PASTOR'S COMMENTS
 (Supervisor may use this space for additional comments or points not previously covered. Consider strengths, accomplishments and progress during the past year.)

The contents of this review have been discussed with me. My signature is acknowledgment of but does not imply agreement or disagreement with this review.

 Employee's Signature

 Date

 Pastor's Signature

 Date

Distribution: Make two copies—one each for the pastor and employee. One should be kept in the official files of the employee.

APPLICATION FOR VOLUNTEER SERVICE

PLEASE PRINT CLEARLY

Name _____ Parish _____

Telephone (H) _____ (W) _____ Soc. Sec. Number _____

Driver's License number _____

Home Address _____ City _____ State _____ Zip _____ Yrs. in res. _____

Previous Address _____ City _____ State _____ # of yrs. _____

Previous Address _____ City _____ State _____ # of yrs. _____

What is your occupation? (Please be specific)

Place of employment _____ Phone _____ How long? _____

Address _____ City _____ State _____ Zip _____

Previous employer _____ Phone _____ How long? _____

Position held _____

Address _____ City _____ State _____ Zip _____

Previous employer _____ Phone _____ How long? _____

Position held _____

Address _____ City _____ State _____ Zip _____

High school attended _____ City/State _____

What do you hope to gain from volunteering in this position? _____

Describe any formal or informal training you may have for ministering with youth (RE, coaching, etc.)

What other organizations have you volunteered with (if any)?

What ministries have you participated in during the last year?

Position	Supervisor	Parish	City/State
----------	------------	--------	------------

Please list parish/parishes regularly attended in the past three years:

Parish	City/State	When
--------	------------	------

Do you have an age level preference for your ministry? Yes ___ No ___

What level and why? _____

List three persons who can provide character references (other than relatives).

Name	Occupation	Work Phone	Home Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Expect for a minor traffic violation for which the fine was \$200 or less, or any offense that was finally settled in a Juvenile Court or under a Welfare Youth Offender Law, have you ever been arrested or convicted of any criminal offense?

Yes _____ No _____

Has an allegation or complaint ever been made against you alleging harassment, physical or sexual abuse?

Yes _____ No _____

Have you ever terminated your employment or had your employment terminated for reasons of physical or sexual abuse or harassment?

Yes _____ No _____

If you have answered YES to any of the above questions, please explain: (Indicate the date, nature and place of the allegation, your employer, and his/her address and telephone number.)

VOLUNTARY CONSENT

I authorize any reference or church listed in this application to give you any information they may have regarding my character and fitness. I release such references and the Parish/Archdiocese from liability for any damage that may result from furnishing such information or evaluation to you, and I waive any right that I may have to inspect any references provided.

I hereby give my consent to the Parish/Archdiocese of Galveston-Houston to request and provide information relating to my suitability to serve and for those persons to release such information to the Parish/Archdiocese, and other inquiring parties.

I give my permission for the Parish/Archdiocese to obtain information relating to my criminal history record. I understand that this information will be used to determine my eligibility for a volunteer position with the Parish/Archdiocese.

I hereby affirm that the information contained in this application is correct to the best of my knowledge and that I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application unfavorably.

Signature _____ **Date** _____

SAMPLE TELEPHONE REFERENCE

Hello, I am _____ with _____.
(Youth Ministry Leader) (Parish)

_____ has given us your name as a reference to verify his/her character and ability to work with
(Name of Volunteer)
youth at _____.

This call will be kept confidential and used only to determine his/her ability to work with our youth.

Reference #1

Name _____

Telephone Number _____ Date _____

How long have you know him/her? _____

In what capacity? _____

How long has he/she lived in this area? _____

Have you observed him/her working with young people? ____ Yes ____ No

To your knowledge, is he/she involved in his/her Church? ____ Yes ____ No

Please share any other information that you can share that will help us to know if he/she will work well with young people?

Do you know, or have you heard, anything about whether the candidate has any history of violent or deviate behavior, or arrests or convictions of any violent crime? ____ Yes ____ No

If Yes, Please explain: _____

Do you know, or have you heard, anything about the candidate which we should consider in deciding whether to allow him/her to work with the youth of our Parish?

Archdiocese of Galveston-Houston * Volunteer's Code of Ethics and Personal Conduct

As a community of faith we are committed to safeguard our children and youth, the most important gifts God has entrusted to us. The following rules and regulations reflect that commitment and are a condition of volunteer ministry.

(Name of Parish, School or Facility)

(City)

As a volunteer, I will:

- Safeguard children and youth entrusted to my care at all times.
- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Avoid situations where I am alone with a child or youth at church/school activities.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children or youth.
- Refuse to accept expensive gifts from children or youth or their parents without prior written approval from the pastor or administrator.
- Refrain from giving inappropriate, personal gifts to children or youth.
- Report suspected abuse or neglect to *Child Protective Services* (800.252.5400) or local police department. I understand that failure to report suspected child abuse is a violation of Texas law.
- Cooperate fully in any investigation of abuse or neglect of children and/or youth.

As a volunteer, I will not:

- Espouse any view contrary to the teachings of the Catholic Church during my volunteer ministry.
- Smoke or use tobacco products on parish property and/or in the presence of children or youth.
- Use, possess, or be under the influence of alcohol or illegal drugs at any time while volunteering.
- Spank, shake, or slap children, youth or any person.
- Humiliate, ridicule, threaten or degrade children, youth or any person.
- Strike or touch a child, youth or any person in a sexual or other inappropriate manner.
- Engage in any conduct that frightens or humiliates children, youth or any person.
- Commit an illegal or immoral act in the presence of children and/or youth.
- Use profanity in the presence of children and/or youth.
- Sexually harass any person, e.g., requests for sexual favors, sexually explicit statements, etc.

As a volunteer, I promise to strictly follow the rules and guidelines in this Code of Conduct. I understand that as a volunteer working with children and/or youth, I am subject to a thorough background check including criminal history. I agree to notify the Archdiocesan VIRTUS Coordinator within 30 days if I have been charged with, convicted of, granted deferred adjudication or plead nolo contendere to any felony or any misdemeanor involving moral turpitude. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer. Furthermore I attest that I am a practicing Catholic with no impediment to full communion

Volunteer's Printed Name

Name of Ministry/Activity in which I volunteer

Volunteer's Signature

Date

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VOLUNTEER ACKNOWLEDGMENT

- I have received a copy of the Parish Volunteer Emergency Procedures and Safety Practices. I have read, understood and agreed to abide by those procedures.
- I understand that I am to report accidents or injuries immediately to the Parish Pastor.
- I understand that I am required by law to report known or suspected instances of child abuse or neglect, including sexual abuse, and that not doing so is considered a crime. Call the **24-hour Child Abuse Hotline (1-800-252-5400)**, or **local law enforcement agency**, and then as a courtesy, notify the Parish pastor.
- I understand the policy of the Parish is to cooperate with the authorities in the investigation of suspected child abuse. I, as a volunteer, agree to cooperate with the investigation as requested.
- I understand that if I use my automobile, my personal insurance is my coverage. (Reimbursement for fuel is a decision of the parish.)

I understand the policy of the Parish is to refer all inquiries from the media or press to the Parish Pastor.

I have read and understood all the above statements and I agree to abide by them.

Volunteer's Signature

Date

Parish Youth Ministry Leader's Signature

Date

Youth Ministry is relational by nature. Young people need to feel accepted, liked, affirmed, involved, and included. Forming relationships, in other words, is more important than programs. It is important for the Youth Ministry Leader and all adult volunteers to develop positive relationships with the youth. This can be achieved by being genuinely interested in him/her and the activities in which he/she is involved.

SAMPLE SELF-ASSESSMENT FOR AN ADULT VOLUNTEER

Name _____

Parish _____

General Responsibilities (1 = weak, 5 = strong)

1. I cooperate with the Youth Ministry Leader in implementing the goals and objectives of the Parish youth program.

1 2 3 4 5

2. I am punctual and prepared for each meeting.

1 2 3 4 5

3. I notify the Youth Ministry Leader when there is a need to be absent.

1 2 3 4 5

4. I follow the Youth Ministry Leader's rules of discipline.

1 2 3 4 5

5. I spend time talking and sharing faith with youth.

1 2 3 4 5

6. I attend special activities and concerts at the schools when possible.

1 2 3 4 5

7. I make a special effort to acknowledge special times in the teens' lives.

1 2 3 4 5

8. I meet and spend quality time with new teens.

1 2 3 4 5

9. I understand the importance of having other adult volunteers with me at all times, and I'm not meeting with youth of the Church alone.

1 2 3 4 5

10. I understand the importance of NOT EVER saying, acting, or behaving in a way that could be interpreted by anyone as a sexual advance or as sexual abuse toward any youth, regardless of the circumstances or the youth's gender.

1 2 3 4 5

11. I attend volunteer training, retreats, and in-services as asked by the Youth Ministry Leader.

1 2 3 4 5

12. I work with and not against Parish Staff and other adult volunteers.

1 2 3 4 5

13. I am sensitive to the various family structures.

1 2 3 4 5

14. I assist and help supervise set-up and clean up.

1 2 3 4 5

15. I enjoy being with the teens and recognize the boundaries while ministering to them.

1 2 3 4 5

Volunteer's Signature

Date

SAMPLE ASSESSMENT OF AN ADULT VOLUNTEER

This assessment should be done by the Youth Ministry Leader and should be considered as a means for growth.

Name _____ Parish _____

General Responsibilities (1 = weak, 5 = strong)

1. Cooperates with the Youth Ministry Leader in implementing the goals and objectives of the Parish youth program.

1 2 3 4 5

2. Is punctual and prepared for each meeting.

1 2 3 4 5

3. Notifies the Youth Ministry Leader when there is a need to be absent.

1 2 3 4 5

4. Follows the Youth Ministry Leader's rules of discipline.

1 2 3 4 5

5. Spends time talking and sharing faith with youth.

1 2 3 4 5

6. Attends special activities and concerts at the schools when possible.

1 2 3 4 5

7. Makes a special effort to acknowledge special times in the teens' lives.

1 2 3 4 5

8. Meets and spend quality time with new teens.

1 2 3 4 5

9. Attends volunteer training, retreats and in-services as asked by the Youth Ministry Leader.

1 2 3 4 5

10. Works with and not against Parish Staff and other adult volunteers.

1 2 3 4 5

11. Is sensitive to the various family structures.

1 2 3 4 5

12. Assists and helps supervise set-up and clean up.

1 2 3 4 5

13. Enjoys being with the teens and recognizes boundaries when ministering them.

1 2 3 4 5

Volunteer's Signature

Date

Youth Ministry Leader's Signature

Date

*Signature of the volunteer does not mean that he/she agrees with the evaluation, but indicates that he/she has seen the results.

PROGRAM ASSESSMENT BY VOLUNTEERS

NAME _____

CHECK ONE: Younger Adolescents

Older Adolescents

Confirmation Prep

PARISH _____

ADDRESS _____

PHONE _____

CITY/ZIP _____

A highlight for me this year was . . .

A major frustration for me was . . .

Were the objectives clear for my area of the program?

Was sufficient training and preparation provided?

Which areas of the program would you like to work on next year? (Check your interests)

Evangelization/Catechesis

Prayer & Worship

Pastoral Care

Justice & Service

Community Development

Leadership Development

For next year's program I suggest:

Medical Matters

I hereby warrant to the best of my knowledge, my child is in good health, and I assume all responsibility for the health of my child. Of the following statements pertaining to medical matters, sign only those in accordance with your wishes:

Emergency Medical Treatment

In the event of an emergency, I hereby give permission to transport my child to a hospital for emergency medical or surgical treatment. I wish to be advised prior to any further treatment by the hospital or doctor.

In the even of an emergency and you are unable to reach me, contact:

Name & Relationship _____ Phone _____

Family Doctor _____ Phone _____

Medications

My child will bring all such medications, well labeled, that are necessary. Names of medications and concise directions for seeing that the child takes such medications, including dosage and frequency are as follows

My child is taking the following medication at the present time.

Medication(s): _____ Dosage: _____

Administer: _____

_____ I hereby **Do Not Grant Permission** for medication of any type, whether prescription or nonprescription may be administered by my child unless the situation is life threatening and emergency treatment is required. (Please initial)

_____ I hereby **Grant Permission** for nonprescription medication (such as Tylenol, throat lozenges, cough syrup) to be given to my child, if deemed advisable. I understand that Aspirin will not be given to my son/daughter. (Please initial)

Medical Conditions Information: (Archdiocesan personnel will take reasonable care to see that the following information will be held in confidence.)

My son/daughter has:

- Has had an episode the following or has been diagnosed: Seizures Asthma Diabetic
- Allergic reactions to the following (foods, dyes, latex etc.) _____
- Has had a medical surgery within the last six months? Yes No Still under doctor's care? Yes No
- Has a medically prescribed diet? _____
- The following physical limitations? _____
- Immunizations current and up to date: Yes No Date of last tetanus/diphtheria immunization _____
- You should also be aware of these special medical conditions of my child (e.g. depression, anxiety, etc.): _____

Insurance Information: **No, I do not carry medical insurance at this time.**

Insurance Carrier: _____ Name of Insured: _____

Insurance Policy Number: _____

Father's Name: _____ Day Phone: _____

Mother's Name: _____ Day Phone: _____

In the event it comes to the attention of the chaperones associated with the activity that my child becomes ill with repeated symptoms such as headache, vomiting, sore throat, fever, diarrhea, I want to be called immediately. If this will be a long distance call, I want to be called collect (with phone charges reversed to myself). I fully understand the foregoing statements and sign this Parental/Guardian Medical Consent Waiver knowingly, freely, and willingly.

Signature (Parent/Guardian) Parent/Guardian must sign for anyone under 18 years of age. Date

Signature (Participant 18 years of age or older must sign own consent) Date

**Archdiocese of Galveston-Houston
Key Leader, Chaperone and Young Adult Assistant
Medical Release and Liability Form**

I, _____, do hereby release, hold harmless and discharge the Archdiocese of Galveston-Houston, the parish, its staff and volunteers from any and all liability, claim, loss, damage, cost or expense arising from my participation in this event. I waive such claims against such organization or any such person, arising directly or indirectly from or attributable in any legal way, to any action or omission to act of any such organization or person in connection with execution of this event. I authorize treatment by a licensed medical physician or licensed medical team in case of any accident or illness that may so arise, or any hospitalization necessary.

Print Name _____ Date: _____

Address _____

City _____ Zip _____

Parish _____

Home Phone (____) _____ Work Phone (____) _____

Physician's Name _____ Phone (____) _____

(The following request is pertinent information if you rendered unconscious)

Date of Birth (including year): _____ Age: _____

Date of last Tetanus shot: _____

Please list **ALL** medical conditions / allergies / special health information including bouts with depression and anxiety:

Please list **ANY** medications (prescription or non-prescription) you would like us to be aware of:

Do you have Medical Insurance: Yes No

If Yes, Please provide the following information: Insurance Company: _____

Policy in the name of: _____ Policy Number: _____

Name of Emergency Contact: _____ Phone Number: (____) _____

In the event the participant does not have insurance, payment in full for medical care becomes the responsibility of the patient.

X
Signature _____

In signing the line above I agree to abide by any/all policies and rules established for this event/activity (see Code of Conduct). Should I not be able to maintain the guidelines and expectations of the adult chaperones/young adult assistants, I understand that there will be consequences for my actions, which could include being asked to leave the event.

INCIDENT REPORT Page 1

Parish: _____

Report By (Person filling out Incident Report): _____

Title: _____ Date: _____

Youth/Participant/Adult Name: _____ Date of Birth: _____

Gender: _____ Age: _____ Grade: _____ School: _____

Home Address: _____ Home Phone: _____

City/Zip _____ Alt. Phone Number: _____

Parent/Guardian (Father): _____

Parent/Guardian (Mother): _____

Parent/Guardian (Other): _____

Youth Resides with: _____

Date of Incident: _____ Time of Incident: _____ AM/PM _____

Location of Incident: _____

Address: _____

City/Zip _____

Details of incident:

Witnesses:

Name: _____ Position/Volunteer: _____

Name: _____ Position/Volunteer: _____

Referred By: _____

Title/Volunteer: _____

INCIDENT REPORT Page 2

Action Taken:

Were the following Authorities contacted?

Police: Yes/No Fire Dept.: Yes/No Ambulance: Yes/No

Hospital Name to which Patient was Transported: _____

Referred To

Agency: _____ Date: _____

Contact: _____

Phone Number: _____

Report of Incident

Agency: _____ Date: _____

Contact: _____

Phone Number: _____ Case Number: _____

Report of Incident to Local Authority

Agency: _____ Date: _____

Contact: _____

Phone Number: _____ Case Number: _____

Filed Report with Pastor/Parochial Vicar: (Name) _____ Date: _____

Follow Up

Date: _____

Action Taken: _____

DRIVER INFORMATION SHEET
ADULT (21 years of age and older)

Driver

Name of Driver _____ Date of Birth _____
Address _____
City/Zip _____ Home Phone _____
Cell Phone _____
Driver's License # _____ Date of Expiration _____

Vehicle That Will be Used

Name of Owner _____ Model of Vehicle _____
Address of Owner _____ Make of Vehicle _____
Year of Vehicle _____
License Plate # _____ Registration Expiration Date _____

Insurance Information

When using a privately owned vehicle, the insurance coverage is the limit of the insurance policy covering that specific vehicle.

Insurance Company _____
Policy # _____
Date of Policy Expiration _____
Liability Limits of Policy _____

Certification

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be 21 years of age or older, possess a valid driver's license, have the proper and current license and vehicle registration, and have the required insurance coverage in effect on any vehicle used to transport students.

I grant the Archdiocese/parish permission to obtain a current driving record from the Department of Public Safety to ensure no violations exist which would prohibit them from providing transportation for events.

Signature

Date

DRIVER INFORMATION SHEET
YOUNG ADULT
(18 years of age and out of High School to 20 years of age)

Driver

Name of Driver _____ Date of Birth _____
Address _____
City/Zip _____ Home Phone _____
Cell Phone _____
Driver's License # _____ Date of Expiration _____

Vehicle That Will be Used

Name of Owner _____ Model of Vehicle _____
Address of Owner _____ Make of Vehicle _____
_____ Year of Vehicle _____
License Plate # _____ Registration Expiration Date _____

Insurance Information

When using a privately owned vehicle, the insurance coverage is the limit of the insurance policy covering that specific vehicle.

Insurance Company _____
Policy # _____
Date of Policy Expiration _____
Liability Limits of Policy _____

Certification

I certify that the information given on this form is true and correct to the best of my knowledge. I understand I may not drive other youth (under the age of 21) to or from a youth event, or during the event. I possess a valid Texas driver's license, have the proper and current license and vehicle registration, and have the required insurance coverage in effect on any vehicle used.

I grant the Archdiocese/parish permission to obtain a current driving record from the Department of Public Safety to ensure no violations exist which would prohibit them from driving to events.

Signature Date

DRIVER INFORMATION SHEET
YOUTH (Teens Currently in High School)

Driver

Name of Driver _____ Date of Birth _____
Address _____
City/Zip _____ Home Phone _____
Cell Phone _____
Driver's License # _____ Date of Expiration _____

Vehicle That Will be Used

Name of Owner _____ Model of Vehicle _____
Address of Owner _____ Make of Vehicle _____
Year of Vehicle _____
License Plate # _____ Registration Expiration Date _____

Insurance Information

When using a privately owned vehicle, the insurance coverage is the limit of the insurance policy covering that specific vehicle.

Insurance Company _____
Policy # _____
Date of Policy Expiration _____
Liability Limits of Policy _____

Certification

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a driver to a youth event, my son/daughter must possess a valid driver's license, have the proper and current license and vehicle registration, and have the required insurance coverage in effect on any vehicle used.

I agree on behalf of myself, my child named herein, or my heirs, successors, and assigns, to hold harmless and defend the Parish and the Archdiocese of Galveston-Houston and any representatives for any automobile mishap associated with my child driving to or from the scheduled activity.

I grant the Archdiocese/parish permission to obtain my child's current driving record from the Department of Public Safety to ensure no violations exist which would prohibit them from driving to events.

Parent/Guardian's Signature Date

ARCHDIOCESAN APPROVAL FOR SPEAKER/INSTRUCTOR

If a youth ministry leader desires to bring in a priest from out side the Archdiocese, you must contact the Chancellor's Office at least 3-4 weeks prior to the event for approval.

If someone is brought in to do any type of catechetical formation experiences (Retreat, Faith Formation - CCE/Youth Nights, LIFE NIGHT, Youth Rally, XLT, etc.), please make sure the presenter has received the written approval of your pastor showing that references have been checked and that their local Bishop acknowledges that the speaker is in line with Catholic teachings, and in good standing with the Church, has been cleared for ministry in accordance to the United States Conference of Catholic Bishops' Charter for Safe Environment. Please use this form to assist you in the process. Copies of the forms should be sent to the Archdiocesan Office of Youth Ministry for record keeping prior to the event.

Speaker's name: _____ Phone: _____

Address: _____ City/State/Zip: _____

Parish/Institution: _____

Area of expertise: _____

Contact Initiated by: _____

Recommended by: _____

(Attach resume or information including educational background, ministry, professional references, and clearance of speaker's local Bishop)

Pastor's Approval: Yes ___ No ___

Pastor's Signature

Date

Comments: _____

Archdiocese of Galveston - Houston

Mission Trip Proposal Form

Sponsoring Parish Youth Ministry/High School Campus Ministry: _____

Responsible Staff Member: _____

Proposed Date: _____

Site of Mission: _____

Sponsoring agency (e.g., Maryknoll): _____

Mission Trip Coordinator/Contact: _____

Contact at site (Host)

Name: _____

Address: _____

Phone: _____

Fax: _____

E-mail: _____

Attach the following information:

- ⇒ Proposed itinerary
- ⇒ Staff and participant checklists
- ⇒ Maps
- ⇒ Preparation Plan
- ⇒ Follow-up Plan
- ⇒ Mission Statement for trip
- ⇒ Parent/Youth Orientation Meeting Outline

Approvals:

Youth Ministry Leader

Date

Pastor

Date

Copy should be sent to: Director, Office of Youth Ministry (2403 Holcombe Blvd., Houston, TX 77021)
Director, Risk Management (1700 San Jacinto, P.O. Box 907, Houston, TX 77001)

Sample Budget

**Parish Name:
Youth Ministry - General
Fiscal Year - 2008**

01/2008

<u>GL Acct #</u>	<u>Description</u>	Current Month	Month's Budget	Month's Variance	Year to Date Actual	Year to date Budget	Year to Date Variance	Total Annual Budget
Revenue								
XX-XX-XX-4000	Youth Ministry-General (Salaries)							
XX-XX-XX-4219	Parish Subsidy for Youth Ministry							
XX-XX-XX-6162	Registration Fees - High School							
XX-XX-XX-6162	Registration Fees - Jr. High							
XX-XX-XX-6512	Fees - Youth Conferences/Rallies							
XX-XX-XX-6515	Fees - Retreat							
XX-XX-XX-6989	Fund Raising - Youth Ministry							
<hr/>								
Total Revenue								
<hr/>								
Expenses								
XX-XX-XX-8041	Prof Srv-Honorarium-Spk							
XX-XX-XX-8126	Supplies-Office							
XX-XX-XX-8129	Supplies - Misc - Educational Catechesis							
XX-XX-XX-8131	Supplies - Food							
XX-XX-XX-8141	Materials-Subscriptions/Periodicals							
XX-XX-XX-8194	Materials-Books (Catechesis)							
XX-XX-XX-8195	Materials-Music							
XX-XX-XX-8197	Materials-Fund Raising							
XX-XX-XX-8199	Materials-Other							
XX-XX-XX-8299	Telephone-Business Cell Phone							
XX-XX-XX-8311	Postage/Ship-Postage							
XX-XX-XX-8341	Postage/Ship-Bulk Mailing							
XX-XX-XX-8509	Equipment Rental/Lease/Purchase							
XX-XX-XX-8752	Mileage Reimbursement							
XX-XX-XX-8801	Travel-Transportation Costs							
XX-XX-XX-8805	Conference/Mtg/Seminar-Housing							
XX-XX-XX-8807	Conference/Mtg/Seminar-Meals							
XX-XX-XX-8812	Retreats-Staff							
XX-XX-XX-8813	Continuing Education-Staff/Core Team							
XX-XX-XX-8815	Meeting Expenses							
XX-XX-XX-8816	Appreciation Awards-Gifts							
XX-XX-XX-8817	Social Activities							
XX-XX-XX-8831	Membership Dues							
XX-XX-XX-9131	Appreciation Dinner-Volunteers							
XX-XX-XX-9151	Special Programs-Youth Retreats							
XX-XX-XX-9161	Retreats-Catechists/Volunteers							
XX-XX-XX-9171	Archdiocesan Retreats & Functions- Staff							
XX-XX-XX-9191	Youth Night Expenses							
<hr/>								
Total Expenses								
<hr/>								
Excess Revenue Over (Under Expenses)								
<hr/>								