

Appendix

(everything else...)

There were so many little things that came up during the creation of this resource manual that didn't exactly fit into one of the 12 chapters. Therefore we decided to add an appendix with a whole bunch little tidbits of information that may (or may not) be helpful to you.

1. **Ten Tips for the First Year Coordinator of Youth Ministry** by Angie Pometto
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Ten Tips for First Year Coordinators of Youth Ministry

by Angie Pometto

Congratulations! You've just accepted a Coordinator of Youth Ministry (CYM) position in the Diocese of Arlington. Maybe you've been a youth ministry volunteer for a few years, perhaps you remember having fun at youth ministry events in high school, or maybe you've studied theology or youth ministry at a Catholic college. There are many different paths to this point, but whatever path you took, be forewarned: everything you ever thought you knew about being a youth ministry is about to be thrown out the window.

When you accept the call to become a CYM, you agree to become a type of Superman – not that you have to smash down walls or shoot objects with your laser eyes – but you do need to be good at a little bit of everything. In one day, a CYM might work on finances or budgeting, plan an event, create a flier to publicize said event, talk to a troubled teen or parent, sign twenty forms, make copies, respond to multiple e-mails, write and send several mass e-mails, play ping pong or Apples to Apples with teens, and if there is time, eat lunch (or dinner).

But just as Superman received his powers through his birthright, the same is true for us. We receive all that is needed from our heavenly Father. The biggest lesson a CYM can learn is that of humility and weakness. At the times when you feel completely overwhelmed and exhausted, God steps in and works His strength through you. For when we are weak, He truly is strong, and that is a hard lesson to learn.

So to help you make the transition into youth ministry work, **here is a list of 10 tips to remember during your first year of ministry:**

10. Learn who does what at the parish. Parish staffs are strange entities. Everyone has a certain role and job, and it's important to know who does what. And no matter how many parishes you've served in, each parish is different. If possible, ask the former CYM (if there was one) to give you a list of who does what at the parish. It is vital for a CYM to know who is in charge of receipts or check requests, bulletin announcements, and room requests. And then learn what everyone else does, too.
9. Learn how to communicate with your Pastor. Every Pastor is different. Some prefer e-mail, some prefer phone calls, and some prefer that you catch them in person whenever you need something. Knowing how to communicate with your Pastor is crucial to starting any youth ministry position. Meet with your Pastor and get a very clear understanding of what he expects from you. Study these expectations regularly if you want to keep your job!
8. Dress professionally whenever possible. How you dress makes a difference in how others view you. Youth ministry is a job that often requires casual dress. If you know you'll be spending time with teens playing Frisbee or Laser Tag, you can't really be in your Sunday best. But on days when you know it'll just be straight office work, take the time to dress professionally.
7. Put in as many "normal" hours as possible. So much of a CYM's job is done in the evenings or on the weekends. It is important to let yourself be seen at your desk during 9 to 5 business hours. If this means that perhaps 10-15 hours a week are worked outside this time, then the

remaining 25-30 hours should be at times when the staff is also around so that they know you are serious about your job.

6. Get to know your fellow CYMs. Youth ministry is a demanding job, but you don't have to be alone. Reach out and get to know other CYMs in the diocese. Use them as a resource and don't be afraid to ask questions. Participate in the diocesan youth ministry events. These events are designed to support and rejuvenate the CYMs and are also a good chance to network.
5. Get to know your youth ministry volunteers. Invite your volunteers to lunch or coffee to get to know them better. Learn why they are involved with youth ministry and ask for their input on the program. If they have helped at the parish before, they will have seen what works well and probably what did not work. Listen to them and take their advice when planning programs.
4. Put yourself out there. It is hard to become part of a new community. It is not going to happen right away. It takes time for people to get to know you. That is okay. Be patient, and give the people the time they need. But you should do your part as well. Do not pass up opportunities to eat lunch with the staff, participate in the church festivals and events, or spend time getting to know parents and families of the teens you work with. Eventually, you will become part of the community.
3. Do not force relationships with teens. When starting at a new parish, it can be frustrating if you do not immediately feel included in the community. You may feel like you have failed if you haven't spoken to all the teens at a particular event. You may also want to seek out relationships with certain teens who seem influential among their peers. Be patient and allow your inclusion into this new group of people to happen naturally. Whatever teens God puts in front of you, be present to them. Don't stress about wanting to get to know everyone all at once. Instead, use the time with the one or two teens that are drawn to you and get to know them well. You will be able to grow from there.
2. Do not make significant changes immediately. Change comes slowly for most people. Allow the parish community to get to know you, and hold off on considerable changes you deem necessary until your second year of ministry at a parish. As a new person in the parish, you will be compared to whoever was in your position before you. Let conversations with your pastor serve as your guide for making changes.
1. Pray often. A typical CYM work day can feel incredibly busy. There is never a shortage of things to do. But despite the hectic, busy schedule, it is imperative that you set aside time to pray. Find something you can do consistently each day, whether that is going to Mass, praying a rosary, or going for a visit to the Blessed Sacrament at the end of your day. If you do not force yourself to have regular daily prayer time, your days will start flying by without any prayer at all. CYMs who do not pray do not last long.

Take these tips to heart, and good luck in your first year as a CYM!

Angie Pometto is the Associate Director of Youth Ministry at St. Mark Church in Vienna. Originally from Iowa, she has served as a youth minister in the Diocese of Arlington for five years.

The



for First Year Coordinators of Youth Ministry
(from our friends in the Baltimore Archdiocese)

Admit your mistakes—and learn from them.

Be firm but flexible.

Communicate with parents.

Develop a discipline policy and stick to it!!

Empower your young people and volunteers; don't just give them directives.

Find time to attend school events.

Get to know all the people in your parish—become friends with the cooks, custodians, and administrative assistants.

Have the courage to try something else if what you're doing isn't working.

Institute a clear discipline policy and enforce it consistently.

Just listen to what the young people are saying and to what they are not saying.

Keep a journal.

Learn the procedures and the norms of your parish.

Model desired attitudes and behaviors.

Non carborundum ignorami. (Don't let imbeciles wear you down.)

Over plan.

Pray. Pray. Pray.

Quit worrying and just do your best.

Remember that *you* teach students first, *then* you teach whatever academic discipline you learned.

Stay alert.

Take pictures.

Understand that the learning process involves everyone—parents, pastors, staff members, parishioners, and young people—and get everyone involved.

Volunteer to share projects and ideas, and don't be afraid to ask others to share their ideas with you.

Expect the unexpected—and plan it!

Yell if you need support.

Zero in on your strengths, not your weaknesses. (Remember—nobody's perfect.)

Five Unrecoverable Mistakes

1. Become a lone ranger
2. Shooting the Shepherd
3. Ignoring the parish process
4. Ignoring appropriate boundaries
5. Failing to collaborate with parents

Five Attitudes to Imitate

1. Act like a Disciple
2. Work with the whole church
3. Love the Church
4. Speak about the positive
5. Learn from failures



Coordinator of Youth Ministry
Catholic Diocese of Arlington

Survivors' Guide for New Youth Ministers

by Fr. David Sharland

When developing a youth ministry program, it is essential to start first with the U.S. Bishop's 1997 document, *Renewing the Vision: A Framework for Catholic Youth Ministry* (RTV). This document should serve as a guide in developing your parish program of youth ministry. According to RTV the goals of youth ministry "state what it means for the Catholic community to respond to the needs of young people and to involve young people in sharing their unique gifts with the larger community" (RTV 9). Remember these primary goals in our ministry to young people:

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

Then, as you begin to design the framework of your parish youth ministry program, it is essential to keep in mind the eight fundamental components in RTV which are designed as a response to young peoples' personal and spiritual needs and the call to involve them in the faith community by establishing holistic and comprehensive programs.

The eight fundamental components described in the (RTV) document are *advocacy, catechesis, community life, evangelization, justice and service, leadership development, pastoral care, and prayer and worship.*

Renewing the Vision encourages integrating parish ministry with young people and their families into the total life of the church, recognizing that the whole community is responsible for this ministry. You, too, should remember these additional important themes as you prepare your program. It should be: *Developmentally Appropriate, Family Friendly, Intergenerational, Multicultural, include Community-wide Collaboration, and have Flexible/Adaptable Programming.*

The following tips will help ensure a solid and far-reaching youth ministry program:

- Prayer – Prayer (not just for your youth and your program, but for you and your relationship with the Lord), is essential to the success of your youth ministry. If you are not a man or woman of prayer, your program will not be what God wants, and will, in the end, fail. Nothing can take the place of prayer. Pray first, and last, and unceasingly. As Steven Curtis Chapman would say, "Let us pray, let us pray, everywhere and every way, every moment of the day it is the right time."
- Communication will be the second key to success for your ministry. You will need great, direct communication with the teens to get them to come to the events. Personal invitation is always the best, whenever possible. Second, communicating with other professional staff and your volunteers is a must. Be especially mindful to communicate fully and regularly with your pastor or his designee.
- Get the Right People Together - The first step is developing a team for the youth ministry program. The team should include people who can be good adult role models, who are comfortable sharing their faith with youth and who like young people. The team should include a member of the parish staff if possible (pastor, director of religious education,

pastoral associate, etc.). The team can also include selected young people who have demonstrated initiative, interest, and leadership abilities. The key is to avoid the “lone ranger” trap. Youth ministry is a team effort

- **Understand Your Youth Ministry Goals**– Look at the past programs and the current situation of the parish. As you do this, you may find it very helpful to conduct a needs assessment. The purpose of the needs assessment is to identify what young people would like to see the parish offer and assess the best times and formats for meetings and activities. Your youth ministry efforts must begin with an understanding of the needs and (to some degree) the wants of the youth and their families. With this information, then you can brainstorm program activities and ideas. The discussion should use a holistic and comprehensive framework, developing ideas for each of the eight components in youth ministry. Do not try everything at once; do some things very well! Plan for quality activities and do not evaluate solely on the number of participants. Good programs and publicity will attract youth. Go for the short term, immediate successes at first. Then plan for the long term. Do not plan more than your team can actually do. This will lead you to develop the ideas into your actual programs, eventually creating a youth ministry calendar.
- It might be easier to plan in seasonal or three-month blocks. Do not forget that the summer is an important time for programming, especially for younger adolescents. In planning, try to achieve a balance of programs among the eight components of comprehensive youth ministry. Also check the diocesan Office of Youth Ministry calendar. There is usually something going on that your young people can attend. It makes for easy planning and early success. You should also touch base with surrounding parishes for activities to which your young people can be invited. It is good for teenagers to see what others are doing and it helps them experience a larger sense of church.
- **Assign Responsibilities and Leaders.** Remember that you are not the only youth minister at your parish. You will need a team of committed adults to succeed. As you involve responsible students in leadership it is important to enable young people to take some responsibility for the program activities. But remember that they are not adults, and should not “run” your program. But do get your adult leaders to work directly with the youth to help them grow in their Christian leadership.



Here are some other great keys to success as you are getting started. Thanks to the folks at Youth Specialties for these, from an email from “Mike’s Funnies.”

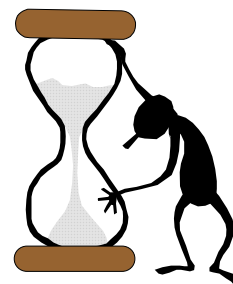
- ❑ Subscribe to a popular magazine like *Rolling Stone* or *Teen* that will help keep you on top of the current youth culture.
- ❑ Join a youth workers' fellowship in your area. The Office of Youth Ministry for this diocese has numerous opportunities for fellowship, and you are well served to take good advantage of them. They can also be a great resource for you.
- ❑ Avoid making promises you can't keep. You aren't Superman.
- ❑ Prepare a good job description for yourself and stick to it.
- ❑ If your group is small, go in with other groups on things. Pool your resources. Share costs. Do not be afraid to invite another church to some of your activities, even if they are of another denomination.
- ❑ Always deal with problems as they come up. Do not expect them to go away on their own. They won't. Remember to communicate.

- ❑ Set up a "phone chain" to help spread the word regarding upcoming events. If you have ten young people who will call ten other teens, you can personally contact 100 teens in one evening. Personal contact is always the most effective.
- ❑ Periodically keep track of your time for a week to see where it is really going.
- ❑ Always arrive at the church early enough to greet youth and their parents as they arrive. Stay late for the same reason.
- ❑ Develop programs that reflect the needs, interests and energy level of the young people in your group, not the adults who work with them.
- ❑ Preview everything. Never use a video you have not seen or schedule a speaker you have not heard. Your students should not be treated like guinea pigs. And you do not want to have to answer for a big "whoops."
- ❑ Avoid creating a "youth ghetto." Get the youth involved in the life of the church--not just the youth group. They can serve in many ways, participate in worship, and attend other events and meetings.
- ❑ Lighten up and let teens be teens. They are not adults, so do not expect them to act like adults (entirely).
- ❑ Communicate availability. Do not give your teens the impression that you are too busy for them. That is why you are there. People first, then programs.
- ❑ When students help you with a game in front of the group, do not make fun of them. Use activities to build them up--make heroes out of them, not idiots.
- ❑ Do not do everything yourself, even though you can do it better. Learn to delegate.
- ❑ Occasionally invite the Pastor to a youth activity to observe the students and the program. It also gives youth a chance to see the Pastor as a real person.
- ❑ Keep parents informed. Lack of communication with parents can seriously limit or harm your ministry.
- ❑ Develop good job descriptions for your volunteer leaders. Make sure they know exactly what is expected of them and what is not expected of them. Provide them with good resources for the job you have asked them to do.
- ❑ Make sure every meeting or activity is well organized. It lets teens know they are important and reduces discipline problems.
- ❑ Do not worry about numerical growth. Size does not equal success. Health leads to growth, not vice versa.
- ❑ Avoid all double standard rules for leaders and students. Whatever goes for the teens goes for you and your staff.
- ❑ Always serve refreshments at meetings and activities. It is a relatively easy thing to do and everyone loves it. It also keeps them around a little longer for personal contact.
- ❑ Make learning the names of all the teens a top priority. You will never have a ministry to them until you *know* and remember their names.
- ❑ Avoid disciplining youth in front of their peers. It is best to handle discipline problems privately and one-on-one.
- ❑ Learn to say "no." Make time for your family and friends, your outside interests, and your personal growth.
- ❑ Do not attempt to be "one of the teens." If you are an adult, be an adult. Just be an adult who loves young people.

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Longevity in Youth Ministry

by Rob Tessier



It has been said that the average span of a youth minister at a parish is eighteen months. Parishes that experience such transition find it difficult to build any sort of foundation or momentum within their youth ministry program. Likewise, the first year that a Coordinator of Youth Ministry (CYM) is at a parish is certainly the most challenging. The second and third years, though getting easier, can certainly continue to be a great challenge. However, those CYMs who have been able to make it to their fourth year will begin to experience far less challenges in their ministry. Unfortunately, the stress of the first year has such an impact that many leave the ministry before ever reaching their third or fourth year.

The top three reasons that seem to contribute to a short-lived youth ministry are:

1. First year burnout
2. Lack of support from parents, parish leaders, and/or Pastor
3. Financial reasons

This article will address each of the above issues and ways to avoid common pitfalls.

First year burnout

Most professions are fairly well defined and provide a structure in terms of goals, objectives, working hours, and concrete ways to perform the tasks. Youth ministry can be performed in such a variety of ways and lacks such definition that it creates the challenge of a lack of definition. When entering into a new assignment, it is absolutely essential that the CYM set realistic goals, to include the Pastor's goals, and a plan for how to accomplish them.

One of the first priorities should be to create a "year-at-a-glance" schedule that displays all the meetings, trips, planning sessions, retreats, fundraisers, workcamp(s), and even office hours that the CYM intends to keep. Creating a "master plan" will contribute to a vision within an organizational system. Some CYMs may have the impulse to "find out what the teens want" or to "poll the parents." Polling the parents and teens about what the youth ministry program will look like is a big step towards disaster. The CYM has arrived at the parish to bring solutions and to set into place a program that will excite and draw in teens and parents. With that said, there are ways to allow input from teens and parents which is very healthy.

For example, the "master plan" states that there will be a monthly trip from September through July which will include one Laser Tag, a Kings Dominion Outing, Diocesan Youth RALLY, and Christmas Caroling in December. However, the CYM could seek input on what to do the other months. Another example would be that the "master plan" states that two major fundraisers are needed (one in fall and one in spring). However, the CYM could seek input from key volunteers and parents as to what type of fundraiser to run. The integration of a "master plan" mixed with input is a set-up for success. Also, be sure the pastor is on board with the "master plan". Then, when speaking at the pulpit, holding a meeting of parents, or gathering volunteers, the "master plan" can be often referred to. Volunteers, parents, and teens will be more likely to jump on board when they perceive the CYM really knows what he/she is doing. With that said, if a solid "master plan" already exists, then the key work will be to adopt and integrate it. On the other hand, if a place has not had a solid youth ministry program, a "master plan" will need to be created.

Another top priority is to identify at least four or five families who will become actively involved in the ministry. It is these key families that need to tell their friends about the new Youth Ministry program and drum up excitement. An investment of time on the phone and in person needs to be made to communicate the vision of the program. When the excitement catches amongst parishioners, it will quickly spread. In addition, key volunteers among the Young Adults of the parish need to be identified. Within a month, there should be a network of parents, volunteers, and teens spreading the word about the ministry. Finally, one of the most important things a CYM can do to prevent burn-out is to protect themselves.



Here are the top ways to protect from burn-out:

1. Prayer life needs to be consistent and uncompromised.
2. A day off must be taken every week, completely free of ministry.
3. Be willing to say “no” if a possible ministry opportunity arises that on the surface is good, but will in the end require more than time and energy will allow.

Fr. Stewart Culkin, a great supporter of youth ministry, often counseled his CYMs that it is better to do fewer things and not burn-out than it is to do too many things and burn out. This wisdom is immense and must be heeded. Sometimes the heart will desire to say “yes” to a great thing, but the mind must sometimes step in and recognize when it is essential to say “no” in order to preserve the longevity of the CYM.

Lack of Support from Parents, Parish Leaders, and/or Pastor

In order for a CYM to survive, they must have support from the Pastor. In order for the Pastor to give support, the CYM needs to clearly and consistently communicate the “master plan” and be sure they see eye to eye with the Pastor. If a volunteer or a parent has a problem with the CYMs vision or plan, then the Pastor can step in and offer his support. The Pastor and the CYM need to be on the same page. The CYM is an arm of the Pastor and needs to be in line with the vision of the Pastor. When interviewing, a CYM needs to be sure he/she is selecting a parish where there will be no conflict of vision with the Pastor.

With that said, there could be conflict with parents and parish leaders. Some parish leaders who are not familiar with youth ministry may feel it is a waste of parish resources. It will be important to gain their trust and support early on by communicating the “master plan” and the rationale behind it. “Selling the ministry” to key voices in the parish and parent community will pay tremendous dividends. If these key parishioners feel that the ministry is a waste, then they will make getting anything accomplished very difficult. However, if the parents and parish leaders value the vision and plan, then they will find ways to offer their support and help prevent burn-out.

One last point: it is essential that a CYM have a community of friends that are also involved in youth ministry, have a solid prayer life, and with whom open sharing can take place. A support system will greatly reduce the risk of burn-out as others can offer advice and support through more difficult times. The diocesan Office of Youth Ministry and the Deaneries are great places to gather with peers for this type of support. Usually the CYMs who do not take the time to reach out to other co-workers in the vineyard are the ones who become too consumed by their own ministries and experience burn-out. Be sure to take advantage of training days, retreats, and gatherings with other CYMS as one important way to help avoid burn-out!

Financial Reasons

Nobody enters youth ministry because it is the place to get rich. Hopefully, each person who enters into this field does so because of a strong calling from God. Youth ministry can be performed effectively by someone in their early 20s as well as someone in their 60s. A single person will certainly find it easier to live on youth ministry wages than a married person with children. Financial stress and responsibility grow tremendously when a person enters into marriage and family. Unfortunately, it is at that time that many CYMs stop working for the Church and find a different profession. Before allowing this to happen, it's important to truly discern and trust the direction that God is calling. It may be that He has a plan for longevity but only desires the CYM to better trust Him with material needs. Though it may seem an impossible task to raise a family and be a CYM, there are plenty of examples where it is taking place.



Here are some things that should be attempted in trying to overcome the financial problems:

1. Live simply and be careful of all the extra expenses that add up (e.g. McDonald's for lunch, Starbucks, and expensive cell phone plans)
2. Communicate with the Pastor about changing family needs. If a CYM is having children, it is important to give the Pastor the opportunity to increase his/her salary to help better compensate the higher expenses. The CYM should also stress the desire to continue in the position and the value that stability brings to the ministry. If the pastor is willing to invest more of the parish resources in the CYM and other pastoral staff, then turn-over is lessened and the ministries can grow stronger over the years.
3. Be creative in terms of ways to earn a little extra income. Here are some suggestions:
 - a. play music at a weekly Mass for a regular stipend
 - b. become a sub once or twice a week at the local schools
 - c. teach part-time at the Catholic school on-site or a Catholic high school
 - d. tutor on the side or give music lessons, etc.
 - e. work at a summer camp or create your own

To overcome the financial difficulties that a life in ministry brings, it's important to seek support, be creative, and trust in God's provision.

Rob Tessier has been a full time Youth Minister for 12 years and currently serves as the Director of Youth Ministry at All Saints in Manassas. Rob created the Junior High Workcamp and Theatre Ministry models that are now used by several parishes. A recipient of the Don Bosco Youth Ministry Award, Rob has given presentations for Youth Ministers in various places including for the NFCYM National Convention. Rob lives in Bristow with his wife and six children.

KTATCA (Key To All Those Crazy Acronyms) and Glossary

CCL – Couple to Couple League – National organization that is best known for teaching Natural Family Planning (NFP) to married couples.

CMD - Center for Ministry Development – a national organization that produces resources and training courses for Youth Ministry.

CRS - Catholic Relief Services – The Official International relief and development agency of the US Catholic Church. They serve the poor in 94 countries overseas.

CYO - Catholic Youth Organization – The old model from the 1930's of providing a social group for young Catholics who were attending public school.

CYM – Coordinator of Youth Ministry – This title should be used by the paid church staff that oversees the youth ministry program to clarify that they are not the “youth minister”. Their job is to coordinate all of the other adults and volunteers who act as youth ministers.

DCCOSC – Diocesan Catholic Committee on Scouting and Campfire – See chapter 4

DRE – Director of Religious Education – the paid parish staff member that oversees the parish religious education program up to and including Confirmation (ideally).

KOC - Knights of Columbus – A national organization of Catholic men that are well known for their service to parishes, and strong respect for life and patriotism.

Legion of Mary – A global association of Catholic laity who participate in the life of the parish through visitation to families or to the sick.

Life Teen – An international Catholic youth ministry organization that serves the Church by providing resources and training.

MRE – Minister of Religious Education – Another title for a DRE (see above)

NCCYM - National Conference on Catholic Youth Ministry –NFCYM sponsors this conference for youth ministers in the Fall of the even numbered years. See Chapter 3.

NCCGSCF- National Catholic Council on Girl Scouts and Campfire

NCYC - National Catholic Youth Conference - NFCYM sponsors this national conference for young people in the Fall of the odd numbered years. See Chapter 3.

NCYAMA - National Catholic Young Adult Ministry Association

NFCYM - National Federation of Catholic Youth Ministry – A National organization that Dioceses can become a member of (by paying dues). This organization then works to promote Catholic youth ministry in the country by supporting the Diocesan Youth Ministry offices. The country is split up into 14 regions, and we are in region IV along with Baltimore, Richmond, Washington, Wheeling-Charleston, Wilmington, and the Military Archdiocese (every military base in the world!)

NFP – Natural Family Planning – The Church approved method of teaching couples how to monitor the times of the month when they are most likely to conceive a child.

NVJCYO - Northern Virginia Junior Catholic Youth Organization – the organization that runs the sports leagues for kids in 4th-8th grades in Arlington Diocese parishes. www.nvjcyo.org – see chapter 4

RTV - *Renewing the Vision* –The 1997 Bishops document that on Catholic Youth Ministry.

USCCB - United States Conference of Catholic Bishops

WYD - World Youth Day – see introduction section

WoYa - Women's Youth Apostles– A sister community to the Youth Apostles Institute (see below).

Youth Apostles Institute - A community of single, married, and consecrated men (including priests), who share a common vision of working with young people to bring them closer to Christ. The community was canonically approved in the Arlington Diocese in 1979 and now has members in youth ministry and teaching positions throughout the Diocese and across the country. They helped to found a sister community for women interested in youth ministry...see WoYa (above). www.youthapostles.org

YTM – Youth for the Third Millennium – An organization sponsored by Regnum Christi and Legionnaires of Christ that is committed to teaching young people how to better evangelize others. www.ytm.org

Sample Parish Budget for Youth Ministry

When first hiring a Coordinator of Youth Ministry, the parish will have some up front expenses to decide upon:

- Computer (with internet access)
- Office space and furniture
- Youth Room (an area to meet regularly where youth will feel comfortable and welcomed)

Coordinators of Youth Ministry should be provided with an annual budget to allow them to plan programs and activities for an entire year. Young people should not be expected to pay to come to regular weekly activities, and should only have to fundraise to go to larger events. If the parish does not provide a budget, then the Coordinator will have to dedicate a large amount of time to fundraising. (which takes many, many hours away from ministry)

Below is an approximated budget that should be modified to meet your parish expectations. It can also be reduced if some of the items are covered within the overall parish budget.

• Weekly meeting expenses (for snacks, icebreakers, materials, etc...)	\$2500
• Mileage reimbursement for Coordinator's participation in Diocesan meetings	\$250
• Telephone (long distance calls...depending upon your location)	\$250
• Office Supplies	\$500
• Postage and shipping	\$500
• Books and Subscriptions	\$500
• Photocopies	\$500
• Annual Youth Ministry conference for Coordinator	\$500
• Certification Training	\$500
• WorkCamp (parish support to reduce amount of fundraising)	\$1000
• Annual retreat for youth (to reduce cost to youth)	\$1000
• Stipends (speakers, priests)	\$500
Total	\$8500

Sample Position Description for Parish Coordinator of Youth Ministry

The Coordinator of Youth Ministry of the parish will serve those members of the parish who are in Junior/Senior High School (grades 7-12), will work in collaboration with the parish staff, and will be responsible to the Pastor.

The goals of Youth Ministry are defined as: (per *Renewing the Vision*, 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.

Areas of Responsibility

1. The Coordinator of Youth Ministry should develop and coordinate a program which will provide social, educational, spiritual, and service opportunities for high-school aged students.
2. To work with the D.R.E. and other related parish youth services to conduct less-formal activities and/or experiences which supplement the formal religious education program for junior-high aged students.
3. The Coordinator should recognize that effective youth ministry involves “family ministry” and should find creative methods of incorporating the young people of the parish and their families into all aspects and programs of the parish.
4. The Coordinator should work with parents to assist them in their role of being the main catechist to their children.

Parish Relationships

1. The Coordinator should be accountable directly to the Pastor for the Youth Ministry Program.
2. As a member of the parish staff, the Coordinator should participate in regularly scheduled staff meetings, Parish Council meetings, Youth Board meetings and be present at all “youth ministry” activities of the parish.
3. The Coordinator should act as the official liaison between the parish and the Arlington Diocese Office of Youth Ministry. He/She is responsible for keeping the policies of the Diocese in reference to youth ministry activities, and should make diocesan youth programs available to the parish. The Coordinator should also be willing to work closely with the other youth ministers in the deanery.
4. The Coordinator should inform parents about parish and diocesan youth activities.

Qualifications

1. Candidates for the position of Coordinator of Youth Ministry should have at least a Bachelor's Degree in religious education, theology, or another field.
2. Candidates should have some formal training in Youth Ministry and experience in working with youth in a parish setting.
3. Candidates should have a sense of parish ministry and the ability to represent and give witness to the Catholic faith.
4. Candidates should be willing to be a team member and have the ability to work with the parish staff.
5. Candidates should be willing to pursue a formal certification in youth ministry.
6. It would be beneficial if candidates have computer skills.

Salary and Benefits

1. The Coordinator of Youth Ministry should be paid an annual salary in accord with professional experience and/or educational background.
2. Health care, retirement, life insurance and disability are provided in accord with the Diocese of Arlington Employee Benefits Program.
3. Salary increase will be considered annually and will be based upon the increase in the cost of living within the area, the overall quality and impact that the youth program is having within the parish, and any increased responsibilities that the Coordinator may incur.

Possible questions to ask during an interview for a Coordinator of Youth Ministry

1. What do you see as the goals of a parish youth ministry program?
2. What are your personal priorities in youth ministry?
3. What areas or talents do you see as your strong points?
4. Do you have experience coordinating/training adult volunteers?
5. Do you have experience with: retreats, planning Masses and other prayer experiences, sports, and service projects?
6. Are you familiar with the bishops document on Catholic Youth Ministry, *Renewing the Vision: A Framework for Catholic Youth Ministry*?
7. What is your understanding of the relationship between youth ministry and adolescent catechesis?
8. How would you envision an ideal situation for a parish staff to work together?
9. What is your preferred style of handling conflicts? (with staff, with parents, with youth?)
10. What is your experience with younger adolescent ministry?
11. Have you read and understood the job description?
12. What is your operating procedure when dealing with a youth crisis? (give a hypothetical situation)
13. Do you have any struggles with teachings of the Catholic Church?
14. Do you have any personal issues or problems of which we should be aware or would prevent you from fulfilling your responsibilities as Coordinator of Youth Ministry? (This question might be asked privately by the pastor or hiring committee chair.)

Possible questions you should be ready to answer.

1. What is the job description for the position and what elements are most important?
2. What are the priorities for the parish youth ministry program? (What is most important to accomplish?)
3. What is the recent history of your parish's ministry to youth?
4. To whom (and how) is the Coordinator of Youth Ministry accountable? (Pastor, Parish council, etc...)
5. What support system exists? (Office secretary, computer, budget, phone, staff, meetings, supervision, accessibility to Pastor and other decision makers) for the person in this position?
6. What will be the Coordinator of Youth Ministry's expected working relationship with parish staff, parish council, etc...?
7. What are the salary and benefits? (Medical Insurance, mileage reimbursement, continuing education, retirement, etc...?)
8. Much of the job of a Coordinator of Youth Ministry happens outside of the office and outside of 9am to 5pm. What office hours are required?
9. Does the parish have a mission statement or a strategic plan?

Directions to Key Diocesan Youth Ministry Gatherings

Bishop O'Connell High School
6600 Little Falls Road
Arlington, Virginia 22213

From Capital Beltway:

Take I66 East to Exit 69 (Lee Highway/Washington Blvd.) -- Go to traffic light and take left onto Lee Highway -- Go two blocks and take a left onto Underwood Street -- Continue on Underwood for about three blocks -- School located on right.

East Falls Church Metro Stop:

Take the Orange Line to the East Falls Church Metro Stop.
Go NORTH on Sycamore Street about 0.6 miles.
Turn LEFT onto 26th Street N. about 0.04 miles
Turn RIGHT onto North Trinidad Street about 0.20 miles.
Bishop O'Connell High School is on the left as you approach Little Falls Road.

Bishop Ireton High School
201 Cambridge Road
Alexandria, VA 22314

From I395 (Shirley Highway):

From I395, get off at exit marked Seminary Road East.
Follow Seminary Rd. past Alexandria Hospital and go through the light at Quaker Lane. (Note: At Quaker Lane, Seminary Rd. Becomes Janney's Lane.)
On Janney's Lane, you will go through one traffic light (just past MacArthur School.)
One Block past the traffic light turn right onto Cambridge Road.
Pass two stop signs. Bishop Ireton is on the left at 201.

In Virginia using I495/95 (Washington Beltway):

Take Exit 176B (Telegraph Rd. North).
Follow overhead signs to Duke Street West (Rt. 236 West)
At the second traffic light, turn right onto Cambridge Rd. which takes an immediate turn to the left. Follow Cambridge Rd. up the hill to Bishop Ireton, which will be on the right.

From King Street Metro Station:

Bishop Ireton is about 1.5 miles from the King Street Metro Station.
Take any Metro Bus or Dash bus that goes out Route 236 West. (Metro Bus #s 29, K, M, or N follow this route.)
Get off at the Cambridge Road stop which is at the 7/11 Food Store.
Walk up the hill to Bishop Ireton on the Right.

Pope Paul VI High School
10675 Lee Highway
Fairfax VA 22030

From the I495 Beltway

Take I66 West. Take exit 60 (Fairfax/Vienna Rt 123) south towards Fairfax. At the 2nd stop light turn right on Lee Highway (Rt 29). The school is about 1/4 mile on the left.

John Paul the Great Catholic High School
17700 Dominican Drive
Dumfries, VA 22026

From the I95 – Coming from the North

Take I95 towards Fredericksburg. Take exit 152A to Jefferson Davis Hwy (Route 1) and turn left. Continue on until you reach River Heritage Blvd. Make a right (WalMart should be on your right side). Continue down the road past two stop signs. The road will end making a turn to the left. The school will be in front of you in the distance.

From the I95 – Coming from the South

Take I95 towards Washington. Take exit 152A to Jefferson Davis Hwy (Route 1) and turn left. Continue on until you reach River Heritage Blvd. Make a right (WalMart should be on your right side). Continue down the road past two stop signs. The road will end making a turn to the left. The school will be in front of you in the distance.

Chancery (Youth Ministry Office)
200 North Glebe Rd. #519
Arlington VA 22203

From I495 Beltway

Travel I66 East. Take the Fairfax Dr. Exit (#71)- toward VA-120/VA-237/ Glebe Rd
Stay straight off of exit until you can turn right onto Glebe Rd.
Go approximately 1 mile and turn right onto Cathedral lane (just past Kentucky Fried Chicken).
Chancery parking lot is on the right.
Get visitors pass from small building with blue roof (80 N. Glebe)

Fundraising Ideas for Youth Ministry

Fundraising can become a full-time job for Coordinators of Youth Ministry. It is important that you speak with your Pastor that this is not a good use of your time, and that the parish should support the youth ministry through the budget. However, for large trips and WorkCamps, fundraising can actually be a good thing for the group of young people that are attending. It helps to create a commitment in the young people and forms a closer-knit community prior to the trip.

Below are some ideas that may or may not work for you. It depends upon where you are allowed to fundraise (some parishes forbid marketing outside of Mass) or advertise for the fundraiser. Be sure to speak with your pastor to find out where you are allowed to sell items.

When selling items, people are often more generous with items of little or no value... for example, people will "donate" \$10 to purchase a nail cross or small craft that is made by the young people. However, in the days of Wal-Mart and Target, people are trained to be "value shoppers" and will not pay more than face value for items which are worth money...trying to sell a custom T-shirt for \$15 will result in few sales because people associate a value to that shirt (about 10 bucks) and they are not going to get "ripped off" by a bunch of kids at the Church. ☺

Letter writing - This is a simple fundraiser where the young people that are involved in the fundraising simply write to ten people (relatives, friends, and sometimes write one to a celebrity) to request donations.

The Knights of Columbus (Pancake Breakfast or Letter) - The Knights of Columbus are usually very generous. You can simply write them a letter asking for a donation, or offer to help out with the Pancake breakfast that they do, and take a portion of the profits.

Nail Cross Sale - This is a fundraiser is excellent for a WorkCamp. Use a glue gun to form a cross with two Masonry nails, and then tie different color ribbons on the cross. Attach them to a card stating where your group is going and a short thank you. Different colored crosses can purchased for \$5, \$10, or \$25.

Bowl-a-thon - This is a little more involved, but fun for the young people. You plan to go bowling for a night or a day, and each bowler/young person get sponsored.(they get a certain amount of money for every pin.)

Wrap- up - This fundraiser is done during the holidays. Young people offer to wrap Christmas gifts for donations or a set price. This can both be publicized at church and done after a mass, or you can get permission to do it outside a local store.

Service Team Raffles - Depending on the size of your group you could do this one all together or split up. These small groups can for one day donate their services for money, either for yard work, babysitting, or another specialty. This will also give the young people an opportunity to do service, maybe even related to the event or trip that you will be attending.

Picnic Table Making/ Raffle - This works great for WorkCamp. Spend a day teaching tool safety to your students, and build a picnic table in the process. You then can raffle the tables of after Mass one weekend.

Easter Basket Making - For this activity you take orders for Easter baskets (but make sure you don't give away the whole Easter bunny phenomenon to young people). Then from the orders you buy candy,

coloring books, religious items, and charge a profitable price for them. It is very popular and takes a lot of stress off the parents.

Inventory Help - Around inventory time stores are always looking for extra help. You can offer your services to stores and raise the money for your particular event. This takes little to no planning and can be done in pairs, small groups, or big ones.

Rummage Sale - This is an event that is pretty self explanatory. You can advertise asking for donations of items that the parishioners have to give, and then advertise in you local community and/or newspaper to attract the wider community. Your young people will run it and all the money will go to your service trip or cause.

Singing Christmas Cards - Around the holidays closer to Christmas, you can be singing Christmas Cards. You will first advertise in the bulletin getting all the names, addresses, contact person, and personal message and then on a particular day you go and deliver them, singing carols and maybe bringing cookies.

Can-o-Change - For this fundraiser you buy all different kinds of canned soda. Give them out after Mass, asking for the parishioners to enjoy the soda, clean it out, and fill it up with change and bring it to mass next week. A soda can holds 5 dollars or more of change. Make sure to let them know your cause.

M&M (Chocolate at work) - This is similar to the fundraiser above, but slightly different. You buy the mini- M&M's sold in the tubes and give them out after masses asking for parishioners to bring them back filled with quarters. The filled tubes are worth about fourteen dollars in quarters. You could maybe tape a thank you or description of your cause on the tube of M&M's when you are giving them out.

Kids Night Out - This fundraiser takes a little more time and preparation. You invite parents of children to a night of babysitting at the church. Your young people will plan a fun evening for the kids with crafts, games, and other fun activities while parents go out for the night. It is wise to set an hourly wage plus the cost of dinner for the kids if you hope to make money. The kids and parents can have a great night and you raise money for your trip.

Car Hop - This is another fundraiser that will take a lot of planning, but is a lot of fun. You set up your parish parking lot as a drive in car hop. Have the members of your youth ministry dress fifties style (depending on how much you want to get into it) and as many as possible where roller skates, and serve hamburgers and hot dogs. Maybe play some oldies in the background, and have a couple chairs and tables set up for those who want to eat outside. Charge for food, and if teens are tipped encourage them to donate those.

Balloon-o-grams - This can be either a pre-order or on-the-spot fundraiser depending on how much you would like to do. You simply blow up multiple balloons; attach a small bag of candy wrapped in nice paper, maybe decorated with glitter or other sequent and a card with a space for a personal greeting. The balloons can be delivered or simply displayed for sale after Mass one day. Again either donations or a set price is okay.

Our Favorite Restaurant

This fundraiser takes the cooperation of a restaurant in your area. You simply get in contact with a popular restaurant in your area, maybe one that goes along with the money you are trying to raise, followed by a meeting with your contact person from the restaurant. "The restaurant manager agreed to host a buffet for 300 people. We printed and sold tickets to both congregation and community members for 15 dollars. The restaurant collected 3.50 per ticket plus charged for all beverages, and used the event as a tax write off." It is possible to raise thousands of dollars from this event with little prep work.

Ideas gathered from various Coordinators of Youth Ministry and "Group" Magazines.

Apologist's Bookshelf

Catechetical Resources Recommended by "Catholic Answers"

GENERAL

The Catechism of the Catholic Church, Pocket Edition, (New York, NY: Image Books, 1995)
The Catholic Almanac (Huntington, IN: Our Sunday Visitor, 1998) [Published annually.]
Companion to the Catechism of the Catholic Church (San Francisco, CA: Ignatius Press, 1994)
Everlasting Man by G.K. Chesterton (San Francisco, CA: Ignatius Press, 1993)
Handbook of Christian Apologetics by Peter Kreeft and Ronald K. Tacelli (Downers Grove, IL: InterVarsity Press, 1994)
Upon This Rock by Stephen K. Ray (San Francisco, CA: Ignatius Press, 1999)

JESUS

Imitation of Christ by Thomas à Kempis (New York, NY: Random House, 1998)
Life of Christ by Fulton J. Sheen (New York, NY: Doubleday, 1977)
The Lord by Romano Guardini (Wash., DC: Regnery Pub.; Lanham, MD: Dist. By National Book Network, 1996)
The Seven Last Words of Christ by Fulton J. Sheen (New York, NY: Alba House, 1996)

MARY & THE SAINTS

Any Friend of God's Is a Friend of Mine by Patrick Madrid (San Diego, CA: Basilica Press, 1996)
Butler's Lives of the Saints, 4 vols., H. Thurston and D. Attwater, eds. (Allen, TX: Christian Chorus, 1996 [reprint]). Also available in a single abridged volume.
Mary, the Second Eve by John Henry Newman (Rockford, IL: TAN Books, 1991)
Mystical Rose by John Henry Newman (Princeton, NJ: Scepter Pub., 1996)
Refuting the Attack on Mary by Father Mateo (San Diego, CA: Catholic Answers, 1999)

SCRIPTURE

Ancient Israel: Its Life and Institutions by Roland de Vaux (Grand Rapids, MI: W.B. Eerdmans; Livonia, MI: Dove Booksellers, 1997)
Catholic Church and the Bible by Peter Stravinskis (San Francisco, CA: Ignatius Press, 1996)

THE SACRAMENTS

A Handbook of Catholic Sacramentals by Ann Ball (Huntington, IN: Our Sunday Visitor, 1991)
The Hidden Manna: A Theology of the Eucharist by James T. O'Connor (San Francisco, CA: Ignatius Press, 1998)
Mass Confusion: The Do's and Don'ts of Catholic Worship by Jimmy Akin (San Diego, CA: Catholic Answers, 1998)
100 Answers to Your Questions about Annulments by Edward N. Peters (Needham Heights, MA: Simon and Schuster Custom Pub., 1997)
The Sacraments and Their Celebration by Nicholas Halligan (New York: Alba House, 1986)
This Is My Body: An Evangelical Discovers the Real Presence by Mark P. Shea (Front Royal, VA: Christendom Press, 1993)

SPIRITUALITY

The Art of Praying by Romano Guardini (Manchester, NH: Sophia Institute Press, 1994)
Peace of Soul by Fulton J. Sheen (Liguori, MO: Liguori Publications, 1996)
The Soul of the Apostolate by Dom Jean-Baptiste Chautard (Garden City, NY: Image Books, 1961)

CHURCH FATHERS

Early Christian Writings by Maxwell Staniforth, ed. (Harmondsworth, England: Penguin, 1968)
Faith of the Early Fathers, 3 vols. by William A. Jurgens, ed. (Collegeville, MN: Liturgical Press, 1970)
The Fathers of the Church by Mike Aquilina (Huntington, IN: Our Sunday Visitor, 1999)
The History of the Church by Eusebius (London; New York: Penguin Books, 1989)

CHURCH DOCUMENTS

The Catechism of the Catholic Church, 2nd ed. (Liguori, MO: Liguori Publications, 1998)
The Christian Faith in the Doctrinal Documents of the Catholic Church eds, J. Neuner and J. Dupuis

(London, England: HarperCollins Religious, 1992)
The Code of Canon Law (Washington D.C.: Canon Law Society, 1983)
Vatican II: Conciliar and Postconciliar Documents, ed. Austin P. Flannery (Collegeville, MN: Liturgical Press, 1998)

CHURCH HISTORY

A History of Christendom by Warren H. Carroll (Front Royal, VA: Christendom Press, 1987)
Vol. I: The Founding of Christendom, (to 324 A.D.)
Vol. II: The Building of Christendom, (324-1100)
Vol. III: The Glory of Christendom, (1100-1517)
Encyclopedia of Catholic History, ed., Matthew Bunson (Huntington, IN: Our Sunday Visitor, 1995)
Orthodoxy by G.K. Chesterton (San Francisco, CA: Ignatius Press, 1996)
Rhine Flows into the Tiber: A History of Vatican II by Ralph M. Wiltgen (Rockford, IL: TAN Books, 1991)

THEOLOGY

Fundamentals of Catholic Dogma by Ludwig Ott (Rockford, IL: TAN Books, 1992)
Theology and Sanity by Frank Sheed (San Francisco, CA: Ignatius Press, 1993)
Theology for Beginners by Frank Sheed (Ann Arbor, MI: Servant Books, 1981)
What Catholics Really Believe by Karl Keating (San Francisco, CA: Ignatius Press, 1995)

CONVERSIONS

The Confessions by St. Augustine (Indianapolis, IN: Hackett Pub. Co., 1993)
Surprised by Truth by Patrick Madrid, ed. (San Diego, CA: Basilica Press, 1995)

NON-CATHOLIC BELIEF SYSTEMS

Handbook of Denominations by Frank Mead (New York, NY: Abingdon Press, 1990)
When Mormons Call: Answering Mormon Missionaries at Your Door by Isaiah Bennett (San Diego, CA: Catholic Answers, 1999)
Catholics and the New Age by Mitch Pacwa (Ann Arbor, MI: Servant Press, 1992)
Reincarnation: Illusion or Reality? by Edmond Robillard (New York, NY: Alba House, 1982)
Answering Islam by Norman Geisler and Abdul Saleeb (Grand Rapids, MI: Baker Books, 1993)
Quran and the Bible in the Light of History and Science by William Campbell (Upper Darby, PA: Middle Eastern Resources, 1992)

MORAL ISSUES

Evangelium Vitae (The Gospel of Life) by Pope John Paul II (New York, NY: Times Books, 1995)
The Truth About Homosexuality by John Harvey (San Francisco, CA: Ignatius Press, 1996)
The Unaborted Socrates by Peter Kreeft (Downers Grove, IL: InterVarsity Press, 1983)
Why Humanae Vitae Was Right: A Reader by Janet Smith, ed. (San Francisco, CA: Ignatius Press, 1993)

SCIENCE

Apes, Angels, and Men by Stanley Jaki (Peru, IL: Sugden Sherwood & Co., 1983)
Darwin's Black Box by Michael Behe (New York, NY: Free Press, 1996)
God and the Cosmologists by Stanley Jaki (Washington, DC: Regnery Gateway Press, 1989)
In the Beginning by Joseph Ratzinger (Huntington, IN: Our Sunday Visitor, 1990)
The Savior of Science by Stanley Jaki (Washington, DC: Regnery Gateway Press, 1988)

Other Resources: Combined Resource List

Youth Ministry Skills

- *Youth Ministry and Parents; Secrets for a Successful Partnership*, Leif Kehrwald, Saint Mary's Press
- *Your First Two Years in Youth Ministry*, Doug Fields, Youth Specialties
- *Building Assets in Congregations*, Eugene Roehlkepartain, Search Institute
- *Foundations of Leadership for Youth Ministry*, John Roberto, Salesian Society, Inc.
- *Purpose Driven Youth Ministry*, Doug Fields, Zondervan publishing
- *Pastoral Counseling with Adolescents and Young Adults*, Charles Shelton, Ph.D., Crossroad Publishing
- *Your First Two Years in Youth Ministry*, Doug Fields, Zondervan Publishing
- *Postmodern Youth Ministry*, Tony Jones, Zondervan Publishing
- *Growing Teen Disciples: Strategies for Really Effective Youth Ministry* by Frank Mercadante. St. Mary's Press. 2002.
- *Converting The Baptized*, O'Malley, William J., Allen, TX: Tabor, 1990.
- *Gravissimum Educationis*, Declaration on Christian Education, Second Vatican Ecumenical Council
- *The Challenge of Catholic Youth Evangelization: Called to Be Witnesses and Storytellers* Washington, D.C.: National Federation for Catholic Youth Ministry, 1993.
- *Renewing the Vision, A Framework for Catholic Youth Ministry*, National Conference of Catholic Bishops/USCCB, Washington, D.C.: USCC, 1997.
- *Being Neighbor: The Catechism and Social Justice*, Catholic Campaign for Human Development: Publication No. 5-261
- *People Skills*. By Robert Bolton, PhD, Simon and Schuster Inc.
- *The Leadership Challenge*, James Kouzes and Barry Posner, Jossey-Bass publishers
- *Pastoral Care Resource Manual*, Sharon Reed and John Roberto, New Rochelle, NY: Don Bosco Multimedia, 1994.
- *Families and Youth—A Resource Manual*, Kehrwald, Leif, and John Roberto, editors. New Rochelle, NY: Don Bosco Multimedia, 1992.

Ideas for Youth Ministry meetings and activities

- *Total Youth Ministry: Ministry Resources for Community Life*, Ann Marie Eckert, St. Mary's Press
- *Total Youth Ministry: Ministry Resources for Pastoral Care*, Marilyn Kielbasa, St. Mary's Press
- *Total Youth Ministry: Ministry Resources for Youth Leadership Development*, Ann Marie Eckert with Maria Sanchez-Keane, St. Mary's Press
- *Total Youth Ministry: Ministry Resources for Evangelization*, Michelle Garlinski, Marieet Martineau, Dean Woodbeck, St. Mary's Press
- *Total Youth Ministry: Ministry Resources for Justice and Service*, Thomas Bright, Sean Lansing, Mike Poulin, Joan Weber, St. Mary's Press
- *Total Youth Ministry: Ministry Resources for Prayer and Worship*, Thomas East, St. Mary's Press
- *The New Games Book*, Doubleday Publishing
- *Ultimate Skits*, Group Publishing Resource.
- *Quicksilver: Adventure Games, Initiative Problems, Trust Activities and a Guide to Effective Leadership*, Karl Rohnke, Steve Butler, Publisher Project Adventure)
- *Silver Bullets: A Guide to initiative problems, adventure games and trust activities*. Karl Rohnke, Publisher Project Adventure.

- **Cowstails and Cobras II: A Guide to Games, Initiatives, Ropes Courses, and Adventure Curriculum**, Karl E. Rohnke, Kendall Hunt Publishing.
- *A Catholic Call to Justice: An Activity Book for Raising Awareness of Social Justice Issues*, Catholic Campaign for Human Development: Publication No. 5-239.
- *Dear Children*, DVD on the effects of abortion; 30 minutes; Liguori Publication.

Spirituality of the Youth Worker

- *The Art of Praying*, Romano Guardini, Manchester, NH: Sophia Institute Press, 1994.
- *Peace of Soul*, Fulton J. Sheen, Liguori, MO: Liguori Publications, 1996.
- *The Soul of the Apostolate*, Dom Jean-Baptiste Chautard, Garden City, NY: Image Books, 1961.
- *The Godbearing Life; The Art of Soul Tending for Youth Ministry*, Kenda Creasy Dean and Ron Foster, Upper Room Books.
- *The Holy Longing: The Search for a Christian Spirituality*, Ronald Rolheiser, Random House, Inc.

Multicultural Ministry

- *Prophets of Hope, Volume 1, Hispanic Young People and the Church's Pastoral Response*, Carmen Maria Cervantes, EdD, Saint Mary's Press
- *Prophets of Hope, Volume 2, Evangelization of Hispanic Young People*, Carmen Maria Cervantes, EdD, Saint Mary's Press
- *Prophets of Hope, Volume 3, The Prophets of Hope Model*, Carmen Maria Cervantes, EdD, Saint Mary's Press

“Textbooks” for working with teens in a “youth ministry” setting

- *The Catechism of the Catholic Church*, Pocket Edition, New York, NY: Image Books, 1995
- *Encountering Jesus in the New Testament*, Michael Pennock, Ave Maria Press, Inc.
- *Your Life in Christ; Foundations of Catholic Morality*, Michael Pennock, Ave Maria Press, Inc.
- *Basic Spiritual Workout: A Guide to Christian Growth for Catholic Youth*, Bob Rice, Servant Publications
- *Beginning Apologetics 1-6*, San Juan Catholic Seminars, 1-877-327-5343
- *Ignatius Press Catholic Study Bibles*
- *Father McBride's Teen Catechism*, Our Sunday Visitor

Books to recommend to Parents

- *The Gift of Human Sexuality: A Christian Perspective*, Eduardo Azcarate, Ph.D., Youth Apostles Institute
- *Forming Character in Adolescents*, Rudolf Allers, M.D., Ph.D., Roman Catholic Books

Resources to recommend to young people:

Sexual abuse

- *How Long Does it Hurt?*, Cynthia Mather, Jossey-Bass Publishers

Eating disorders

- *Listen to the Hunger*, Elizabeth L., Hazeldon Press
- *Fat is a Family Affair*, Judi Hollins Ph.D., Hazelden Press
- *The Best Little Girl in the World*, Steven Levenkron

Depression

- *Overcoming Depression*, Joanne Anderson, Daughters of St. Paul:

Parents

- *Read this Book or You're Grounded!: A Secret Guide to surviving at home*, Wayne Rice, Zondervan

College

- <http://www.bustedhalo.com/wp/wp-content/uploads/2009/08/survivalguide09.pdf>



12 Steps to “Get Started”

by Paul Bevins

1. **Know the mission.** Why do the parish youth programs exist? This should be simple, but many parish Coordinators of Youth Ministry (CYMs) may not be able to articulate their simple core mission. Begin by identifying the ministry’s mission statement. Make it concise. Make it easy to remember so that you can refer back to it as you progress in ministry. It should have something to do with leading young people to Christ! Review this mission annually. Do not be afraid to revise it as the program evolves, but do not do this more than once a year. Commit to it. A clear, concise mission should simplify decision-making.
Example mission statement: *Empowering high school aged youth to trust, love and serve God by incorporating Church teaching and tradition into a Catholic WAY of life.*
2. **Know your pastor.** This may seem like a no-brainer, but an easy mistake that many new CYMs make is neglecting to get to know their boss. In your first month, go to lunch with your pastor, preferably offsite, and talk about goals and share ideas. Be sure that he understands what your approach to ministry will be. Try to make lunch a regular occurrence, perhaps once per month but not less than once a semester. Keep him informed regularly – perhaps by email – of what is going on in the youth ministry program. Invite him and the other parish priests to meetings with young people often, at least once a month. It is important for the young people to get to know their priests, too.
3. **Start small.** Most new CYMs have been exposed to youth ministry in some way, often as a volunteer or a young person that “graduated” from an established, vibrant, and fruitful ministry program. They often begin their career with an expectation that a similar large ministry can be achieved overnight. But you must be patient. Build the program slowly.
4. **Get to know key personnel** in other ministries: the young adult groups, RCIA, the mentor couples, Atrium, the custodian, the finance committee chairman. Determine ways in which they can be involved in the program – empower them. Do not forget that the Diocesan Office of Youth Ministry is here to support you as well!
5. **Advertise.** “Get the word out” in as many ways, in as many places as possible:
 - a. Pulpit announcements are a great way for people to see your face.
 - b. Greet the congregation outside after Mass to answer questions and collect contact information for potential volunteers. Greet young people and introduce yourself. Do this at every Mass two weekends in the early Fall and follow-up a few times throughout the year, at least twice per semester.
 - c. Old-fashioned signs around the parish work, too.
 - d. Online resources reach young people well. Build your email list. Safely use Facebook, Twitter and other online communities to support the program.
 - e. A weekly blurb in the bulletin is also a nice reminder to the parish about what you are doing or have just done.
 - f. With permission, visit the schools and athletic fields in your parish.
6. **Build a core team.** Remember that youth ministry cannot be done well by one person! Again, it is not about you... so start placing key volunteers around you soon after you have arrived. The initial team does not have to be huge, as long as you have a few other people to rely on and for the young people to relate to. Set expectations early: explain to them what the program goals are; ensure that they “buy-in” to the mission. It is wise to set up a standard “application” process through which all volunteers must pass to become a part of the team;

run this by your pastor. It is important that both you and the volunteers continually recall that you are all working toward the same goal – you all have the same mission, you there to bring young people to Christ. Lastly, if things are not working out, do not be afraid to let a volunteer go.

7. **Solicit feedback.** Talk to those that have been around for a while – those listed in step 3 above and others – they have a wealth of knowledge about what has worked in the past, what has not... and why! But do not allow this feedback to limit you... allow it to inform you as you begin the program. If your parish has an established team of volunteers already in place, be sure to meet with them as soon as possible. Talk to them about the previous program and offer them a continued opportunity to “buy-in” to the program. And once you begin meeting with the young people, talk to them – they have great ideas, too!
8. **Kick-off well and with notice.** Early Fall works best, but be sure to complete the previous steps to set yourself up for the best chance at success. Advertise well and be sure to enlist the support of parents and other volunteers. Invite the pastor and other parish priests. Food, games, music and icebreakers – means for establishing relationships – should be the focus on this night: do not worry about diving into heavy Catechesis on the first night!
9. **Get to know the young people.** Each time you meet with the young people make it a personal goal to know their names. Be aware of when new teens arrive and make an extra effort to bring them “into the fold” without singling them out. Utilize your volunteer team to create small groups as soon as is practical. Employ the 1x3x5 Challenge (shown in Chapter 5 of this manual) as a practical means to consistently touch base with the young people.
10. **Get to know the parents.** Relationships with the young people’s families are as important to develop as those with the young people themselves! Remember this as you build the program: *the parents are the primary catechist in the young peoples’ lives*, not you. If the young people miraculously find the time to come to a few hours of ministry events each week but their parents are telling them that “it is just an activity, something for the résumé”, you may soon lose the young person. But remember that the parents are not your enemy! *Work with* them by informing them about what topic you will be talking about. *Empower* parents by providing them with follow-up discussion questions for the dinner table (email is great for this; if you meet on Sunday night, send this follow-up email on Monday morning). *Engage* them by setting up parent-specific meetings and events. Remember that the parents are not only your partner in ministry, one to which you are playing a subordinate role, but they can also be a valuable source for knowledge, volunteers and parish support.
11. **Peter-Barnabas-Timothy.** St. Paul had three important “earthly” relationships... all of which were essential to him continuing and succeeding in his ministry. After God, Paul had his spiritual advisor in St. Peter, his colleague/friend/confidant/buddy in St. Barnabas, and his student in St. Timothy. Youth workers would benefit by following this model set for us by Paul. Finding a “Timothy” is simple; he can be found in every one of the young people in the parish ministry program. But you must also ensure that you are consistently and continually working on your own spiritual growth by identifying and prioritizing your relationship with a spiritual director, your “Peter”. Lastly, it would also serve you well to identify your “Barnabas”, another CYM (preferably one here in the Diocese of Arlington that you can get together with regularly and share experiences with). This relationship will assist you and them as you continue your walk and grow in ministry together.
12. **Pray.** Again, be consistent in your own spiritual life. You must take time to refill to continue to be able to pour out.



A Sample Program

As has been discussed in this manual, the focus should not be upon the “youth group”, but many “youth groupings”. These could be smaller gatherings which are more focused on specific areas in ministry – educational, prayerful, social, single-sex, small group, etc. A stereotypical Sunday night program is not a bad thing, but this should not be the focus of the parish youth ministry.

Each month will be different depending on the season, but try to balance the number of social/fun activities with spiritual/educational events. *Utilize the secondary guidelines located in Chapter 3 of this manual.*

Any month could look like this:

Sundays	- High school youth meeting, followed or preceded by Mass.
Wednesdays	- High school small groups. Once/month have this meeting be Sacrament-focused; Adoration, Reconciliation, etc. - Junior high youth meeting.
1 st Friday	- Social night: ice skating, broom ball, movies, go see the Nationals lose, etc.
2 nd Thursday	- Core Team meeting: all adult volunteers meet and plan for the month.
3 rd Tuesday	- Student Leadership team meeting (for established ministry programs); invite adult volunteers to come as well.
3 rd Saturday	- Service opportunity: soup kitchens, visit retirement homes, etc.
4 th Thursday	- Music ministry rehearsal: prepare for Youth Mass; another performance, too?
4 th Sunday	- Youth Mass: have the young people take charge of one Mass each month; readers, gift bearers, ushers, greeters, musicians, vocalists; have everyone sit together in the same spot each time.

Other less frequent (but important!) events could include:

Seasonal -	Fall & Spring Retreats, drama production, family-based event once/semester (Parent Appreciation Night; mother/daughter, father/son night out, etc.).
Annual -	WorkCamp, Core team & student leadership retreats, Diocesan RALLY/BASH.

You can weave the two together... making it fun and educational at the same time. Examples:

1. **Games.** Tic-Tac-Toe, Scategories, Twister, Plinko.
2. **Game Show format.** “Catholic Family Feud”, “Who Wants to Be a Saint?”, “The Price of Life”, “Wheel of Knowledge”.
3. **Guest Speakers.** Other adult leaders at your parish; your pastor or other parish priests; CYMs from a neighboring parish; secular specialists such as drug & alcohol counselors, NCMEC officials that can talk about the dangers of being careless online, etc. Members of the Diocesan Office of Youth Ministry are also always willing to offer their services as guest speakers or volunteers.
4. **Change Locations.** Try to find different spaces at the parish to use for your meetings, such as the Adoration Chapel, vestibule or the Sacristy. If you are allowed to go off church grounds and time allows, a pizza place, bowling alley or coffee house can also be a nice change in scenery from the youth room.