

Policies for Parish Adolescent Catechesis

ARCHDIOCESE OF WASHINGTON
OFFICE OF YOUTH MINISTRY/CATHOLIC YOUTH ORGANIZATION

Contents

THE VISION AND PURPOSE OF PARISH CATECHESIS.....	4
Tasks of Catechesis.....	4
Tasks of Adolescent Catechesis.....	4
Role of the Pastor.....	5
Role of Parents.....	5
Role of the Catechetical Leader (DRE) and the Coordinator of Youth Ministry.....	6
Role of the Catechist.....	6
Role of Office for Catechesis and Office of Youth Ministry.....	6
Catechetical Staff and Catechist.....	6
Catechetical Materials.....	7
Continuous Education in the Faith.....	7
CATECHESIS FOR YOUTH.....	7
Curriculum Guidelines for Adolescents.....	7
Curriculum Implementation for Youth Ministry Gr. 9-12.....	7
Selection of Approved Textbooks and Resources.....	8
Instruction Time.....	8
Program Safety.....	8
Crisis and Emergency Response Plan.....	8
Child Abuse and Protection.....	8
Emergency Contact Information.....	8
Discipline.....	8
Chaperon and Field Trip Policy.....	8
Communication with Parents.....	9
SACRAMENTAL PREPARATIONS FOR CHILDREN.....	9
Uncatechized Teens.....	9
CATECHESIS FOR SPECIAL SITUATIONS AND ENVIRONMENTS.....	9
Christian Initiation of Adolescents	9
Youth Ministry for Persons with Disabilities.....	10
PROGRAM ADMINISTRATIONS.....	10
Funding Parish Youth Ministry Catechetical Programs.....	10
Youth Ministry Catechetical Program Review.....	10
Youth Catechetical Assessment.....	10
Youth Ministry Catechetical Personnel Policies.....	11
Personal and Professional Qualities of the Youth Ministry Catechetical Leader.....	11
Recruitment and Selection of Youth Ministry Leaders.....	11
Coordinator of Youth Ministry Hiring Procedure.....	11
Written Job Description.....	11

Recruitment, Qualities and Formation of Youth Ministry Catechists.....	11
Criteria for becoming a Youth Ministry Catechist.....	11
Profession of Faith.....	12
Child Protection Compliance.....	12
Ongoing Faith Formation.....	12
Archdiocesan Certification of Youth Ministry Catechists.....	12
Dismissal of Youth Ministry Catechists.....	12
Youth Ministry Catechist Files.....	13
APPENDICES.....	14-19

THE VISION AND PURPOSE OF PARISH ADOLESCENT CATECHESIS

“The ministry of catechesis helps adolescents develop a deeper relationship with Jesus Christ and the Christian community, and increases their knowledge of the core content of the Catholic faith. The ministry of Catechesis also helps young people enrich and expand their understanding of the Scriptures and the sacred tradition and their applications to life today, and live more faithfully as disciples of Jesus Christ in their daily lives, especially through a life of prayer, justice and loving service. The ministry of catechesis fosters growth in Catholic faith in all three dimensions – trusting (heart), knowing and believing (mind), and doing (will).” (Renewing the Vision, USCCB 1994, p. 29)

These policies shall be read in conjunction with and in light of *Policies for Parish Catechesis, Curriculum Guidelines for Adolescent Catechesis* and all other policies of the Archdiocese of Washington. All parish catechetical programming must comply with Archdiocesan Child Protection Policy.

Tasks of Catechesis

Catechesis for adults, youth and children shall include formation in the six fundamental tasks of catechesis (cf. *General Directory for Catechesis*, 85-86):

1. **Promoting knowledge of the faith:** Introduces disciples to knowledge of Tradition, Scripture and the Creed which is the compendium of the faith of the Church.
2. **Liturgical education:** Leads to the celebration of the salvific presence of Jesus in the sacraments, especially the Eucharist.
3. **Moral formation:** Transmits the attitudes of Jesus Christ which leads the disciple to undertake a journey of interior transformation rooted in the spirit of the Beatitudes.
4. **Teaching to pray:** Fosters communion with Jesus, and prayer with the same sentiments with which he turned to the Father: adoration, praise, thanksgiving, filial confidence, supplication and awe for his glory.
5. **Education for community life:** Prepares the Christian to live in community and to participate actively in the life and mission of the Church.

Task of Adolescent Catechesis

The ministry of catechesis with adolescents has several distinct features that give direction to catechetical programming. Specifically, catechesis with adolescents (cf. *National Directory for Catechesis*, 201):

- Teaches the core contents of the Catholic faith as presented in the Catechism of the Catholic Church—the profession of faith, celebration of the Christian mystery, life in Christ, and Christian prayer—in order to provide a solid foundation for continued growth in Christ.
- Recognizes that faith development is life long and therefore provides developmentally appropriate content and processes around key themes of Catholic faith that respond to age-appropriate needs, interests, and concerns of younger and older adolescents.
- Integrates knowledge of the Catholic faith with liturgical prayer experiences and the development of practical skills for living the Catholic faith in today’s world.
- Utilizes the life experiences of adolescents, fostering a shared dialogue between the life of the adolescent – with his or her joys, struggles, questions, concerns, and hopes – and the wisdom of the Catholic Church.

- Engages adolescents in the learning process by incorporating a variety of learning methods and activities through which adolescents can explore and learn important religious concepts of the Scriptures and Catholic faith.
- Involves group participation in an environment that is characterized by warmth, trust, acceptance, and care, so that young people can hear and respond to God's call (fostering the freedom to search and question, to express one's own point of view, and to respond in faith to that call).
- Provides for real-life applications of learning by helping adolescents to apply their learning to living more faithfully as Catholic adolescents—considering the next steps that they will take and the obstacles that they will face.
- Provides family faith development through parish and school programs by providing parent education programs and resources, incorporating a family perspective in catechetical programming, and providing parent-adolescent and intergenerational catechetical programming.
- Promotes Christian attitudes toward human sexuality.
- Recognizes and celebrates multicultural diversity within the Church's unity by including stories, songs, dances, feasts, values, rituals, saints, and heroes from the rich heritage of various cultures.
- Incorporates a variety of program approaches, including parish and school programs; small-group programs; online learning, activities, and resources; one-on-one and mentoring programs; and independent or self-directed programs or activities.
- 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 kingdom based on a prayerful reflection within the celebration of sacraments (e.g., Holy Eucharist, Penance and Reconciliation).

Role of the Pastor

Empowering young disciples, drawing young people to responsible participation in the life of the Catholic Community, and fostering spiritual growth is the work of the entire parish, under the leadership of the pastor, in collaboration with the pastoral staff and under the direction of the Coordinator of Youth Ministry.

The Pastor is the chief catechist of the parish and has overall responsibility for the teaching of the faith through all parish programs. He shall ensure that sufficient resources are available for effective catechesis. The Pastor shall appoint parish Catechetical Leaders and parish Coordinator of Youth Ministry as appropriate to oversee and implement parish catechetical programs. The Pastor, parish priests and deacons give practical support to catechetical programs by participating in parish catechetical events, youth ministry programming, special liturgies and planning efforts.

Role of Parents

Youth Ministers and all catechetical leaders in partnership with parents are empowered by our archbishop to evangelize, form and nurture young people in the faith. The Archbishop reminds all of us that *“the duty to proclaim the saving truth is not just the responsibility of clergy and religious. On the contrary, the Council (Vatican II: Lumen Gentium) highlighted the important role of “every disciple of Christ” in the mission of “spreading the faith.”* (Donald Cardinal Wuerl, Archbishop of Washington, Disciples of the Lord: Sharing the Vision, a Pastoral Letter on the New Evangelization, 7.)

The Catholic Church recognizes that parents are the primary and principal educators of their children especially in the task of faith formation. Parish catechetical programs shall assist parents by providing formal, systematic catechesis and sacramental preparation programs. Parents have both a right and a responsibility to be intimately involved in their child's sacramental preparation and reception, and ongoing faith formation.

Role of Catechetical Leader and Coordinator of Youth Ministry

As catechetical leaders the Director of Religious Education (DRE) and the Coordinator of Youth Ministry (CYM) must work together. This shared responsibility is played out within the Archdiocese as the DRE takes the primary lead with younger adolescent catechesis (6th – 8th grade) in collaboration with the Coordinator of Youth Ministry. And, the CYM takes the primary lead with older adolescent catechesis (9th – 12th grade) in collaboration with the DRE.

As the number of professional full and part time Coordinators of Youth Ministry increases in the Archdiocese of Washington, parishes are benefiting from a Catechetical Leader and a Coordinator of Youth Ministry (CYM) who share parish catechetical responsibilities. Coordinators of Youth Ministry are charged with the coordination of adolescent catechesis in Renewing the Vision.

For many of our parishes the DRE also serves as the CYM. For parishes that cannot hire a CYM, the parish may wish to form a Youth Ministry Advisory Team of committed adults to oversee youth ministry or designate a volunteer coordinator of youth ministry. In these situations, the team and or volunteer coordinator of youth ministry works under the director of the DRE to create a vision, recruit adult volunteers, and empower and engage youth.

Role of the Catechist

Together with priests and deacons, parish catechists serve as co-workers with the Archbishop in the ministry of the Word. Youth Ministry catechists give witness to the faith of the Church by instructing adolescents including teens with special needs (cf. Looking to Christ in Faith, p 27).

Role of Office for Catechesis and Office of Youth Ministry

Overseeing adolescent catechesis is the responsibility of our entire faith community. On the Archdiocesan level, adolescent catechesis is the shared responsibility of the Secretariat of Education and the Secretariat of Pastoral Ministry and Social Concerns.

Archdiocesan Structure

The Office of Catholic Schools and the Office of Catechesis are under the Secretariat of Education. The Office of Catholic Schools works specifically with our Catholic primary and secondary schools. The Office of Catechesis oversees parish religious education for our children, Grades K through 8. The Office of Youth Ministry/Catholic Youth Organization, under the Secretariat for Pastoral Ministry and Social Concerns, oversees parish catechesis for our parish youth, Grades 9 through 12.

Catechetical Staff and Catechists

All parish staff and volunteers involved in parish catechesis shall uphold the teachings of the Church and act in ways that promote the best interests of the Church and do not violate the principles or tenets of the Catholic faith. They shall adhere to the Catholic faith, teaching and moral discipline, and shall not contradict the Catholic faith, teaching and moral discipline, and shall not harm communion with the Church.

Catechetical Materials

All catechetical materials shall accurately reflect the full content of the faith and be aligned with the *Catechism of the Catholic Church*.

Continuous Education in the Faith

Parish programs shall promote ongoing and lifelong formation by making available a broad spectrum of opportunities for education in the faith beyond Confirmation (connecting the transition of middle school youth into high school youth ministry and of high school youth into young adult ministry).

CATECHESIS FOR CHILDREN AND YOUTH

Curriculum Guidelines for Adolescents

Just as in Phase I: Grades 1 – 8, the Fourteen Curriculum Standards flows from the Four Pillars of the Catechism of the Catholic Church and the Six Key Elements of Catholic Life. In addition, Curriculum Standards Phase II: Adolescent Catechesis flows from Renewing the Vision and the USCCB Curriculum Framework for Adolescent Catechesis.

The USCCB Curriculum Framework for Adolescent Catechesis is “*designed to provide systematic content to guide the catechetical formation of young people of high school age in the various catechetical contexts in which it takes place. In particular, this Adaptation is now offered to guide the use of the Curriculum Framework in parish religious education programs, and in catechetical formation that is a constitutive part of youth ministry programs.*” (Adaptation of Doctrinal Elements of a Curriculum Framework for the Development of Catechetical Materials for Young People of High School Age, for use in parish and youth ministry programs, *Committee on Evangelization and Catechesis United States Conference of Catholic Bishops*, January 2010)

Curriculum Implementation for Youth Ministry Gr. 9-12

Youth ministry and parish catechetical leaders shall work to further the faith formation of young people as they move from childhood to adolescence. The key to implementation of Curriculum Standards Phase II: Adolescent Catechesis is integrating both the standards and indicators into youth ministry, intentional catechesis, and integrating catechesis into the lived experience of teens. The Challenge of Adolescent Catechesis: Maturing in Faith, states, “*The primary aim of adolescent catechesis is to sponsor youth towards maturity in the Catholic Christian faith as a living reality. Creating sessions, which evangelize, catechize, and empower teens in ministry.*” (NFCYM, 1986)

Unlike Phase I, the Key Elements and Curriculum Standards for adolescents are not grade specific. The Curriculum Standards Phase II: Adolescent Catechesis are designed to be utilized over a four year period within parish youth ministry; recognizing the variety of youth ministry catechetical methods and models. For each element, standards have been developed defining a cumulative body of knowledge and set of competencies. Each indicator demonstrates knowledge, a learned skill, and behavior. These indicators are essential in selection of youth ministry catechetical methodologies, catechetical planning, implementing scope and sequence, and selection of catechetical resources and youth ministry materials. For parishes utilizing a grade specific classroom catechetical model a template is provided.

Selection of Approved Textbooks and Resources

Those adolescent catechesis models which use textbook series and stand-alone texts must select from those that have been designated to be in conformity with the *Catechism of the Catholic Church* by the USCCB Ad Hoc Committee to Oversee the Use of the Catechism. Additional resources must meet the following criteria: doctrinal soundness, catechetical creativity, and cultural adaptability. Those resources that are Catholic printed and electronic media resources employed in adolescent catechesis which addresses questions of faith and morals must have received appropriate ecclesial approval.

Instruction Time

The minimum requirement is 30 hours of catechesis per program year for High School aged youth.

Program Safety

In order to ensure the safety and well-being of students, catechists and parents, all Archdiocesan parish catechetical programs, pre-K through high school, shall maintain a safe and orderly environment. Parish programs shall re-examine safety and security plans, and appropriate adjustments should be made to ensure the safety of everyone involved with the program.

Crisis and Emergency Response Plans

All parish youth ministry catechetical programs shall adopt and implement safety and emergency response plans in accordance with the procedures and guidelines provided by the Office for Catechesis and the Office of Youth Ministry Crisis and Emergency Plan. Appendix I

Child Abuse and Protection

Archdiocesan policy requires that a session on Safe Environment is offered to all youth in our parish programs at the start of each program year. The parish programs used the *Virtus: Teaching Touching Safety Program*. More information, including a brief summary parent brochure explaining the *Virtus* program can be found on the Archdiocesan website and should be shared by youth ministers and members of the youth ministry team leaders at the beginning of each year. For the safety and welfare of all students all parish catechetical programs shall adhere to the *Archdiocese of Washington Child Protection Policy*.

Emergency Contact Information

Emergency contact information for parents/guardians should be kept on file in a secure yet accessible location.

Discipline

Behavior expectations and responsibilities of students and families shall be clearly defined and communicated to students and documented in parent handbooks. Each program shall be responsible for developing and implementing codes for behavior and discipline that serve the best interests of youth and the parish community. Corporal punishment shall not be permitted under any circumstance.

Chaperon and Field Trip Policy

All parish Youth Ministry events/field trips shall adhere to the procedures and guidelines developed by Catholic Mutual Group. A minimum of two child protection compliant adult chaperons (21+) to

every eight youth is required. All adolescents must have a form signed by parent/guardian granting permission for attendance.

Communication with Parents: Parent Handbook

All parishes shall be encouraged to annually post or distribute a parent youth ministry handbook which presents program policies, regulations and procedures.

The following information should be provided:

- Parish mission statement
- Youth Ministry catechetical goals and objectives
- The subject matter, title and series of text or resource materials to be used (and online access if appropriate)
- A schedule of times and dates of sessions and special youth ministry events
- Copy of permission slip
- Disciplinary codes
- Posted office hours or a phone number to arrange appointments
- Information for inclement weather conditions
- Phone numbers to call for emergency information
- Information on any program or textbook fees

SACRAMENTAL PREPARATIONS FOR TEENS

All parish catechetical programs shall adhere to all *Archdiocesan Liturgical Norms and Policies* to ensure the development of an authentic spiritual and sacramental life for students. Coordinator of Youth Ministry in collaboration with the Catechetical Leader should provide sacramental preparation to teens that have not completed sacraments, for example, a teen that moves into the Archdiocese from a Diocese where the Sacrament of Confirmation is celebrated at a later age.

Uncatechized Teens

In the case of teens who have not participated consistently in catechetical programs, the pastor should consult with youth minister, catechetical leader and parents to determine the type of preparation required and placement in the Rite of Christian Initiation for Children and Youth.

CATECHESIS FOR SPECIAL SITUATIONS AND ENVIRONMENTS

Christian Initiation of Adolescents

Parishes shall provide for the initiation of children and youth not baptized as infants who have attained the use of reason and are of catechetical age. These children and youth may seek Christian initiation either at the direction of their parents or guardians or, with parental permission, at their own initiative (RCIA, 252).

- The process of initiation and the catechetical instruction they receive shall be adapted to their growth in faith
- As with adults, their initiation shall be divided into four periods:
 - Precatechumenate or Inquiry (Evangelization) leading to the Rite of Acceptance (RCIA 260 - 276)

- o Catechumenate leading to the Rite of Election (RCIA 277 - 290)
- o Purification and Enlightenment (usually coincides with Lent) leading to sacraments of initiation (RCIA 291, 303)
- o Mystagogy

Catechesis for Persons with Disabilities

All persons with disabilities shall be provided with opportunities to participate fully in parish life and worship. Just as in Phase I, Phase II can and should be adapted via accommodations and/or modifications for youth with disabilities. The adaptations should be based on the learning needs of the teen and may include (but not limited to) opportunities for access to specialized instruction, specialized materials, or materials designed for the teens' developmental, not chronological age. In order to obtain more information and support for this process, please contact:

- Department of Special Needs Ministry
- Office of Youth Ministry/Catholic Youth Organization
- Office for Catechesis

PROGRAM ADMINISTRATIONS

Funding Parish Youth Ministry Catechetical Programs

The parish community has the responsibility to provide programs for lifelong catechesis; as such, pastors shall see that an adequate allocation of funds is made available to satisfy this obligation. The catechetical and the youth ministry budget shall be realistic in providing for the total cost of the parish catechetical programs for adults, youth and children. This includes textbooks, office supplies and resource materials for each parish program as well as for any compensation, benefits and ongoing formation for catechists and catechetical leaders.

- Parishes may establish and charge a reasonable registration fee or tuition for participation in their various religious education programs. However, no family or individual shall be refused participation in a program because of an inability to pay such a fee.
- The pastor shall give final approval of the youth ministry budget.

Youth Ministry Catechetical Program Review

The parish shall assess annually the catechetical needs of each its constituent groups: adults, adolescents and younger children, and formulate goals to meet those needs.

Youth Catechetical Assessment

Recognizing that youth ministry formation is closer in nature to an adult formation experience where attendance varies from week to week, topic to topic, and dependent on family and school obligations; the Curriculum Standards Phase II: Adolescent Catechesis recommend the use of a personal faith inventory for assessment. Faith inventories provide an opportunity for the youth minister and the young person in partnership to develop a personal plan for spiritual enrichment, deepening of knowledge of the faith, mentorship, and opportunities for hands on discipleship. Yearly results of the personal faith inventory are not reported to the Archdiocese but are to be utilized as an effective tool in empowering a young person as a disciple of Jesus.

Youth Ministry Catechetical Personnel Policies

All personnel matters shall follow archdiocesan Personnel Policies. All aspects of parish youth ministry and catechetical programs shall be in compliance with archdiocesan Child Protection Policy.

Personal and Professional Qualities of the Coordinator of Youth Ministry

The parish Coordinator of Youth Ministry should hold the following qualities in accordance with National Directory for Catechesis.

Coordinators of youth ministry should have theological formation as well as competence and experience in catechesis. They should be able to lead and guide young people to grow in the knowledge of the Catholic faith, in the practice of the faith in light of the principles of Christian morality and social justice, in the celebration of the sacraments, and in the development of their spiritual lives. Coordinators of youth ministry should be practicing Catholics who live the Gospel in all aspects of their lives. They should be models of Christian living for the young people they serve and have the ability to speak credibly about their personal experience of the gift of faith. Within their comprehensive responsibilities, coordinators of youth ministry have specific catechetical responsibilities that should always be fulfilled in collaboration with the pastors and parish catechetical leaders. (cf. National Directory for Catechesis, p. 708)

Recruitment and Selection of Youth Ministry Leaders

The Church has always considered catechesis one of her primary tasks (CT, 1), therefore it is expected that every parish shall have a designated catechetical leader. In some instances, a parish may not need the services of, or be able to afford, a full time youth ministry leader. In these cases pastors are encouraged to explore ideas of a part-time or shared youth ministry leader.

Coordinator of Youth Ministry Hiring Procedure

The Office of Youth Ministry shall make available resources to assist pastors as requested in the hiring procedure. Pastors should consult the Recruiting and Hiring policies outlined in Archdiocesan Employment Policies. All paid youth ministry leaders shall consult the Archdiocesan Employment Policies for rights and responsibilities of employees of the Archdiocese of Washington.

Written Job Description

Every, Coordinator of Youth Ministry shall carry out the responsibilities of their position as defined in a written description. Appendix II

Recruitment, Qualities and Formation of Youth Ministry Catechists

The catechist responds to a call, which comes from the Lord and is articulated in fullness in the local Church by the Bishop. The response to this call includes a willingness to give time and talent, not only to evangelize and catechizing others, but to one's own continued growth in faith and understanding. The Coordinator of Youth Ministry shall be responsible for the recruitment and preparation of those individuals associated with the parish youth ministry and youth ministry catechetical program(s).

Criteria for becoming a Youth Ministry Catechist

Parish youth ministry catechists shall satisfy the following pre-requisites:

- Be a fully initiated member of the Catholic Church
- Participate faithfully in the sacramental life of the Church

- Lead a life that is doctrinally and morally consistent with the person of Jesus and the teachings of the Church

Profession of Faith

The youth ministry catechist is to be fully convinced of the truth of the Catholic faith and to proclaim it enthusiastically. In the Archdiocese of Washington, youth ministry catechesis is guided by the Curriculum Standards Phase II: Adolescent Catechesis and utilizes one of the templates as a standard instrument to ensure that the faith is taught in a complete, systematic and consistent way in all parishes.

Child Protection Compliance

All parish catechists and volunteers who work directly or indirectly with children and youth are bound to comply with all civil laws and the Archdiocesan Child Protection Policy.

Ongoing Faith Formation

Educational workshops, courses, learning resources and youth ministry team meetings shall be provided and funded by the parish for youth ministry leaders on a regular basis to nurture ongoing theological and methodological preparation for their teaching ministry. In preparing for their role, catechists shall rely especially on Scripture, the *Catechism of the Catholic Church*, and *The United States Catholic Catechism for Adults*, *The Teaching of Christ*, *Archdiocesan Liturgical Norms and Policies*, *Renewing the Vision* and other archdiocesan-approved materials.

Archdiocesan Certification of Catechists

Every parish catechist including youth ministry catechist shall pursue certification according to the Archdiocese of Washington Catechist Certification Procedures (go to www.adw.org, Adult Faith Formation, click on *I want to be Certified*). To be certified a catechist must:

- Take part in an initial interview with pastor, youth minister, or catechetical leader
- Fulfill the background check requirements (e.g. fingerprinting and electronic background check) as required by the Archdiocese of Washington *Child Protection Policy*
- Complete *Living Catholic* – preferably within a blended program (gathered community and online) at the parish where the catechist will serve
- Complete the five core courses of *Faith Foundations* online through *My Catholic Faith Delivered* or in parish from an archdiocesan approved teacher
- Complete the catechist formation course *Catechesis 101* online through *My Catholic Faith Delivered* or in parish from an archdiocesan approved teacher, and
- Participate in a one day Archdiocese of Washington catechist formation retreat, offered throughout the year in regional locations by the Office for Catechesis.

Dismissal of Youth Ministry Catechists

The pastor, who is responsible for the work of youth ministry catechesis in his parish, retains the right by virtue of his office to dismiss a youth ministry catechist from his or her teaching responsibility. Situations that might lead to the decision for dismissal include, but are not limited to: incompetency, insubordination, and public demonstrations against Church teachings, failure to teach according to guidelines of the archdiocese, using materials contrary to Church teachings, public immorality or scandal.

Youth Ministry Catechist Files

The Coordinator of Youth Ministry leader shall maintain a personnel file for each parish youth ministry catechist. The file shall include certification status and other formation courses and workshops attended; record of attendance at required programs, such as Virtus training and fingerprinting; and performance evaluations. Such files shall be kept in a secure location.

APPENDICES

OYM/CYO Emergency/Crisis Plan

Create a parish youth ministry emergency crisis plan which includes the following:

1. Staff member assessment of the situation
 - Utilizing Crisis Intervention Skills
 1. Stay calm and attentive
 2. Be an un-anxious presence
 3. Accurately assess danger
 4. Move toward resolution
2. Consult partnering staff person as needed
3. Inform appropriate personnel. Pastor and immediate supervisor
4. Seek medical or police assistance as needed
5. If attending Catholic Youth program outside of parish, diocese, or USA follow specific emergency plan of said program, note nearest hospital, emergency phone numbers.
6. Contact parents/guardians/emergency contact person(s).
7. An adult chaperon from parish should also accompany teen to hospital.
8. Partnering staff person, clear other youth from area and resume normal youth activity if appropriate.
9. In the event of a major emergency i.e. terrorism, road closings, loss of transportation for the group secure the safety of the group, move the group in a calm fashion to the designated emergency site. Sites will be selected each day by staff. *Follow police directions i.e. if police are moving crowds away to shelter follow police orders.
10. Inform Office of Youth Ministry/Catholic Youth Organization following event. For major emergencies contact OYM/CYO immediately.
11. Specifics for handling MINOR *issues*. (Use your best judgment.)

Minor Emergencies

- Short term loss of a participant
- Minor injury
- Illness requiring medical assistance/hospitalization
- Death of a family member at home
- Hotel or bus issues
- Parish group not checking in on time or missing bus
- Transportation problems
- Emotional crisis of participant

Major Emergencies

- Terrorist incident
- Death of a participant
- Bus or plane accident

Sample Job Description: Coordinator of Youth Ministry Full Time

The Coordinator of Youth Ministry is responsible for supporting and promoting the mission of the parish and enabling the enrichment and expansion of Youth Ministry for grades 6th through 12th within the context of the total mission of the parish. The coordinator will develop programs on his/her own in conjunction with the pastor.

Personal and Profession Qualities

Faith Life

- a. Active and committed Catholic
- b. Person of faith
- c. Able to become an active and visible member of the parish
- d. Updated theological perspective
- e. A discerned call to ministry

Interests

- a. Youth-oriented
- b. Stability in youth ministry position
- c. Integration of Youth Ministry into the totality of the parish

Skills and or Aptitudes

- a. Good communicator (verbal and written)
- b. Motivator and trainer of volunteers
- c. Organized and able to organize others
- d. Self-motivated in ministry
- e. Team worker
- f. Responsive to supervision
- g. Able to counsel and refer parishioners to appropriate resources

Temperament

- a. Flexible
- b. Patient
- c. Energetic

Related Experience

- a. Prior experience with religious education
- b. Prior involvement in group facilitation
- c. Prior experience in planning
- d. Minimum of two years' experience working with teenage youth

Education

- a. B.A. and or a Master's degree in a related field (i.e. religious studies, pastoral studies, social work, education)
- b. Commitment to continuing education

Areas of Responsibilities

General

- a. Identifying and involving youth of the parish
- b. Recruiting, training, and supporting adults of the parish to work in youth ministry
- c. Forming/training core team of adults to minister to and with youth
- d. Work in collaboration with parish staff to integrate youth into all aspects of parish life

Prayer Dimension

- a. Enabling youth to participate in prayer and liturgy
- b. Enabling youth to grow spiritually

Study Dimension

- a. Coordinating catechesis for high school aged youth in collaboration with the DRE and assisting with sacramental preparation.
- b. Coordinating leadership training

Service Dimension

- a. Involving youth in service and outreach

Community Dimension

- a. Fostering a sense of community among parish youth
- b. Fostering a sense of connection to the wider parish community, church and society
- c. Foster connection between parish CYO sports programming and youth ministry
- d. Foster connection between parish Scouting programs and youth ministry

Other

- a. Attend parish council
- b. Serve as a member of parish staff
- c. Represent the parish at the regional and archdiocesan level
- d. Maintain a flexible time schedule
- e. Serve in other ways as assigned from time to time, as the duties of youth ministry allow.

Key Areas of Responsibility

- a. To develop and coordinate a program which will provide social, educational, spiritual, and service opportunities for middle and high school youth.
- b. To work in collaboration with DRE in the development and implementation of catechetical programming for high school age youth.
- c. To assist the DRE with middle youth and confirmation catechetical programming as directed.

- d. To include family and family programming as an element of youth ministry.
- e. To inform pastor, parish staff, parents, and parishioners about parish and diocesan activities.
- f. To serve as a liaison between the parish and the Archdiocese Office of Youth Ministry/Catholic Youth Organization.
- g. Purport themselves in a professional manner

Salary and Benefits

- a. Coordinator should be paid an annual salary in accord with professional experience and educational background, with benefits in accordance with Archdiocesan policy.