



OFFICE OF YOUTH MINISTRY

Diocese of Arlington
The Chancery

SUITE 519
200 NORTH GLEBE ROAD
ARLINGTON, VIRGINIA 22203
TEL: (703) 841-2559 FAX: (703) 807-2032

August 24, 2009

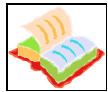
Dear Coordinators of Youth Ministry,

The Office of Youth Ministry is very excited to be providing this manual to you. It will hopefully serve as a great resource to new Coordinators of Youth Ministry in the Diocese...filled with ideas, contacts, and information specific to the Northern Virginia area. This manual is not comprehensive, it is meant to be an overview of youth ministry with recommendations on where to go for further reading.

In the back pocket of this binder you will find the U.S. Bishop's document, *Renewing the Vision: A Framework for Catholic Youth Ministry (RTV)*. This document does an excellent job of creating a framework of what is needed in a comprehensive youth ministry program. However after reading RTV, many people ask, "but how do I do youth ministry?" This resource manual is meant to pick up where RTV has left off. It will not repeat the information in RTV, rather it will attempt to provide practical ideas and resources on how to implement the framework that was described.

This manual is broken into chapters that closely follow the chapters in RTV. I begin each chapter with a brief editorial on the subject matter that is meant to provide you with a glimpse of Arlington's vision of youth ministry. Then each chapter contains various articles written by Coordinators of Youth Ministry here in the Arlington Diocese, as well as a few guest authors. Therefore this manual represents hundreds of years of youth ministry experience, and sometimes differing opinions on how to best minister to young people.

Throughout each chapter you will find the following two icons:



The book icon is meant to call attention to resources that can be used for further reading on the subject matter.



The light bulb icon is meant to call attention to practical ministry ideas that can be tried at your parish.

At the bottom of each page you can find the revision date for each chapter. The goal is that we will provide updated versions of each chapter as time goes on. Young people are forever changing, and the resources available are constantly trying to keep up.

Finally, please know that the Office of Youth Ministry gathers each morning to pray for you and your ministry with young people. Please also join us each Tuesday at 3pm as we pray together the Youth Ministry Prayer for the Diocese of Arlington (see next page).

May God Bless all of your efforts,

Kevin Bohli, Director
Office of Youth Ministry



Youth Ministry Prayer for the Diocese of Arlington

(please pray each Tuesday at 3pm)

Heavenly Father, I praise and thank You for Your infinite goodness and unconditional love. I long to give generously to You just as the widow did, "... all that she had, her whole livelihood." I offer this prayer for Your greater glory and in thanksgiving for the good work that You are accomplishing through the youth ministers of the diocese. Help us to grow in holiness and respond faithfully to Your will and grace.

Bless the youth that I serve, and all the youth of the diocese. Help them to listen to Your Word, respond to Your call in their life and to encounter Your saving love through my humble service.

Amen.

(En Español)

Padre Celestial,

Te alabo y te doy gracias por tu infinita bondad y amor incondicional. Deseo entregarme totalmente a Ti, como hizo la viuda del Evangelio, que dio "todo lo que tenía para vivir." Te ofrezco esta oración para tu mayor gloria y en acción de gracias por todo lo bueno que estás haciendo, a través de los que trabajamos en la pastoral juvenil de esta diócesis. Ayúdanos a crecer en santidad y a responder con fidelidad a tu voluntad y tu gracia.

Bendice a la juventud con la que trabajo, y a todos los jóvenes de la diócesis. Ayúdales a escuchar tu Palabra, a responder a tu llamada y a encontrar tu amor salvador a través de mi humilde servicio.

Amen.



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Dear Coordinators of Youth Ministry,

THANK YOU!

We cannot say that often enough, nor sincerely enough to convey the great work you have been doing and are still undertaking in the parishes of the Diocese of Arlington. There is no greater work that one can do in life, than to help others to embrace the Christian walk more fully and realize God's love for them; and there is no group more in need of these lessons than our youth.

“Let the children come to me; do not prevent them, for the kingdom of God belongs to such as these. Amen I say to you, whoever does not except the kingdom of God like a child, will not enter into it.” (Mk 10-14b-15)

This resource manual has been created and maintained to aid you in this endeavor. We hope that it provides you with a practical guide to turn to for ideas and aides to help your ministry to grow. Our youth need you. As Coordinators of Youth Ministry, you have been called to have a special relationship with the parish, its pastor, and the youth. It is your responsibility to help the young people to enter into a fuller and more participatory relationship with the parish as a whole, as well as, the pastor, the shepherd of the flock. Our youth, whose lives are often riddled with difficulty, temptations and questions, are in need of people whose lives provide the example they need to stay rooted in Christ and anchored in His Church. You must enter into their lives as a companion and through your support, friendship, and witness help them to enter more into the life of Christ and His Church.

“You can do nothing with children unless you win their confidence and love by bringing them into touch with yourself, by breaking through all hindrances that keep them at a distance. We must accommodate ourselves to their tastes; we must make ourselves like them.” St. John Bosco

May the Lord bless you, protect you, and give you every grace you need to carry out the mission of teaching and guiding our youth to fuller life in Christ. Be assured of our daily prayers and constant support.

Faithfully in Christ Jesus,

Fr. J.D. Jaffe, Spiritual Director
Office of Youth Ministry

Introduction to the Office of Youth Ministry and Chancery

The Office of Youth Ministry
200 North Glebe Rd. #519
Arlington, VA 22203
703-841-2559
fax 703 807 2032

www.ArlingtonDiocese.org/youth

The Office of Youth Ministry Mission Statement:

“To assist the Parish Coordinators of Youth Ministry in the Catholic Diocese of Arlington to fully incorporate young people into the life of their parish.”

We attempt to meet this mission in three ways:

1. Support to Parish Youth Ministries
 - a. Assistance with all aspects of hiring
 - b. Resources, mentoring, speaking
 - c. Advocate for Coordinators of Youth Ministry
2. Training of Youth Workers
 - a. Spiritual retreats and days of prayer
 - b. Youth Ministry Certification
 - c. Deeper Waters Youth Ministry Seminars
3. Diocesan-wide events for young people

The current staff in the office consists of:

1. **Director** – Kevin Bohli has been in this position since October 2001. The Director works with Bishop Loverde to create and implement a common vision of youth ministry. The Director is responsible for interacting with the Pastors and Coordinators of Youth Ministry to develop training and events which meet the needs of the parishes.
2. **Assistant Director** – Kevin Flores has been in this position since June 2006. The Assistant Director works with the Director on all levels and coordinates several of the large diocesan events and programs.
3. **Coordinator of Hispanic Youth Ministry** – Elizabeth Sieb has been in this position since April 2008. She works with the various Hispanic communities and youth ministries in the diocese to build a Hispanic youth presence at the diocesan level. She also assists parishes in the development of young Hispanic events and groups.
4. **WorkCamp Projects Coordinator** – Paul Bevins has been in this position since February 2008. His role is to find, design, and plan all of the WorkCamp projects. He assists with seeking funds or grants to help finance WorkCamp. In addition, he helps with other major events and resources of the office.
5. **Administrative Assistant** – Sarah Richardson has been in this position since June 2006. In addition to running the daily operations of the Office, she works together with Jaclyn in scheduling, planning, and running diocesan events.
6. **Administrative Assistant** – Jaclyn Weber has been in this position since April 2008. In addition to running the daily operations of the Office, she assists Sarah with scheduling, planning, and running diocesan events.
7. **Spiritual Director** – Fr. Jaffe has been in this position since September 2005. His role is to assist with the spiritual vision and planning of the youth office events. He also helps to provide the sacraments at diocesan events.

The Office of Youth Ministry is also affiliated with:

1. **Diocesan Catholic Committee on Scouting and Campfire (DCCOSC)** – the organization that runs all of the Catholic Scouting units in the parishes of the Arlington Diocese.
2. **Northern Virginia Junior Catholic Youth Organization (NVJCYO)** – An organization that has been running the sports leagues for 8th grade and under in the parishes of the Arlington Diocese since the 1950's.

The Other Major Offices in the Chancery that you may come in contact with:

Arlington Catholic Herald – Suite 600- the largest non-daily newspaper in the State. They are willing to run stories about youth programs that you have in your parish. Call 703-841-2590

Catholic Charities – Suite 506 - provides many services for the needy, provide family services (adoptions), and many counseling services. 703-841-3835

Catholic Schools – Suite 503 – provides assistance to all schools in the diocese. Assists with hiring and training of all teachers. 703-841-2519

Catechetics – Suite 503 – provides assistance to all Religious education programs in the Diocese. Assists with the certification of all catechists. 703-841-2554

Child Protection and Safety – Suite 914 – ensures that all employees and volunteers in the Diocese are properly trained and screened to work with young people. 703-841-3847

Communications – Suite 914 – handles all press releases and requests for comments from the Bishop's Office. 703-841-2767

Family Life Office – Suite 523 – handles all marriage preparation retreats and conferences, and runs the young adult program for the diocese. 703-841-2550

Multicultural Ministries – Suite 820 – works to ensure that all cultures within the diocese are properly represented and welcomed into parishes. 703-841-3881

Respect Life Office – Suite 523 – coordinates the respect life program for the diocese. 703-841-3817

Risk Management – Suite 600 – works with Catholic Mutual (Diocesan Insurance) to help handle claims that may be taken against the diocese. All accidents should be reported to Risk Management, and the Director can assist you with writing release forms and permission slips. 703-841-2503

Sacred Liturgy – Suite 503 – answers questions and assists with planning of liturgies within the diocese. 703-841-2554

Spanish Apostolate – Suite 820 – provides ESL courses (English as a Second Language) to local Hispanics and diocesan employees, coordinate leadership training for Hispanics, provide a vision for Hispanic ministry in the diocese. 703-841-3883

Tribunal – Suite 524 – Mostly handle annulment cases for Catholic couples who have had a divorce. 703-841-2555

Vocations – Suite 901 – work with Catholics who are in the process of discerning a religious vocation. Be sure to encourage young people that you know to contact the Director if you think they are being called or want to discuss this on a more personal level. 703-841-2514

Office of Youth Ministry events for adults:

- **“Deeper Waters” Youth Ministry Seminars** – These gatherings happen three times per year and are designed to briefly cover a specific issue in youth ministry. They always begin with Mass, then dinner, a 60 minute presentation, and finish with social time. Because they occur on weeknights, they are a great activity for you to get other adults and volunteers interested in youth ministry.
- **In-service days of training.** - These gatherings happen twice a year and are meant to give a complete understanding of a specific topic in youth ministry.
- **Advent and Lenten Days of Reflection** – These gatherings are meant to be mini-retreats for the Coordinators of Youth Ministry in the Diocese. An opportunity to prepare spiritually for the specific liturgical season, and to brainstorm ideas for youth activities during the season.
- **Youth Ministry Appreciation Dinner** – An annual event where each Coordinator of Youth Ministry is encouraged to invite all other volunteers who assist with the youth program in the parish to be recognized at a large diocesan dinner.
- **Coordinator of Youth Ministry Retreat** – All Coordinators of Youth Ministry should attend an annual spiritual retreat (of their own...leading one does not count!). What better way than to attend a retreat with your fellow CYMs for a time of prayer and fellowship?
- **Certificate in Youth Ministry Courses** – The Catholic Diocese of Arlington is one of the only dioceses in the country that works with the Franciscan University of Steubenville to provide their certificate in youth ministry here in our diocese. We bring their instructors here because we feel they build the best educational foundation for CYMs in the country.
- **Virginia Youth Workers Training** – The Catholic Dioceses of Arlington and Richmond are working together to provide a local weekend conference for Coordinators of Youth Ministry to bring their volunteers to attend together and improve their skills and understanding of comprehensive youth ministry.

Office of Youth Ministry events for families:

- **Parent/Teen Conference** –An event for parents and teens to attend together with the goal of improving their communication skills and prayer lives.
- **March for Life Mass and Rally** – Hopefully we will be able to stop having this event in the near future, but until then, families will be encouraged to gather to Rally against abortion on the anniversary of Roe v. Wade (January 22). We encourage all Arlingtonians to wear a red knit cap and attend the Rally in DC and then march to the Supreme Court.
- **World Youth Day Pilgrimage** – All young Catholics in the world are encouraged to gather every 2-3 years for a celebration of our Catholic faith. This is not an easy trip, but one that is well worth the sacrifices that are made in the process of this week-long “pilgrimage”.

- **Kings Dominion Day** – The Office sponsors a day at Kings Dominion (amusement park) which gives families the opportunity to attend at approximately 50% of the normal park fee. The day includes a Mass for all to gather and worship together.
- **Virginia Catholic Youth Day at Busch Gardens** - The Catholic Dioceses of Arlington and Richmond are working together to provide a day for all Catholic families in Virginia to attend Busch Gardens Amusement Park in Williamsburg, VA. The day includes park admission, Mass, all you can eat dinner, and Rally for teenagers.
- **Diocesan Pilgrimage** – The Diocese goes on “pilgrimage” every other year to the National Shrine of the Immaculate Conception in Washington DC. Families should be encouraged to attend this prayer-filled event together. Special events planned for young people.

Office of Youth Ministry events for young people:

- **RALLY** – This high-energy event is designed to give high schoolers an opportunity to celebrate their faith with hundreds of other young people from across the Diocese. This is our largest day-long event which consists of bands, games, talks, comedy, prayer, and Mass with the Bishop.
- **One Act Play and Short Film Festival** – One of the longest standing youth events in the country, this activity gives parishes the opportunity to put together a one-act play. More importantly, it is a great ministry tool to bring kids into your program who may have never participated. Join other parishes from around the Diocese of Arlington for an exciting thespian competition where young people will demonstrate their acting abilities in traditional One-Act Play fashion. The day also features short films created by Arlington teens.
- **BASH** - This high-energy event is designed to give Junior High students an opportunity to celebrate their faith with hundreds of other young people from across the diocese. This is our largest junior high event which consists of bands, games, talks, comedy, prayer, and Mass.
- **WorkCamp** – The Arlington Diocese sponsors a week-long service program for high-school aged students that occurs each summer at a location within the Diocese of Arlington. We believe that WorkCamp is not for all students, rather the ones that have shown leadership and maturity within your programs and are ready to put their faith into action.
- **Soccer Festival** – While this event is primarily geared towards young Hispanics, all are welcomed to attend. The purpose of the day is to use Soccer as an attraction to bring young Hispanics to an activity at the Church to build relationships between Hispanic families and the Office of Youth Ministry.

CATHOLIC DIOCESE OF ARLINGTON
OFFICE OF YOUTH MINISTRY

A VISION OF PARISH YOUTH MINISTRY

(September 4, 2003)

One of the greatest challenges of the Office of Youth Ministry is to educate the entire Catholic Diocese of Arlington about what “youth ministry” is. We need to break away from the old models of CCD, CYO, and the idea that Catholic School students do not need to be involved in parish programs. In order to begin that education, the youth workers of the Diocese need to work together from the same understanding, or vision. Below are the key points that we should all be working towards:

- Each parish will hire a full-time, paid Coordinator of Youth Ministry (CYM).
- The CYM will oversee the formation of all high school aged young people within their parish. In addition, they will work with the Director of Religious Education to provide activities and to build relationships with the young people during 7th and 8th grades.
- The CYM will work to catechize the young people of the Church using the *Secondary Religion Guidelines of the Catholic Diocese of Arlington* as the curriculum. The young people should also be provided with experiences of all major Catholic devotions and prayers and given a firm understanding of the traditions of the Catholic Church.
- The CYM will work to fully incorporate young people into the life of the parish using the framework that the USCCB has outlined in *Renewing the Vision: A Framework for Catholic Youth Ministry*. The focus should not be on a “youth group”, rather upon inclusion of young people into all groups and ministries within the parish.
- The CYM will work to offer whatever programs are necessary so that **all** young people from **all** cultures feel welcomed and valued by the Church.
- The CYM will emphasize parental involvement and offer family-based programs. Parents should be empowered and educated in their role as the primary catechist of their children.
- The CYM will work to educate their parish about each person’s role in ministering and welcoming young people. They will enforce all Diocesan and parish regulations regarding the safety of young people.
- The CYM will work to become certified in Youth Ministry within the first three years of ministry, and will continue to attend training and formation throughout their entire career.
- The CYM will practice a deep prayer life, rooted in a regular participation in the sacraments. They will attend an annual spiritual retreat. A visible relationship with Christ will encourage the young people to seek the same.
- The CYM will encourage participation at Diocesan, national, and international events to expose young people to the larger, universal Catholic Church.

CATHOLIC DIOCESE OF ARLINGTON
OFFICE OF YOUTH MINISTRY

A VISION OF PARISH HISPANIC YOUTH MINISTRY

(June 2009)

This vision does not stand alone but should be read as a continuation of “A Vision of Parish Youth Ministry.”

“Frequently, the young Hispanic feels somewhat out of place in a North American cultural environment. For this reason it is elemental to our efforts to try to discern in particular cases how strong the sources of Hispanic cultures are in our youth groups. We do this for the purpose of helping them create for themselves a comfortable space.” –
Archbishop Flores, Detroit, MI

- Each parish will support the formation of their Hispanic youth by meeting the youth and their families where they are in their faith journey. Parishes should not force integration or assimilation but foster *acculturation* as stated by the United States Conference of Catholic Bishops.
- The Coordinator of Youth Ministry (CYM) is responsible for developing culturally responsive and inclusive programming that responds to the particular needs and circumstances of Hispanic teens and their families (*Renewing the Vision*).
- The CYM will offer a culturally Hispanic youth program. A bicultural bridge-builder is necessary if a CYM is not able themselves to be that bridge-builder. If multiple youth programs exist within the same parish, CYMs will plan routine events or activities, several times a semester, where the two programs will meet together.
- The CYM will ensure that all youth programs have equal share to the resources of the parish.
- The CYM will work to involve Hispanic youth in all the same diocesan, national, and international events that non-Hispanic youth are invited to attend. Economic disparities will be considered in the planning.
- The CYM will attempt to keep Hispanic parents informed about the youth ministry program. Regular updates for parents, both verbal and written, should be made available in both English and in Spanish. This allows Hispanic parents to understand what their teen is doing, makes them more comfortable with the CYM and the programs, and helps to keep the Hispanic youth involved in the programs.
- The family unit is very important within the Hispanic culture. When planning meetings, the CYM will plan around the schedule of the entire family. This may require an additional activity for parents and younger siblings. Involving the family as much as possible will ensure greater attendance of Hispanic youth within a program.
- Meetings where Hispanic youth are present should allow for the use of both Spanish and English. Generally all conversations and presentations will take place in English. Prayers however may need to be said in the language most teens are comfortable with, which often times is the language they first learned their prayers in (Spanish).
- Allow for a bilingual setting. Volunteers working with Hispanic teens feel more comfortable knowing they can speak to the teens in Spanish even if the teens respond in English.