

HANDBOOK FOR CATHOLIC YOUTH MINISTRY



OFFICE of ADOLESCENT CATECHESIS and EVANGELIZATION

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Fourth Edition

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This publication of policies and procedures for Youth Ministry (Fourth Edition) is a comprehensive handbook designed to assist parishes in developing effective and safe youth ministry programming in the Archdiocese of Galveston-Houston. Information has been gathered in response to requests by Pastors and Parish Catechetical Leaders of Youth for basic information and clear policies and procedures approved by the Archdiocese to be followed in their parish youth ministry programs.

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

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

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

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OACE MISSION STATEMENT

Vision

Catholic adolescents in the Archdiocese of Galveston-Houston are formed as lifelong disciples of Jesus Christ.

Mission

Providing leadership, formation and resources in Comprehensive Youth Ministry for parishes to effectively form adolescents into lifelong disciples in the Catholic tradition.

Goals

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



RELATIONSHIP WITH NATIONAL AND REGIONAL LEADERSHIP

The Office of Adolescent Catechesis and Evangelization staff participates in networking, planning, and advocacy on the regional and national levels. Our Archdiocese is represented at semi-annual meetings of Archdiocesan youth ministries from Region 10, which includes Arkansas, Oklahoma, and Texas.

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

COMPREHENSIVE YOUTH MINISTRY

During the adolescent period of transition from childhood to adulthood, adolescents benefit from support systems that encourage and challenge them. Therefore, the department provides formation and programming for leaders and adolescents based on the USCCB document, *Renewing the Vision* which outlines the following components of youth ministry: Advocacy, Catechesis, Community Life, Evangelization, Justice and Service, Leadership Development, Pastoral Care, and Prayer and Worship. Comprehensive youth ministry provides an approach that integrates the eight components into a framework of support, while encouraging creativity in developing programs, activities, and strategies. The Office of Adolescent Catechesis and Evangelization provides an integrated vision of the Church expressed through the following aspects of ministry with adolescents identified in *Renewing the Vision*:

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

NOTE: For the purposes of this document, an adolescent is considered to be an individual attending grades 6 through 12, approximately 11 through 18 years-of-age. Those individuals who are 18 and over must be actively enrolled in high school or within three months of graduation.

Reminder: Individuals who have attained the age of 18 are legally adults.

RENEWING THE VISION: A FRAMEWORK FOR CATHOLIC YOUTH MINISTRY

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

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

OACE SERVICES

The Office of Adolescent Catechesis and Evangelization provides these services to parishes:

FORMATION SERVICES TO ADULTS

- Adolescent Catechesis Coordinator and Catechist Formation
- Formation for Youth Ministry Leaders and Volunteers
- Certificado Basico para Pastoral con Adolescentes
- Confirmation Coordinator and Catechist Formation
- Connect: Gatherings of all youth ministry leaders for support and resourcing
- Sanctus Renovo Retreat
- Human Sexuality Catechesis Formation
- Quinceanera Training
- In-service on Ministry with Younger Adolescents
- Newsletter and Email Updates
- Professional Growth Days
- Parish consultation and in-service workshops upon request

SUPPORT SERVICES

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

FORMATION SERVICES TO YOUNGER ADOLESCENTS

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

FORMATION SERVICES TO OLDER ADOLESCENTS

- Archdiocesan Youth Council
- Archdiocesan Youth Conference (AYC)
- Creating Sacred Space: Retreat Formation
- National Catholic Youth Conference (NCYC)
- Youth Ministry Leadership Formation for Parish Teams

PARISH CATECHETICAL LEADER OF YOUTH QUALIFICATIONS

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

- Parish Catechetical Leader of Youth
- Assistant Parish Catechetical Leader of Youth
- Director/Coordinator of Youth Ministry
- Director/Coordinator of High School Faith Formation
- Director/Coordinator of Junior High/Middle School Faith Formation
- Coordinator of Confirmation Preparation
- Any other parish-based youth serving leader or missionary

The Office of Adolescent Catechesis and Evangelization requires the following for all Parish Catechetical Leaders of Youth:

- Active Catholic in good standing with the Church with no impediment to full communion.
- Active and visible member of a parish community.
- A working knowledge of Catholic teaching and morality.
- A person of deep faith and prayer.
- A person of good character, reputation, and record.
- A person called to ministry with an understanding of vocation.
- A person with working knowledge of the “Vision” of Comprehensive Youth Ministry.
- A person with a commitment to continuing professional and ministerial formation.
- A person who is skilled in human resource management and is willing to enable youth and adults to manage resources in order to achieve an effective integration of all dimensions of youth ministry.
- A person who understands and can apply the principles and foundations of youth ministry.
- A person who believes, continues to study, understands, and applies Catholic theology as the core of one’s ministry.
- A person able to provide formation adapted to meet specific individual needs so that the spiritual growth and community involvement of the young person is both encouraged and enriched according to his/her abilities. (Reference: Pastoral Statement of U.S. Catholic Bishops on

People with Disabilities (1978) and NCCB Guidelines for the Celebration of the Sacraments with Persons with Disabilities (1995).

- A person who possesses effective leadership, communication, and interpersonal skills.
- A person who is creative, self-motivated, and full of the joy of the Lord.
- A person who is willing to deal with the unique challenges of youth ministry (i.e. long weekends, late nights, etc).
- Attend a *Protecting God's Children* seminar and become VIRTUS® trained within thirty (30) days of hire.
- Attending "Keeping the Promise Alive"® (2011) five (5) years after attending "Protecting God's Children" program.
- Archdiocese of Galveston-Houston Basic Certificate in Youth Ministry within one (1) year of hire.
- Possess a valid State of Texas driver's license with proof of valid insurance.

Preventative Strategies

Human Sexuality

The Parish Catechetical Leader of Youth should clearly understand the dynamics of each gender.

The Parish Catechetical Leader of Youth should recognize his/her intimacy needs, arousal mechanisms, and the warning signs of the shift from pastoral interest to sexual interest.

Self-care

The Parish Catechetical Leader of Youth should develop a healthy way of living that avoids working excessively long hours with little time for exercise, proper nutrition, sufficient sleep, recreation, friends, prayer, or reflective reading.

The Parish Catechetical Leader of Youth should always maintain the boundaries of his/her professional commitment.

The Parish Catechetical Leader of Youth should not try to assist anyone whose needs extend beyond his/her level of training and or beyond the scope of their position.

Self-disclosure

- The Parish Catechetical Leader of Youth should maintain a regular program of spiritual direction or supervision.
- The Parish Catechetical Leader of Youth should participate in a peer support group.

OFFICE HOURS OF THE PARISH CATECHETICAL LEADER OF YOUTH

- It is important to keep in mind that the Parish Catechetical Leader of Youth's hours of work vary from other employees on a pastoral staff. A 40-hour work week varies according to the tasks at hand. Consideration must be made for retreats, pastoral care of youth, catechetical/youth nights, youth conferences, camps, etc. This does not negate the necessity of having office hours for planning and collaboration with other parish staff. Simply put, the entire role of the youth ministry leader must be taken into consideration when accumulating required work hours.
- It is a falsehood to think that the youth ministry 40 hour work week is confined to weekdays, as weekends or evening hours may be required for ministry activities.
- All parish staff should be well versed in the flexibility of youth ministry to avoid confusion and unwanted conflict among the other employees..
- Parish Catechetical Leader of Youth will work with the Pastor to set an agreed upon standard work week adjusting as needed for specialized activities.
- Parish Catechetical Leader of Youth are not allowed to work from home or unapproved remote locations.

FORMATION REQUIREMENTS FOR THE PARISH CATECHETICAL LEADER OF YOUTH

- Attend a minimum of one retreat or day of prayer per year (Parish Catechetical Leader of Youth Retreat, Catechetical Leadership Days, etc.).
- Attend Catechist Days within their deanery.
- Completion of the OACE Formation Process or its equivalent and Formation Toward Christian Ministry (FTCM) Formation Programs.
- Completion of the Human Sexuality Catechesis Formation.
- Seek Spiritual Direction.
- Participate in regular formation to update skills through the Archdiocese, university, and other agencies that provide training and formation opportunities for lay ecclesial leaders.

Parish Catechetical Leader of Youth's Code of Ethics and Personal Conduct

The following code of ethics is for all Parish Catechetical Leaders of Youth in the Archdiocese of Galveston-Houston. All Parish Catechetical Leaders of Youth must acknowledge this code by signing, dating, and placing it in their personnel file at the parish. This code of ethics is intended for Parish Catechetical Leaders of Youth regardless of employment status within the church.

Professional Ethical Obligations

Ministerial Role

Parish Catechetical Leaders of Youth work collaboratively with the pastor (and/or other supervisors) and associates in ministry.

Parish Catechetical Leaders of Youth faithfully represent the teachings of the Catholic Church with integrity in word and action.

Parish Catechetical Leaders of Youth are competent and receive education and training commensurate with their role(s) and responsibilities (231, Code of Canon Law).

Parish Catechetical Leaders of Youth respect the diversity of spiritualities in the faith community and will not make their personal form of spirituality normative.

Inclusion

Parish Catechetical Leaders of Youth recognize the dignity of each person and refrain from behaviors or words that are disrespectful of anyone or any group.

Parish Catechetical Leaders of Youth serve all people without regard to gender, creed, national origin, age, sexual orientation, marital status, socioeconomic status, or political beliefs.

Parish Catechetical Leaders of Youth ensure that all persons have access to the resources, services, and opportunities available through the Archdiocese.

Accountability

Parish Catechetical Leaders of Youth are accountable to the pastor or other duly appointed representative, under the authority of the Archbishop.

Parish Catechetical Leaders of Youth are called to serve the faith community, carrying out their ministerial functions "...conscientiously, zealously, and diligently" (231, Code of Canon Law).

Parish Catechetical Leaders of Youth exercise responsible stewardship of resources while holding themselves to the highest standards of integrity regarding the fiscal matters placed in their trust.

Confidentiality

Parish Catechetical Leaders of Youth respect confidentiality, yet are not held to confidentiality in the same way as ordained ministers and licensed, certified counselors.

Parish Catechetical Leaders of Youth adhere to civil and ecclesial law concerning the reporting of neglect, abuse or when physical harm could come to the person or a third party.

Parish Catechetical Leaders of Youth support the rights and roles of parents while ministering to the needs and concerns of adolescents.

Conduct

Parish Catechetical Leaders of Youth are aware they have considerable personal power because of their ministerial position. Therefore, they will sustain respectful ministerial relationships, avoiding manipulation, and other abuses of power.

Parish Catechetical Leaders of Youth maintain appropriate boundaries (e.g. physical, sexual, relational, and emotional). Romantic, dating, or sexual relationships with adolescents are inappropriate, unethical and strictly forbidden.

Parish Catechetical Leaders of Youth model healthy and positive behaviors with adolescents.

Procuring, providing, or using alcohol and/or illicit substances for or with adolescents is inappropriate, unethical and strictly forbidden.

Referrals and Intervention

Parish Catechetical Leaders of Youth are aware of the signs of physical, sexual, and psychological abuse and neglect.

Parish Catechetical Leaders of Youth are aware that they are not to engage in counseling and are to make appropriate referrals.

Parish Catechetical Leaders of Youth adhere to civil law and archdiocesan policy and procedure for reporting abuse, suspected abuse, or neglect.

Parish/Archdiocesan Policies

Parish Catechetical Leaders of Youth are aware of and comply with all applicable parish, organizational and/or Archdiocesan policies with special attention to sexual misconduct, safety, transportation, parental permission, and medical emergency policies.

I have read and understand the above code of ethics and commit to uphold this code in my ministry and the policies of the handbook.

Signature: _____

Date: _____

Parish: _____

PERSONAL APPEARANCE OF PARISH CATECHETICAL LEADERS OF YOUTH

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

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

For Special Liturgical Celebrations (Confirmation, Baccalaureates, etc.)

Men: Suits, ties, dress socks and dress shoes/boots

Women: Professional suits, dresses, and separates: blouses, pants, skirts with appropriate shoes

For Speaking Engagements with adults (Parent Meetings, Addressing Parish at Mass, etc.)

Men: Suits and ties or slacks, dress shirt, ties, and dress socks and dress shoes/boots

Women: Appropriate Suits, dress, and separates: blouses, pants, skirts with appropriate shoes

Daily Office Work, Meetings, Mass

Men: Dress shirts or collar shirts and slacks (Dockers or chino type) with appropriate shoes

Women: Dress and separates—blouses, pants, skirts with appropriate shoes

Youth Events and Trips

Casual and Sports Wear

Men & Women: Jeans, shorts, T-shirts (in appropriate condition), tennis shoes, sandals

What is Never Appropriate

Clothing which displays inappropriate offensive material (symbols, pictures, words) of either a sexual nature and/or with implied innuendos or sarcastic undertones which could be offensive. Clothing, hats, etc. that advertises alcohol, tobacco products, or illegal drugs. Clothing that advocates for a political candidate or party.

Parish Catechetical Leaders of Youth should make sure that all clothing adequately and modestly covers their body and does not inhibit normal activity (short shorts or skirts, low cut tops, or pants).

HYGIENE

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

SAMPLE JOB DESCRIPTION

This is a job description for a professional full-time primary Parish Catechetical Leader of Youth. A job description should be written to meet the specific needs of the parish. Depending on the staff structure set by the pastor, this description may be divided among other Parish Catechetical Leaders of Youth.

Director for Adolescent Catechesis and Evangelization	
Work Location:	
Division/Department: Faith Formation	
Reports to:	
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
Essential Duties and Responsibilities: <p>Identify and evangelize younger and older adolescents in the parish community, forming them as lifelong disciples utilizing a comprehensive youth ministry model that reflects the most current research in adolescent faith formation.</p> <ul style="list-style-type: none"> Create a community where the deep love and mercy of God is lived, experienced and shared. Utilizing independent judgement, manage the details, and provide the structure needed, to support the vision and mission of the parish within the youth ministry program Will be under the supervision of _____ and will need to meet with him/her on a regular basis. Maintain an active relational ministry with youth and their families. Maintain a flexible work schedule averaging forty (40) hours a week including evenings, weekends, and special occasions. Maintain communication with youth and their families through bulletin announcements, event flyers, newsletters, email, telephone, etc. Maintain a social media presence Maintain accurate records– student attendance, permission forms, payments received, etc. Work collaboratively with parish heads of ministry, clergy, staff, parish council, and the Archdiocesan Office of Adolescent Catechesis and Evangelization. <p>In consultation with the pastor and Faith Formation Staff:</p> <ul style="list-style-type: none"> Designs and maintains a comprehensive youth ministry process, including systematic catechesis, in order to meet the needs of adolescents (6th to 12th grades). Plans and directs the high school and middle school programs. Organizes all prayer, worship, and teaching of high school and middle school events. Develop a ministry utilizing a family perspective, recognizing and supporting parents as the primary catalyst for the faith development of their teen. Assesses and continues development of comprehensive youth ministry embracing catechesis, advocacy, community life, evangelization, justice and service, leadership development, prayer and worship, and pastoral care. 	

Education and/or Work Experience Requirements:

- Excellent verbal and written communication skills, including ability to effectively communicate with youth, parents, and staff
- Excellent computer proficiency (MS Office – Word, Excel and Outlook)
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary ministry
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
- Bachelor's Degree Required (Theology, Pastoral Ministry, Religious Education, Youth Ministry, etc.)
- Minimum of 3 years of full-time youth ministry in a Catholic setting
- Complete the Archdiocesan Certificate Program in Youth Ministry (BCYM)

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
- Must be able to lift and carry up to 50 lbs
- Must be able to talk, listen and speak clearly on telephone

Safe Environment:

- Satisfactory completion of a background check
- Completion of Safe Environment training

Print Employee Name:**Employee signature:****Date:**

PERFORMANCE APPRAISAL

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

- Affirming the work of the Parish Catechetical Leader of Youth
- Identifying areas where improvement is needed
- Considering changes in the job description
- Identifying areas for further professional growth and development
- Goal setting

Parish Catechetical Leaders of Youth should desire to know feedback on their performance. It is most appropriate to develop an annual review of the leader's strengths and areas for growth.

The following is highly recommended:

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

A sample performance review is found on [page 67](#).

PROFESSIONAL DEVELOPMENT/FORMATION OF THE PARISH CATECHETICAL LEADER OF YOUTH

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

The formation of Parish Catechetical Leaders of Youth is the top priority of the Archdiocesan Office of Adolescent Catechesis and Evangelization. Whether full-time or part-time paid or volunteer, the formation of individuals who work with youth, in particular early and older adolescents is a critical component in the development of successful parish programs and safe places for young people to gather and feel welcomed.

The vocation of Youth Ministry requires professional development and continuing formation in the field. This department has been assigned the responsibility of providing policies and procedures to assist the formation of Youth Ministry Leadership. Pastors are encouraged to ensure that personnel follow through on their formation, as prescribed in the Policy Section beginning on [page 27](#).

Documentation of Formation

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

Required and Continuing Formation for the Parish Catechetical Leader of Youth

- | | |
|---------|--|
| Level 1 | Completion of the following <u>required formation</u> for all Parish Catechetical Leaders of Youth and Adult Volunteers: <ul style="list-style-type: none">Archdiocesan Child Protection training and background checkComplete a Personal Learning Plan with the Associate Director for FormationRetreat FormationFormation Toward Christian MinistryHuman Sexuality Catechesis Formation |
| Level 2 | Intermediate formation for the Youth Ministry Leader with 3 or more years of parish experience: <ul style="list-style-type: none">Complete a Personal Learning Plan with the Associate Director for Formation |

- Level 3 Additional formation opportunities available to youth ministry personnel:
- Professional Growth and CL Days
 - Adult formation workshops available at the Archdiocesan Youth Conference, Region 10 Catholic Youth Conference, National Conference on Catholic Youth Ministry, and National Catholic Youth Conference
 - Archdiocesan Conference on Catholic Youth Ministry
 - Connect (Quarterly Gatherings of Youth Ministry Leaders)
 - Check with area colleges for courses and seminars available in the areas of competency for those who minister with youth

Office of Adolescent Catechesis and Evangelization Formation

The OACE Formation process (see the following page) is for all those who minister with young people. It provides a variety of pathways that equips Parish Catechetical Leaders of Youth, catechists, core teams, and volunteers with anywhere from the entry-level skills and understanding needed for creative and comprehensive ministry with younger adolescents (11-13) or older adolescents (14-18) to advanced skills in managing programs and teams. The philosophy of the OACE regarding formation is that a single process of training is inadequate. Each person looking to develop their knowledge and skills in youth ministry comes with their own unique background of formation. Therefore, participants will develop a Personal Learning Plan with the Associate Director for Formation that meets their needs.



OFFICE of ADOLESCENT
CATECHESIS and EVANGELIZATION

4 PATHWAYS TO FORMATION



HEART
Learning Path



HEAD
Learning Path



HANDS
Learning Path



HABITS
Learning Path

12 FORMATION AREAS



D

DISCIPLE

Formation for Living and Serving
as a Disciple in Youth Ministry.

W

WITNESS

Evangelist Formation

M

MENTOR

Formation for Accompanying
Young People and Families.

FREE - Geared Towards ALL
Volunteers and Professionals



E

EVANGELIST

Embrace & Cultivate a Mindset of
Practical Evangelization.

C

CATECHIST

Comprehend Catechesis & the
Role of Parents and the Parish.

L

LITURGIST

Liturgical and Sacramental
formation for Youth Ministry.

\$30/COURSE - Geared Towards
Key Leaders & Interested Volunteers



M

MISSIONARY

Explore the Call to Mission &
the Development of Missiology.

A

ADVOCATE

Understand Advocacy & How to
Advocate for Youth & Families.

A

APOSTLE

Analyze the Apostolic Nature of
the Church & the Lay Apostolate.

\$30/COURSE - Geared Towards
Key Leaders & Interested Volunteers



A

ADMINISTRATOR

Comprehend Essential Human,
Technical, and Conceptual Skills.

O

ORGANIZER

A Practical Approach to Strategic
Planning and Team Management.

C

COMMUNICATOR

Explore Ministry, Interpersonal,
and Intercultural Communication.

\$30/COURSE - Geared Towards
Key Leaders & Interested Volunteers

ENDLESS POSSIBILITIES



Register at: www.MyCapernaum.org
Capernaum User Account Required



Contact: bhenritze@archgh.org
www.ArchGH.org/DACE



OFFICE of ADOLESCENT
CATECHESIS and EVANGELIZATION

FORMATION ROADMAP

1 COMPLETE THE HEART FORMATION PATH

- These three courses are available on demand and can be done in any order.
- This path is required before you can take courses in the other learning paths.

3 TAKE COURSE AS NEEDED/ON DEMAND

- After the HEART learning path there is no set order you must take courses in.
- Each formation area will provide unique knowledge and skills in a specific area.
- Equivalencies can be requested for past formation or education courses taken.

2 DETERMINE YOUR FORMATION NEEDS

- Identify formation areas you need to develop to best serve in your ministry role.
- Make a personalized plan to work through the various formation areas/learning paths.

4 EARN LEARNING PATH RECOGNITION

- Completing each Learning Path will earn you a training certificate.
- Completing all four Learning Paths will make you eligible to apply for certification.

GETTING YOUR TEAM ON BOARD

1 COMMUNICATE WITH YOUR TEAM

Share the overview & road-map with your team and let them know the HEART training is FREE and can be done on demand.

2 SEND TEAM INFO TO OACE STAFF

Gather first/last name, email, phone, and address for your team and send them to OACE staff to create Capernaum accounts.

3 SEND LOGIN INFO TO YOUR TEAM

OACE staff will send you instructions, usernames, and temporary passwords for you to send to your team members.

4 HOST A FOLLOW UP SEMINAR SESSION

Utilize the outlines and resources from OACE to host a follow-up in-person session to review content and practice skills.



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www.ArchGH.org/OACE

VOLUNTEERS IN YOUTH MINISTRY

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

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

QUALITIES to look for in an adult volunteer:

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

PROCESS for recruitment and interviewing for an adult volunteer:

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

- Discuss the “Mission Statement” and/or the goals and objectives of the program.
- Discuss the importance of helping to fulfill the “Mission Statement” and/or the goals and objectives.
- Give the prospective volunteer a copy of the job description that you have developed outlining the specific responsibilities, expectations, and length of service. In addition, provide the prospective volunteer with a copy of the Archdiocesan Application for Volunteer Service ([page 74](#)), and the Volunteer Code of Ethics and Personal Conduct of the Archdiocese of Galveston-Houston ([page 79](#)).
- Ask the prospective volunteer to reflect prayerfully for a few days, then call and ask for a response.

After the appointment, the Parish Catechetical Leader of Youth must:

- Review carefully the prospective volunteer’s Application for Employment and Volunteer Service to determine whether it discloses disqualifying information.
- Check references provided by the prospective volunteer, and additional references as is deemed appropriate, to determine if there is disqualifying information about the volunteer (A sample telephone reference sheet is in this handbook [on page 77](#).)
- After determining that the volunteer would be a good prospect for working with youth in ministry, the Parish Catechetical Leader of Youth or Pastor should discuss the Parish Emergency Procedures, Child Abuse Reporting Procedures, and Transportation Policies. The volunteer should then sign and date the Volunteer Acknowledgment Form found on [page 81](#).

SUPPORT for the adult volunteer:

The Parish Catechetical Leader of Youth...

- Conducts an orientation to outline the specifics of the program and the volunteer’s responsibility in the program.
- Gives the volunteer a schedule of meetings, topics, and special events for the upcoming year.
- Encourages the volunteer to share experiences, both positive and negative.

- Provides ongoing formation for the volunteer.
- Ensures the following has been done by all new volunteers prior to engaging in volunteer service:
 - Completing the Archdiocesan Safe Environment requirements
 - Attending "Keeping the Promise Alive"® (2011) five (5) years of attending "Protecting God's Children" program.
 - Completion of the Application for Volunteer Service
 - Successfully complete a background clearance
 - Agreement to comply with the Archdiocesan Volunteer Code of Conduct

FORMATION GUIDELINES for the adult volunteer:

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

ASSESSMENT OF VOLUNTEERS

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

Sample Volunteer Self-Assessment is found on [page 82](#).

Sample Assessment by Parish Catechetical Leader of Youth of the Volunteer is found on [page 84](#).

Archdiocesan Policies and Procedures

- ❖ Indicates Policies
- Indicates Procedures

Overview of Policies and Procedures

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

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

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

Responsible Parties

- ❖ The Parish Catechetical Leader of Youth does not have to be paid to be the agent of the Parish. If the Parish has the right of control over the leader's work, the Parish Catechetical Leader of Youth is the agent of the Parish. Both the Parish and the Parish Catechetical Leader of Youth, as agent, may be held responsible for acts caused by the agent's negligence.
- ❖ All Parish Catechetical Leaders of Youth are required to read and sign the *Code of Ethics and Personal Conduct Policies of the Archdiocese of Galveston-Houston* located on page 33 and sign the three (3) forms necessary to comply with these policies and attend the *Protecting God's Children for Adults* workshop, attend "Keeping the Promise Alive" five (5) years of attending "Protecting God's Children" program.
- ❖ Additionally, the Parish Catechetical Leader of Youth is responsible to see that all volunteers who work in Youth Ministry in the parish attend *Protecting God's Children for Adults* workshop and participate in VIRTUS online, as well as oversee that volunteers attend "Keeping the Promise Alive"® (2011) five (5) years of attending the initial "Protecting God's Children" program, read the policies and sign the Volunteer Code of Conduct.
- ❖ Adult chaperones/supervisors must be 21 years of age or older.

Negligence

- A person is negligent and may be liable for his/her actions if:
- There was a duty.
- The duty was breached.
- There was injury or damage.
- The injury or damage was caused by the breach of that duty.

For example:

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

Formation

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

- ❖ Archdiocesan Retreat Formation must be renewed every five (5) years.
- ❖ Provide developmentally appropriate youth ministry programming and events.
- ❖ Early Adolescent and Older Adolescent Youth have distinct needs for growth in faith and human development. Effective youth ministry provides developmentally appropriate programs, formation, experiences and events that serve to focus ministry efforts and establish realistic outcomes. Therefore, Middle School (grades 6 to 8) and High School (grades 9-12) events are to be held in separate and distinct spaces or at different times.

Adolescent Catechesis

Youth Ministry Leaders are catechetical leaders. The Archdiocesan Catechetical Framework for Lifelong Faith Formation [2013] (CFLFF) is the foundation for all catechetical efforts and programming is to be done in conjunction with the goals outlined within the CFLFF. Catechetical texts in conformity with the United States Conference of Catholic Bishops are to be used in correlation to the CFLFF to provide a systematic catechesis for younger and older adolescents. The vision of the CFLFF and the faith statements within provide the Parish Catechetical Leaders of Youth with the core content to plan adolescent catechetical formation.

Confirmation Catechesis

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

Human Sexuality Catechesis Formation

- ❖ Indicates Policies
- Indicates Procedures

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

Copies of Curriculum and Guidelines for Adolescent Catechesis, Confirmation, and Sexuality Catechesis may be obtained by contacting the Office of Adolescent Catechesis and Evangelization.

Developmentally Appropriate Catechesis, Youth Ministry, Programming and Events

Early adolescents and older adolescents have distinct needs for growth in faith and human development. Effective youth ministry provides developmentally appropriate programs, formation, experiences and events that serve to focus ministry efforts and establish realistic outcomes. Therefore, Middle School (grades 6 to 8) and High School (grades 9-12) events are to be held in separate and distinct space or at separate times.

Policies for Youth Ministry Systematic Catechesis, Programming and Events

Early adolescents and older adolescents have distinct needs for growth in faith and human development. Effective youth ministry provides developmentally appropriate programs, formation, experiences and events that serve to focus ministry efforts and establish realistic outcomes. Therefore, Middle School (grades 6 to 8) and High School (grades 9-12) events are to be held in separate and distinct space or at separate times.

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

Consent & Waivers

- ❖ The Parish Catechetical Leader of Youth must have received signed **Parental/Guardian Consent, Liability Waiver and Medical Consent** forms for all youth that participate in events off of parish property. ([page 88](#)) Additionally, medical information for all program catechists and youth registered in parish programs should be on file at the parish and updated at least annually.
- ❖ A **Parental/Guardian Consent, Liability Waiver** must be obtained for every young person under the age of 18 participating in youth events. See [page 58](#) for policy for 18-20 year olds.
- ❖ Blanket liability forms should not be used. **SPECIAL NOTE:** A parish general form may be kept on file for weekly gatherings, however large events such as retreats, rallies, sports activities, etc. should have a liability form for each event.
- ❖ An adult waiver must be signed by each volunteer and adult chaperone for each event.
- ❖ A background check will be conducted for every youth-ministry employee and youth ministry volunteer.

Usage of Private Homes for Youth Activities

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

Records of Attendance

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

Arrival and Dismissal

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

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

Role of Teens in Parish Catechetical Program

- ❖ It is a given that high school youth are still in their formative years in learning and practicing their faith. It is important that they are not given roles as primary catechist within the parish catechetical program.
- ❖ Teens (16-17 yrs. of age) who are given responsibilities to assist with children's programming must have references and may have a criminal background check completed. Upon reaching the age of 18, a new background check is to be done. A youth volunteer who has reached 18 years of age need not have his or her ministry disrupted while pending VIRTUS training if he or she is registered to take VIRTUS as soon as possible after the 18th birthday.
- ❖ Teens who have responsibilities to assist with children and youth programming are highly encouraged to take Jeremiah 1:7, a safe environment program for teens working with persons under the age of 18 years.
- Offer teens who have already received the Sacrament of Confirmation roles as program assistants with an adult catechists (CCE, VBS, Summer Camps, etc.).

When Parents Are Late

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

Physically Challenging Activities

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

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

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

Water Safety

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

Interactive Inflatable Activities

- ❖ All interactive inflatable activities must be leased from a vendor approved by the Archdiocesan Risk Management Department.
- ❖ Trained employees of the contracted vendor must monitor the activity of each interactive inflatable.
- ❖ Any contract for leasing of the interactive inflatable activities must be first sent to the Archdiocesan Risk Management Department for review months before an event. The contract will then go to the Legal Department for approval; upon approval from those departments, the Pastor is free to sign the contract. The Parish Catechetical Leader of Youth does not have the authority to sign any contracts.

Fundraising

Each parish should have a fundraising policy discussing parish acceptable types of fundraising activities.

- ❖ Safe environment must be maintained for youth involved in any type of fundraising activity.

NOTE: Parish Catechetical Leaders of Youth must avoid fundraising activities which could degrade the integrity of the youth or place the youth in any possible danger. Such activities include:

- Standing in or on street corners or intersections to solicit funds.
- Going door to door without adequate adult supervision.
- Performing services or duties beyond their level of expertise/experience and without the proper safety equipment, instructions, and supervision.
- ❖ The use of on-line fund raising pages (i.e. *Go Fund Me*) must be approved in advance by the pastor in consultation with the archdiocese.

Media Materials

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

In Case of a Missing Person

For more of an in-depth response to the mentioned situation, as well as additional situational responses, contact the Office of Risk Management. Ask for a copy of the Emergency Response Procedures resource provided by the Catholic Mutual Group

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

Procedures for Missing Persons

- ❖ Determine by quick search if a participant is really missing.
- ❖ When reasonably sure someone is missing, arrange to continue a search while the following steps are taken:
 - Notify the nearest appropriate authority (Police Department, Sheriff's Department, Park Ranger, etc.)
 - Notify the Pastor of your parish
 - The Coordinator of Youth Ministry or Pastor should contact the parents or if an adult is missing, the spouse or relative.

- Be prepared to give as many of the following details as possible:
 1. Location and phone number
 2. Name, address, and age of person and description
 3. Occupation if an adult
 4. Name of his/her parents or next of kin and telephone number
 5. Background information of the event
 6. Complete details on how this person disappeared (location and time last seen, activity that was going on at the time of the disappearance)
 7. When the immediate emergency has passed, write a report with all the facts, as you know them.

Inclement Weather

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

Procedures

- Keep a phone line clear for direct communication to the Pastor, the Archdiocese, or incoming calls from parents
- Verify weather conditions
- Notify parents regarding dismissal or end of a program
- Do not allow youth to leave without notification from parents
- At least 2 adults remain on duty until all youth have been picked up
- Secure property prior to departure

Bomb Threat/Bomb Found

- ❖ Call Police/911
- Notify Pastor
- Initiate appropriate Emergency Code
- **Do Not** turn lights off/ on
- **Do Not** use any electronic device; pager, mobile phone, two-way radio, etc.

- **Do Not** activate electronic equipment in the area
- Keep all persons at least 1000 feet away from the building where the bomb is located.
- Verify that all personnel and youth are out of the building.

In Case of a Fire

- ❖ Evacuate the building. Youth must be at least 500 feet away from the building. Follow evacuation routes posted in each meeting room. Be familiar with any posted evacuation routes.

Procedures for a Fire

- Pull alarm and use intercom, if available, and notify fire department.
- Close windows and doors to confine fire as you leave.
- Evacuate the Building

In Case of a Hostage/Intruder Situation

- ❖ Use appropriate hostage/intruder public address (PA) announcement, if available. Clear hallways and restrooms, lock doors and wait for further instructions.

Procedures for a Hostage

- Call 911
- Invoke hostage alarm announcement, if available.
- Secure immediate area to confine problem.
- Secure building by locking appropriate doors.
- Catechist or volunteers should stay in place if secure, protect youth and wait for further instructions.
- Catechist or volunteers should lock the doors and move youth away from doors and windows
- Await assistance.

Procedures for an Intruder

- Assess the situation, if intruder is in the hall, contact Youth Leader or staff to assess the situation
- If in a classroom or hall, have volunteer adult inform Youth Leader or staff regarding the situation.
- If intruder presents a threat call 911.
- Invoke hostage or intruder alarm announcement, if available.
- Secure immediate area to confine problem.

MEDICAL EMERGENCY POLICIES AND PROCEDURES

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

Life-Threatening Emergency Procedures

- ❖ 911 should be called when the person:
 - Is or becomes unconscious
 - Has trouble breathing
 - Has chest pain or pressure
 - Is bleeding severely
 - Has pain or pressure in the abdomen that does not go away
 - Is vomiting or passing blood
 - Has seizures, a severe headache, or slurred speech
 - Appears to have been poisoned
 - Has injuries to the head, neck, or back
 - Has possible broken bones
 - When the individual and/or parent makes a specific request.

Accidents

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

Procedures

- ❖ If there is an accident on Archdiocesan Property the following procedures are designed to assist to gather accurate information.
 - Assist them, and call for professional help if the injury warrants it.
 - The comfort and protection of the injured person is of primary importance.

- Do not presuppose that the injury is minor enough not to warrant the completion of an Accident Report Form (These should be available through your parish office, also on [page 96](#)). Even minor cuts and bruises can become a health concern.
- Begin to fill out the Accident Report Form. Remember to get names, addresses, and phone numbers of witnesses and any other parties involved. Be as accurate as possible in completing all information. Do not make any judgment regarding liability or negligence or commit to pay for medical treatment.
- Immediately file an accident report with your Pastor or the appropriate parish administrator and the Archdiocesan Director of Risk Management.

First Aid

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

Illness and Injury Procedures

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

Physical Abuse & Neglect Policies and Procedures

- ❖ It's the Law
- ❖ Any person who has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect, or that a child has died of abuse or neglect MUST report his or her suspicions to the Texas Department of Family Protective Services or local or state enforcement agency.
- ❖ A written incident report should be made with the file number given by Family Protective Services and kept on file at the parish.

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

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

N.B. The law does not make distinction between youth and adult or child on child abuse.

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

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

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

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

Allegations or Suspicions:

Look for any of the following signs of abuse

Burns	Physical neglect	Cutting
Bruising	Medical neglect	
Fracture	Lack of supervision	

Procedures

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

Sexual Abuse Policies and Procedures

- ❖ **It's the Law:** Any person who has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect, or that a child has died of abuse or neglect MUST report his or her suspicions to the Texas Department of Family and Protective Services or local or state enforcement agency. N.B. In reporting sexual abuse, the law does not make distinction between a youth or an adult, or child on child abuse.

Who Must Report: Any Person

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

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

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

Procedures

- Obtain as much information as possible from the child or persons involved. Make sure you obtain as many FACTS as possible prior to making a report in order to have a detailed and accurate report (The incident form may be used.).
- An oral report must be made immediately to the nearest office of the Child Protective Services, Texas Department of Family and Protective Services, or to the 24-hour Child Protective Services Texas Abuse/Neglect Hotline (1-800-252-5400) and obtain case number.
- Contact local law enforcement agency and give case number along with report of allegation.
- After a report has been made to Child Protective Services contact and inform the pastor.
- A written report must be made within five days thereafter to the same agency or department. (The incident form may be used.)

- A written report of the entire incident should be discussed with the pastor in order to inform him of this matter.
- A copy of the report should be given to the Pastor.
- The incident should be kept confidential.

Suicide Awareness and Procedures

Warning Signs

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

Allegations or Suspensions

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

Procedures

- Speak to the individual expressing suicidal intentions or thoughts.
- Document as much of the conversation as possible on an incident report .
- Refer! Refer! Refer! Do not take the situation in your own hands. Refer Parents/Guardians to a Counselor or Counseling Facility (Contact the Office of Adolescent Catechesis and Evangelization for counseling service referrals.).
- Contact Parent/Guardians, and meet with them in regard to the conversation, unless it signals abuse in the home.
- Notify your Pastor and give him a written report on the situation.
- Follow up with Parents/Guardians, and youth on the process, and give them additional assistance if necessary.

Drugs & Alcohol Policies and Procedures

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

Smoking/Vaping

- ❖ Smoking/Vaping will not be permitted at youth events. Adults who smoke/vape must use a designated smoking area that is away from the activity and in compliance with local ordinances. Be discrete.

Weapons: Possession Policies and Procedures

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

Procedures

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

PARISH CRISIS PLAN (SAMPLE)

Coordinate with pastor, parish staff, and school to develop a crisis plan for each individual parish.

These are examples, however, a more detailed parish plan may be necessary for all buildings, school and church. Make sure all staff and volunteers are aware of these procedures.

Emergency Numbers/Contact Persons

911

Fire _____

Police _____

Hospital _____

Ambulance _____

Child Protective Service _____

Emergency Codes

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

Basic Crisis Response Plan

- Assess situation at hand
- Call emergency assistance (911; Fire, Ambulance, Police), if necessary
- Activate appropriate Emergency Code to staff, if necessary
- Contact parents of involved party, if appropriate
- Remain calm
- Ensure safety of all present
- Call on site team or additional staff if needed

- Initiate appropriate procedures
- Contact professional assistance (counselors, etc.) if situation requires
- Assure all involved and parents of situation and state ONLY facts
- Follow up is key
- Pastor is notified and given the facts

Assault of Staff/Volunteers

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

Assault of Youth

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

Fire

- Notify Fire Department/911, if necessary
- Notify pastor and parish staff
- Follow parish floor plan for evacuation

- Custodian or designated staff shuts down electrical and gas supply
- Activate Emergency Fire Code
- Proceed to designated safety area
- Leave meeting area with keys, purse, cell phone
- Close door and turn off lights
- Account for all present
- Verify safety of all present
- Wait for all clear signal to return to meeting room
- Listen for further instructions
- Be prepared to respond to parents calls

Bomb Threat/Person Receiving the Call

Remain calm; try to obtain the following:

- When is the bomb set to go off?
- What is the explosive?
- What does it look like?
- Where is the device located in the building?
- Why was it set?
- What will cause it to explode?
- Who are they trying to hurt?
- Are they aware of the danger and harm they are causing innocent people?

Try to identify characteristics of the caller:

- What does the voice sound like (man, women, child)?
- Tone of voice (intoxicated, speech problem, accent)
- Background noise
- Time caller hung up
- Remarks made by the caller

Inform Pastor and Parish Staff of situation and information obtained by the caller.

Policies and Procedures for Any Youth Event Outside of Your Parish

(Archdiocesan policy supersedes Regional or National Policies)

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

Administration

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

Travel

- ❖ If trip is sponsored by the Office of Adolescent Catechesis and Evangelization and transportation is provided via bus or airline, all registered groups must travel with the department and use the transportation provided.
- ❖ In contracting buses for travel, the bus company must be an Archdiocesan approved vendor.
- ❖ Any contract for buses must be first sent to the Archdiocesan Legal Department for review. Upon approval of the contract, the Pastor will sign the contract. At no time or under any circumstances will a Parish Catechetical Leader of Youth sign any contract for the parish.
- ❖ For emergency purposes, the Office of Adolescent Catechesis and Evangelization will provide a vehicle for daily use where other modes of transportation are limited.

- ❖ When parishes are responsible for their own transportation, they must be sure to follow OACE Transportation Policies as well as the Archdiocesan Fleet Safety Program regarding vehicle rentals.
- ❖ For travel outside of the United States, parishes must make sure the following has been obtained or reviewed:
 - Repatriation Insurance
 - An SAT phone or comprehensive coverage plan for you cellular phone.
 - Check the US State Department for Warnings of Travel to the country to which you plan to visit
 - Make sure pastor has a copy of all passports and visas at the parish office.

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

Archdiocesan Event Registration/OACE Sponsored Programs or Trips

- ❖ All registrations must be received complete in the Office of Adolescent Catechesis and Evangelization by the deadline designated for each event.

A complete registration consists of the following:

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

Refunds

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

Parish Catechetical Leader of Youth or Adult Chaperone/Volunteer

- ❖ Primary Parish Catechetical Leaders of Youth must be 25 years of age or older.
- ❖ Chaperone must be 21 years of age.
- ❖ Parish Catechetical Leaders of Youth who attend events with youth are required to supervise the youth that attend with them at all times.
- ❖ Are expected to chaperone youth at all Archdiocesan sponsored events. Archdiocesan personnel and their representatives are responsible for facilitating the event, not for supervising youth.
- ❖ Must attend all scheduled meetings, gatherings and Archdiocesan prayer experiences with Archdiocesan delegation at actual event.
- ❖ Must adhere to the alcohol and drugs policy (See Drug and Alcohol Policies and Procedures, [page 41](#)).
- ❖ Gambling of any kind is not acceptable while chaperoning youth events.
- ❖ Must be in full compliance with the Safe Environment Program of the Archdiocese which includes the VIRTUS Program and a criminal background check.
- ❖ Failure to follow the previous policy will result in the dismissal from the event at the cost of the adult as requested by the Parish Catechetical Leader of Youth.

Supervision by Chaperone & Adult Volunteers

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

Housing Policies when using Hotels

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

Housing Policy when using Non - Archdiocesan Retreat Facilities

- ❖ All retreat facilities utilized for housing should be on the list of Approved Retreat Facilities. For a copy of this up to date listing, please email a request to OACE.
- ❖ Any retreat facility contract must be first sent to the Archdiocesan Legal Department for review. Upon approval of the contract, the Pastor will sign the contract for employing a speaker, presenter or group. At no time and under no circumstances will a Parish Catechetical Leader of Youth sign any contract for the parish.

Camp Kappe

- ❖ Room accommodations for youth events are gender specific. Males are never allowed in female assigned rooms and females are never allowed in male assigned rooms without adult supervision.
- ❖ St. Pedro Calungsod Cabin Rooms 9 & 10 must have at least two adult chaperones in these two rooms.
- ❖ All other cabin rooms must have at least two adults in the room or youth only rooms without adults with the stipulations as stated above for hotel housing policy.
- ❖ Adult must never be in a room alone with a youth.
- ❖ Assigned shower times must be separate for adults and youth.

Circle Lake

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

Housing Policies when using Non-Traditional Spaces

- ❖ When housing youth in gymnasiums, family life centers, classrooms, or other large rooms, each gender must have their own space which is separated by walls or formal partitions (sliding doors). Make shift partitions, blankets, boxes or screens do not suffice as a separate area.
- ❖ Adequate bathing or showering facilities must be available for events over 24 hours.

Alcohol and Illegal Drugs

See Drug and Alcohol Policies and Procedures [\(page 41\)](#).

Weapons Possession

See Weapons Policies and Procedures [\(page 50\)](#).

Youth as Extraordinary Ministers of the Eucharist (As specified in the Pastoral Handbook)

- ❖ The candidates must be 18 years of age or a senior in high school (Presbyteral Council, Jan. 1993), fully initiated in the Church, persons of genuine Eucharistic faith, living exemplary Catholic lives and have sound psychological maturity. The person must have no impediment to sacramental reception. Great care is needed in this selection and should involve the opinions of priest and laity. The candidates may be men or women, laity or religious. N.B. Persons in irregular marriages, cohabiting couples, members of forbidden organizations (e.g. Free Masonry etc.), priests who have left active ministry (even if laicized), notorious sinners, etc. are prohibited from this ministry.

Pastoral Care Policies and Procedures

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

Inappropriate Environments and Experiences for Youth

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

- ❖ The following actions may be seen as manipulative and inappropriate and must be avoided at all times:
 - Damaging images of Christ, overtly or covertly
 - Blatantly insinuating guilt for the Crucifixion of Christ (nailing sins to cross)
 - Concentrating catechesis/experiences on Crucifixion without celebrating the Resurrection
 - Public confession of sins
 - Public admittance of sinfulness that implicates another
 - Altar calls that elicit pledges
 - Pressure to display physical action/reaction to prayer/music
 - Emotional attachments between Parish Catechetical Leaders of Youth and adolescent
 - Counseling teens without a professional license
 - Sexual contact of any nature between adult minister and adolescent
 - Isolating experiences between adult minister and adolescent—for private discussion, transporting, dating, etc.
 - Public displays of affection

- Encouraging teens to idolize youth ministry personnel or put them on a pedestal
- Encouraging dissension or division between youth and parents

Behavioral Policies and Procedures for Working with Youth

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

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

Procedures

- Discretion must be used in dealing with all adolescents, especially regarding physical contact. Innocent behavior can be misinterpreted. A hug around the shoulders is not sexual abuse, but a full body hug, stroking, massaging, or an affectionate kiss are forbidden at all times. No displays of affection should be made at any time.

❖ **Inappropriate Behaviors of Adults with Adolescents that MUST be Avoided at All Times**

This is an explicit list which refers back to the Code of Ethics for Parish Catechetical Leaders of Youth and Volunteers:

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

Policies for Bringing in Presenters and or Groups for Youth Retreats and Catechetical Sessions **Outside the Archdiocese**

- ❖ Parishes who bring in presenters from other dioceses or organizations to conduct retreats or presentations for youth ministry must fill out a Speaker Approval Form and have it submitted to the Office of Adolescent Catechesis and Evangelization for vetting.
- ❖ They must also have a letter from the presenter or group's home (Arch)Diocese's Chancery stating that this individual or group is in good standing within their (Arch)Diocese and is in compliance with the ***Charter for the Protection of Children and Young People*** as specified by the policies within their home diocese.
- ❖ If the presenter is clergy, parishes must also present the cleric's faculties to the Chancellor for permission to use those faculties within the Archdiocese.
- ❖ If the presenters are part of a group, parishes must notify the Office of Adolescent Catechesis

and Evangelization, so the group may be informed of OACE policies regarding inappropriate environments and experiences with youth.

Within the Archdiocese

- ❖ If the presenter or group is located within the Archdiocese, parishes are responsible to make sure that the presenter and/or group is in compliance with the Archdiocesan Safe Environment Program and has had a background check.
- ❖ Presenters and groups must also be in compliance with the Retreat Formation Policy (see Youth Ministry Formation Policies and Procedures on page 24).

Outside or Within the Archdiocese

- ❖ Any contract(s) that a speaker, presenter, or group may require, must be first sent to the Archdiocesan Legal Department for review. Upon approval of the contract, the Pastor will sign the contract for employing a speaker, presenter, or group. At no time and under any circumstances will a Parish Catechetical Leader of Youth sign any contract for the parish.

Internet/Media Policies and Procedures for Parish Catechetical Leaders of Youth and Volunteers

Internet Networking Communities

Our technology systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and File Transfer Protocol (FTP), are the property of the diocese/parish/school, and are to be used in support of the mission of the Catholic Church.

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

Social Networking

- ❖ All information displayed on the sites must reflect the Catholic faith and should not call any teaching of the church into question. This includes, and is not limited to, language, photos, songs, videos, bulletins, blogs, podcasts, and applications.
- ❖ If these services are used to connect youth to the parish/school programming, youth ministry and campus ministry leaders must set up a separate site from their own (if a personal site is set up).

- ❖ No one under 18 and still in high school should be on the Parish Catechetical Leader or Adult Volunteer personal friends list.
- ❖ Sites must adhere to the parish and archdiocesan policy on consent to use pictures.
- ❖ Application/features and any wall to wall posting should reflect your Catholic values.
- ❖ The use of smartphone and tablet messaging apps (Snapchat, WhatsApp, Kik, etc.) and “anonymous” apps (YikYak, Whisper, etc.) for one-on-one communication with minors is forbidden. Parish should use apps that function as third party administrators (i.e. Remind, Iris or other personal administrative apps). If you receive a text or must text a youth, always include the parent and/or a parish administrator on your text and responses.
- Passwords must be difficult and frequently changed to avoid phishing and spamming.

Email, IM, Text Messaging, and Video Chatting

- ❖ Keep conversations brief, to the point and in line with VIRTUS and volunteer Code of Conduct guidelines.
- ❖ At no time is one-on-one video chatting or other forms of messaging appropriate with young people.
- ❖ If you use this as a source of communication, give out your screen name and let them contact you first.
- ❖ Another staff member, parent or adult volunteer must be copied on all email exchanges involving youth.
- ❖ When sending out group emails to youth or their parents, make sure email addresses are included in “bcc” section.
- ❖ Text messages must have another staff, parent or adult volunteer included in the exchange.

Blogging and Gaming

- Ensure blogs are being used for ministry purposes only such as promoting events, disseminating sacramental preparation information, or sharing of pertinent links to prayer resources.
- Parish pastoral ministers should take care not to disclose their online game identities in order to maintain appropriate boundaries.
- Parish pastoral ministers are not to invite or encourage youth to play on-line games with them.

Transparency

- ❖ In all cases, we must keep communications transparent. Parents must be fully aware of all mediums being used to keep in contact with their children for ministerial purposes.
- ❖ Save copies of all digital conversations.
- ❖ Utilize social media to communicate only on matters of Catholic Youth Ministry.
- ❖ All sites or forms of media must be approved by the Pastor or Supervisor.
- ❖ At least two Safe Environment compliant adult Administrators for each social media account with one of them being a parish employee.
- ❖ Login credentials and/or administrator privileges must be shared with the Pastor or Supervisor.
- ❖ Adults are not to send friend request to minors, but can accept a request from a minor if using a ministry-approved social media account.

In areas where this policy does not provide a direct answer for how members of our Church faithful should conduct themselves, personnel should contact their supervisor. Supervisors, including pastors, principal and directors, may implement additional rules and guidelines for the use of social media and technology as they deem it appropriate for their particular entity or ministry.

Personal opinions and discussions are often conducted online. It is essential for users to remember that even on the World Wide Web, others may recognize them as representing the values of the Catholic Church. The different forms of communication, such as social media sites, can be effective tools in bringing the Gospel to those you serve. Examples of acceptable communication tools are Flocknotes, Facebook pages, and Remind.

Keep in mind that new forms of social media and communication are being created and developed. Apply the above procedures and policies to any and all forms of communication. If any doubts arise, please do not hesitate to contact the Office of Adolescent Catechesis & Evangelization for consultation and guidance.

To access the Archdiocesan Social Media Policy, please visit the following link:

[agh-social-media-policy-083121.pdf \(archgh.org\)](http://archgh.org/agh-social-media-policy-083121.pdf)

TRANSPORTATION POLICY

When private passenger vehicles are used for transporting adolescents to and from youth events the following information must be supplied and this information must be certified by the driver in question (see Driver Information Sheet on page 82).

- ❖ Persons transporting youth must have a valid, non-probationary, State of Texas driver's license with no physical disability that could in any way impair his or her ability to drive the vehicle safely. Additionally, all drivers (adults and youth) must allow the Archdiocese/parish to obtain a current driving record from the Department of Public Safety to ensure no violations exist which would prohibit them from providing transportation for events.
- ❖ The driver must be 21 years of age or older. No one under the age of 21 may drive youth to or from a youth event, or during the event.
- ❖ Drivers, 18-20 years of age (out of high school), must have a valid State of Texas driver's license. They may drive themselves to and from an event, but they may not drive high school youth, except their siblings (see Young Adult Driver Information Sheet on page 83).
- ❖ When allowed by the Pastor, youth under the age of 18 may drive to and from an event, but this should be an exception, and must have explicit written permission from parents/guardian releasing the Archdiocese and Parish from any liability (see Youth Driver Information Sheet on page 84). Youth drivers may not drive other youth (other than siblings) or be allowed to make unscheduled stops going to and from the event. As with older drivers, if allowed to drive to an event, parents must allow the Archdiocese/parish to obtain their child's current driving record from the Department of Public Safety to ensure no violations exist which would prohibit them from driving to an event.
- ❖ In all cases, the Parish Catechetical Leader of Youth is obligated to verify that all drivers have the proper insurance and to insure that a recent Department of Public Safety report has been obtained through the Archdiocesan Human Resources Department.
- ❖ The vehicle must have a valid and current registration and license plates.
- ❖ A signed Driver Information Sheet on each vehicle used must be submitted to the Parish Catechetical Leader of Youth prior to each trip.
- ❖ Each driver and/or chaperone must be given a copy of the approved itinerary including the route(s) to be followed and a summary of his/her responsibilities.
- ❖ Approval to work with children and youth does not give clearance to transport youth.

For a complete copy of the Archdiocesan Fleet Safety Program, please contact the Archdiocesan Risk Management Office at 713-659-5461, <https://www.archgh.org/offices-ministries/business-offices/risk-management/>

CHECKLIST FOR FIELD TRIPS

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

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

Young Adult Volunteers

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

It is a given that young adults can be a major asset in the development and implementation of a youth ministry program. However, programs for youth and young adults must be separate and distinct. This is in place for safe environment and developmental purposes.

It is the Parish Catechetical Leader of Youth's responsibility to understand how to effectively utilize young adults.

- Peer Ministry
- Core Teams

- Facilitators of Prayers Experiences, Games, Ice Breakers, Youth Nights, etc.
- Assisting the Parish Catechetical Leader of Youth in a variety of programs (i.e. Retreats, etc)

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

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

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

- ❖ Completion of all Safe Environment Program Qualifications
- ❖ Completion of the Application for Volunteer Service
- ❖ Agreement to comply with the Archdiocesan Volunteer Code of Ethics and Personal Conduct
- ❖ The number of Young Adults who assist parishes during Archdiocesan Youth Ministry events is limited due to the focus of the various events.
- ❖ Recent high school graduates 18 year of age will be able to register for AYC (no registration limitation).
- ❖ Young Adults 18 years of age out of high school through 20 years of age are highly discouraged from attending the Archdiocesan Youth Conference unless working as a volunteer. However, if they are needed to assist the Parish Catechetical Leader of Youth, registration will be limited to one (1) per parish.

Qualities required of a Young Adult Volunteer

- ❖ Practices the Catholic faith with no impediment to full communion
- ❖ Able to listen to and follow directions of the Parish Catechetical Leader of Youth
- ❖ Establishes clear boundaries between being a high school participant and a program intern
- ❖ Is trustworthy; must be of good character with a credible reputation
- ❖ Maintains appropriate boundaries with youth as outlined by this handbook.
- ❖ Active member of a parish or center
- ❖ Completed all Safe Environment training and policies
- ❖ Is prayerful

- Able to follow through on commitments
- Willing to serve and put others first
- Is enthusiastic about assisting within the youth ministry program

Copyright Policies

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

*MCW: Music in Catholic Worship, Bishops’ Committee on the Liturgy

BCL: Bishops’ Committee on the Liturgy Newsletter (USCCB)

The Archdiocese further directs that:

- ❖ Unlawful copies of copyrighted material may not be produced on Archdiocesan-owned equipment.
- ❖ Unlawful copies of copyrighted material may not be used with Archdiocesan-owned equipment, within Archdiocesan-owned facilities, or at Archdiocesan sponsored functions.

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

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

Contact the Archdiocesan Office of Adolescent Catechesis and Evangelization for the complete Copyright Policy and Guidelines Packet. It will cover the copyright laws in a more detailed outline for furthering understanding and compliance.

Youth Mission Trip Policies and Procedures

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

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

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

The traditional view is of missionaries, Clerics, Religious and sometimes even lay persons who are dedicated to spreading the Gospel by word and deed, either for life or for a fixed period of time, at

home. Missionary endeavors are their sole purpose in life during this period and their home communities generally support them.

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

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

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

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

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

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

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

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

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

- ❖ **All mission trips must be planned carefully according to the policies of this document..**
- ❖ No mission trips are permitted outside of the United States. Mission trips to U.S. territories are not allowed.
- ❖ A proposal must be submitted in writing to the Pastor/High School Principal with copies sent to the Archdiocesan Director of Adolescent Catechesis and Evangelization and to the Director of Risk Management. The proposal must include:

- Completed proposal form ([page 103](#))
 - Checklists for staff and participants
 - Maps of the location
 - Contact information of Site Host
 - Plan for preparation (education about missions, information on the site, the purpose of the trip, what will happen on the trip, emergency information, etc.)
 - Plan for follow-up (theological reflection on the experience is an essential component of the trip and is not to be omitted).
 - Parent/Youth Orientation Meeting Outline
- ❖ Prepare and implement a Parent/Youth Orientation Meeting. This gathering will include much of what was placed in the proposal (education about missions, information on the site, the purpose of the trip, what will happen on the trip, emergency information, safety issues, etc.)
- ❖ Mission trips are to be done in cooperation and collaboration with the local diocese or recognized mission agencies. In the very early stages of planning, the local Office of Adolescent Catechesis and Evangelization must be contacted and informed of your presence. In making this contact, groups will be apprised of the safe environment policies that exist for that local Church. In places where no Diocesan Office of Adolescent Catechesis and Evangelization exists, contact the Chancellor's Office.
 - ❖ Travel must follow archdiocesan procedures with full insurance coverage.
 - ❖ Parish/School Leaders participating in missions must have multiple experiences in assisting in local service projects (day or weekend).
 - ❖ No alcohol or illicit drugs is to be consumed during the trip by any personnel, whether staff or youth (refer to drug and alcohol policies, [page 41](#)).
 - ❖ All groups must adhere to the policies which refer to working with youth (Liability, Permission and Medical Release Forms, VIRTUS training, Criminal Background checks for all adults, etc.).
 - For religious pilgrimages, please contact the OACE for consultation.

Procedures

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

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

- ❖ Adult leaders are to participate in a "staff" mission trip prior to involving youth

- The Office of Adolescent Catechesis and Evangelization of the Archdiocese of Galveston-Houston highly suggests before a youth/campus ministry Mission Trip should occur, that an adult from the parish, and possibly a team of adults would visit the sites prior to taking youth. This experience offers the coordinator (s) the opportunity:
 1. To see firsthand what a mission experience is, to reflect on what mission truly is and calls us to.
 2. To make contacts with those in the various areas you will visit and serve.
 3. To spend time to reflect on the experience.
 4. To develop a well thought out, prepared, and safe experience for your youth.
- ❖ Develop a Mission Team. The parish mission team should be made up of the Pastor, Adult Volunteers, and other parish ministries
- Planning should begin well in advance of the desired trip.
- Mission trips should be developed and well thought out. These experiences must place the safety of the youth and adult participants as a priority. These experiences are those which will result in life long memories for those who will participate and, therefore, must be prepared carefully; organization is key.
- Be up to date on media of the area. In preparing for your trip, check the news media blitz on the region or area to ensure the safety of the area at the time of the mission trip.
- Prepare all adult volunteers. An orientation of expectations of adult volunteers as well as appropriate behavior with youth should be conducted prior to the event.
- Develop A Mission Statement. As with any endeavor as important and complex as a Mission trip to another diocese, it is important to establish a Mission Statement that defines what the trip is intended to accomplish. Defining the trip should come after meetings and in close collaboration with the leaders of the parish abroad. Developing this Mission Statement should be the responsibility of the parish mission team, which has also had the vision for the trip.

Code of Conduct

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

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

- ❖ All participants should have a picture identification card such as a Texas Driver's License.
- ❖ Liability and Medical Releases must be obtained for each participant (youth and adult). Additionally, each young person must have the proper Parental Consent Form completed.
- ❖ All forms must be notarized.

- ❖ Copies of all documentation for participants and leaders should be kept in a binder and taken to all visitation sites by the trip coordinator.
- ❖ Copies of all documentation must be left with the appropriate parish/school official in case of emergencies.

Incident Report

- ❖ Should there be any incident of misconduct, emergency, or other situation documentation should be kept ([See page 96](#)).

Itinerary

- ❖ Pastor/Principal, parents, and key staff should be provided a detailed itinerary
 - Name and location of housing
 - Daily schedule
 - Emergency contact name and phone number
 - Cell phone number of the coordinator or an adult volunteer.

Resources

Contact the Office of Adolescent Catechesis and Evangelization

Policies for Bringing in Presenters and or Groups for Youth Retreats and Catechetical Sessions

Outside the Archdiocese

Parishes who bring in presenters from other dioceses or organizations to conduct retreats or presentations for youth ministry must fill out a Speaker Approval Form and have it submitted to the Office of Adolescent Catechesis and Evangelization for vetting.

They must also have a letter from the presenter or group's home (Arch)Diocese's Chancery stating that this individual or group is in good standing within their (Arch)Diocese and is in compliance with the ***Charter for the Protection of Children and Young People*** as specified by the policies within their home diocese.

If the presenter is clergy, parishes must also present the cleric's faculties to the Chancellor for permission to use those faculties within the Archdiocese.

If the presenters are part of a group, parishes must notify the Office of Adolescent Catechesis and Evangelization, so the group may be informed of OACE policies regarding inappropriate environments and experiences with youth.

Within the Archdiocese

If the presenter or group is located within the Archdiocese, parishes are responsible to make sure that the presenter and/or group is in compliance with the Archdiocesan Safe Environment Program and has had a background check.

Presenters and groups must also be in compliance with the Retreat Formation Policy (see Youth Ministry Formation Policies and Procedures on [page 28](#)).

Outside or Within the Archdiocese

Any contract(s) that a speaker, presenter, or group may require, must be first sent to the Archdiocesan Legal Department for review. Upon approval of the contract, the Pastor will sign the contract for employing a speaker, presenter, or group. At no time and under any circumstances will a Parish Catechetical Leader of Youth sign any contract for the parish.

FORMS

ARCHDIOCESE of GALVESTON-HOUSTON

Sample Employee Performance Review

Employee Name:
Employee Job Title:
1. Possesses and demonstrates a thorough understanding and working knowledge of all phases of the job; including skills necessary for efficient completion of tasks. Remains up to date on changes in knowledge related to job. Understands the impact of job function on other departments/or functions.
Comments:
2. Job/Technical Knowledge
Specific Examples / Comments:

3. Demonstrates the ability to make proper choices by defining the issue, diagnosing the problem and analyzing the cause in order to minimize any negative impact. Draws on professional experience/expertise to make recommendations or find solutions. Willing to take ownership for actions or decisions.
Comments:
4. Problem Solving and Decision Making

Specific Examples / Comments:

5. Plans effectively to meet department goals, utilizes appropriate resources, meets/exceeds deadlines, seeks opportunities to increase productivity and/or eliminate waste, able to reprioritize as required to meet new/changing demands. Carries out work assignments and tasks within budgets.

Specific Examples / Comments:

6. Possesses and demonstrates clear effective communication, including listening, nonverbal communication, and language in individual and group settings (all levels, internal and external). Keeps manager/supervisor, associates and subordinates fully informed on work/project status and problems.

Specific Examples / Comments:

7. Possesses and demonstrates ability to establish and maintain effective relationships both internally and externally. Willing to cooperate and be flexible when working with co-workers, subordinates, management, parishes and schools. Treats all people with whom they interact, with dignity and respect.

Specific Examples / Comments:

8. Understands, applies and follows department and Archdiocesan policies, and guidelines.
Specific Examples / Comments:
9. Displays confidence and remains in control when handling difficult or new situations. Possesses and demonstrates adaptability and flexibility when handling change. Possesses and demonstrates a sense of cooperativeness by remaining open and positive when receiving direction or constructive feedback.
Specific Examples / Comments:

10. Were your goals/objectives from previous review accomplished?
<div><input type="checkbox"/> Yes</div> <div><input type="checkbox"/> No</div> <div><input type="checkbox"/> Partially</div>
Explain:
11. Please list any special accomplishments and contributions:

12. RATE OVERALL PERFORMANCE (Include Manager/Supervisor Addendum if applicable)
13. Please list the goals and objectives for the new fiscal year:
14. Employee Comments:
15. Discussed/reviewed with employee on:

APPLICATION FOR VOLUNTEER SERVICE

PLEASE PRINT CLEARLY

Name _____ Parish _____

Telephone (H) _____ (W) _____

Home Address _____ City _____ State _____ Zip _____

Yrs. in res. _____

What is your occupation? (Please be specific)

Place of employment _____ Phone _____

How long? _____

Address _____ City _____ State _____ Zip _____

High school attended _____ City/State _____

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

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

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

What ministries have you participated in during the last year?

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

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

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

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

What level and why?

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

Name	Occupation	Work Phone	Home Phone
------	------------	------------	------------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Except for a minor traffic violation for which the fine was \$200 or less, or any offense that was finally settled in a Juvenile Court or under a Welfare Youth Offender Law, have you ever been convicted of any criminal offense? Yes _____ No _____

Has an allegation or complaint ever been made against you alleging harassment, physical or sexual abuse? Yes _____ No _____

Have you ever terminated your employment or had your employment terminated for reasons of physical or sexual abuse or harassment? Yes _____ No _____

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

Signature _____

Date _____

SAMPLE TELEPHONE REFERENCE

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

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

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

Reference #1

Name _____

Telephone Number _____ Date _____

How long have you known him/her? _____

In what capacity? _____

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

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

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

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

Do you know, or have you heard, anything about whether the candidate has any history of violent or deviant behavior, or arrests or convictions of any violent crime? ____Yes ____No

If Yes, Please explain:_____

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

Archdiocese of Galveston-Houston

Volunteer's Code of Ethics and Personal Conduct

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

(Name of Parish, School or Facility)

(City)

As a volunteer, I will:

- Safeguard children and youth entrusted to my care at all times.
- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Avoid situations where I am alone with a child or youth at church/school activities.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children or youth.
- Refuse to accept expensive gifts from children or youth or their parents without prior written approval from the pastor or administrator.
- Not give inappropriate, personal gifts to children or youth.
- Report suspected abuse or neglect to *Child Protective Services* (800.252.5400) or local police department. I understand that failure to report suspected child abuse is a violation of Texas law and violation of archdiocesan policy
- Cooperate fully in any investigation of abuse or neglect of children and/or youth.

As a volunteer, I will not:

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

- Use profanity in the presence of children and/or youth.
- Sexually harass any person, e.g., requests for sexual favors, sexually explicit statements, sexual oriented jokes, etc.

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

Volunteer's Printed Name

Name of Ministry/Activity in which I volunteer

Volunteer's Signature

Date

Last review/revision 10/2016. Copyright @ 2000-2003 by The National Catholic Risk Retention Group, Inc. All rights reserved

VOLUNTEER ACKNOWLEDGMENT

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

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

I understand the policy of the Archdiocese of Galveston-Houston is to refer all inquiries from the media or press to the Archdiocesan Communication Department.

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

Volunteer's Signature

Date

Parish Catechetical Leader of Youth's Signature

Date

SAMPLE SELF-ASSESSMENT FOR AN ADULT VOLUNTEER

Name _____

Parish _____

General Responsibilities (1 = weak, 5 = strong)

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

1 2 3 4 5

2. I am punctual and prepared for each meeting.

1 2 3 4 5

3. I notify the Parish Catechetical Leader of Youth when there is a need to be absent.

1 2 3 4 5

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

1 2 3 4 5

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

1 2 3 4 5

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

1 2 3 4 5

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

1 2 3 4 5

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

1 2 3 4 5

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

1 2 3 4 5

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

1 2 3 4 5

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

1 2 3 4 5

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

1 2 3 4 5

13. I am sensitive to the various family structures.

1 2 3 4 5

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

1 2 3 4 5

Volunteer's Signature

Date

SAMPLE ASSESSMENT OF AN ADULT VOLUNTEER

This assessment should be done by the **Parish Catechetical Leader of Youth** and should be considered as a means for growth.

Name _____ Parish _____

General Responsibilities (1 = weak, 5 = strong)

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

1 2 3 4 5

2. Is punctual and prepared for each meeting.

1 2 3 4 5

3. Notifies the Parish Catechetical Leader of Youth when there is a need to be absent.

1 2 3 4 5

4. Follows the Parish Catechetical Leader of Youth's rules of discipline.

1 2 3 4 5

5. Spends time talking and sharing faith with youth.

1 2 3 4 5

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

1 2 3 4 5

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

1 2 3 4 5

8. Meets and spends quality time with new teens.

1 2 3 4 5

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

1 2 3 4 5

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

1 2 3 4 5

11. Is sensitive to the various family structures.

1 2 3 4 5

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

1 2 3 4 5

Volunteer's Signature

Date

Parish Catechetical Leader of Youth's Signature

Date

*Signature of the volunteer acknowledges ONLY that he/she has seen the results.

PROGRAM ASSESSMENT BY VOLUNTEERS

CHECK ONE: _____ Younger Adolescents _____ Older Adolescents _____ Confirmation Prep

NAME _____ PARISH _____

ADDRESS _____ PHONE _____

CITY/ZIP _____

A highlight for me this year was . . .

A major frustration for me was . . .

Were the objectives clear for my area of the program?

Was sufficient training and preparation provided?

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

☐ Evangelization/Catechesis ☐ Prayer & Worship ☐ Pastoral Care
☐ Justice & Service ☐ Community Development
☐ Leadership Development

For next year's program I suggest:

PARENTAL/GUARDIAN CONSENT FORM & LIABILITY WAIVER

Important! To be filled out by the Parent/Guardian for youth under 18 years of age.

(If participant is 18 years of age or older, consent must be signed by the individual)

Participant's Name _____ Date of Birth _____

Home Address _____ City/Zip Code _____

Parent(s)/Guardian(s) _____ Home Phone (____) _____

Alternate Phone Number: (____) _____ ☐ Cell Phone or ☐ Work

Parish or Catholic School _____

Grade _____ Age _____ Sex _____

Participant's Email Address _____

T-Shirt Size (Please circle one): **Small** **Medium** **Large** **XL** **2XL** **3XL** **4XL**

I (name of parent/guardian) _____, grant permission for my child, (participant's name),
_____ to participate in (event) _____ to be held (date)
_____ (time) _____ at
(location) _____

In consideration of my child's participation in this event, I agree on behalf of myself, my child named herein, and our heirs, successors, and assigns to indemnify, hold harmless and defend the Archdiocese of Galveston-Houston, the sponsoring parish, its pastor, youth ministry leader, principal, other agents, employees or other representatives associated with the event from any and all injuries, losses or claims arising out of my child's participation in the event.

In signing this form I certify that all information contained herein is true and accurate to the best of my knowledge.

Signature (Parent/Guardian)

Date

YOUTH PARTICIPANT: In signing the line below I agree to abide by any/all policies and rules established for this event/activity (see Code of Conduct). Should I not be able to maintain the guidelines and expectations of the adults and my peers, I understand that there will be consequences for my actions, including being removed from the activity and being sent home at my parent's expense.

Signature (Youth Participant)

Date

VIDEO/PHOTOGRAPHY CONSENT

As parent/guardian, I understand that promotional pictures and videos (individual and group) will be taken during this event. I give permission for my son's/daughter's picture to be used for promotional materials (newsletter, web page, calendars, power point, video etc.) in highlighting the event.

Signature (Parent/Guardian)

Date

ARCHDIOCESE OF GALVESTON-HOUSTON MEDICAL CONSENT FORM

Medical Matters

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

Emergency Medical Treatment

In the event of an emergency, I hereby give permission to transport my child to a hospital for emergency medical or surgical treatment. I wish to be advised prior to any further treatment by the hospital or doctor and I understand that all financial obligations are my responsibility.

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

Name & Relationship _____ Phone _____

Family Doctor _____ Phone _____

Medications

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

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

Medication(s): _____ Dosage: _____

Administer: _____

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

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

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

My son/daughter has:

Had an episode of the following or has been diagnosed: ☐ Seizures ☐ Asthma ☐ Diabetic

Allergic reactions to the following (foods, dyes, latex etc.) _____

Had a medical surgery within the last six months? ☐ Yes ☐ No Still under doctor's care? ☐ Yes ☐ No

A medically prescribed diet? _____

The following physical limitations? _____

Immunizations current and up to date: ☐ Yes ☐ No Date of last tetanus/diphtheria immunization _____

You should also be aware of these special medical conditions of my child (e.g. depression, anxiety, etc.):

Insurance Information: ☐ I do not carry medical insurance at this time.

Insurance Carrier: _____ Name of Insured: _____

Insurance Policy Number: _____

Father's Name: _____ Day Phone: _____

Mother's Name: _____ Day Phone: _____

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

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

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

Arquidiócesis de Galveston-Houston / Oficina de Catequesis Juvenil y Evangelización

CONSENTIMIENTO Y RENUNCIA DE RESPONSABILIDAD

¡Importante! Para ser llenado por los padres o guardianes del joven menor de 18 años de edad.

Si el participante es mayor de 18 años, el consentimiento debe ser firmado por él mismo.

Yo (nombre del padre/guardián) _____, concedo/otorgo permiso para que mi hijo(a), (nombre del participante) _____, participe en (nombre del evento) _____ que se llevará a cabo en (fecha) _____, (hora) _____, y (lugar) _____.

Considerando la participación de mi hijo(a) en este evento, estoy de acuerdo de mi parte, de mi hijo(a) aquí mencionado (a), de nuestros herederos, sucesores y asignados y defendemos a la Arquidiócesis de Galveston-Houston, la parroquia patrocinadora, a su párroco, líder del ministerio de jóvenes, u otros agentes, empleados u otros representantes asociados con esta actividad de cualquier lesión, pérdida o reclamos que pudiera surgir en la participación de mi hijo (a) en este evento.

Al firmar esta forma, hasta donde es de mi conocimiento, certifico que toda la información contenida en ella es cierta y correcta.

Firma (padre/guardián) Fecha

Firma (participante de mas de 18 años, debe formar por sí mismo). Fecha

JÓVEN PARTICIPANTE: Al firmar aquí, estoy de acuerdo y me atengo a las normas y reglas establecidas por el evento de jóvenes (ver código de conducta). Mi falta en el cumplimiento de estas normas, implicará consecuencias por mi comportamiento que incluyen el ser retirado del evento y enviado a mi hogar con gastos a cargo de mis padres.

Firma (joven participante) Fecha

Nombre del Participante Fecha de Nacimiento

Domicilio

Ciudad y Estado _____ Código Postal _____

Nombre del Padre o Guardián _____

Número telefónico (____) _____

Número telefónico alterno: (____) _____

Parroquia _____ Grado _____ Edad _____ Sexo _____

Tamaño de playera (circule tamaño): Chica Mediana Grade XG 2XG 3XG 4XG

Consentimiento para tomar Video / fotografías

Yo como padre/guardián, entiendo que se tomarán fotografías promocionales (individuales y de grupo) durante este acontecimiento. Concedo permiso para que la fotografía de mi hijo(a) sea utilizada en materiales de promoción (boletín de noticias, página web, calendarios, etc.) para informar sobre el evento.

Firma (padre/guardián) Fecha

Arquidiócesis de Galveston-Houston / Oficina de Catequesis Juvenil y Evangelización

Consentimiento de los Padres o Guardianes y Consentimiento Medico

Asuntos Médicos

Certifico por este medio que hasta donde llega mi conocimiento, mi hijo(a), está en buena salud y asumo toda la responsabilidad por la salud de mi hijo(a). En las declaraciones siguientes, firme solamente aquellas con las que esté de acuerdo.

Tratamiento Médico de Emergencia

En caso de una emergencia, doy permiso de transportar a mi hijo(a) a un hospital para tratamiento médico o quirúrgico de emergencia. Pido ser notificado antes de que el hospital o los médicos hagan cualquier tratamiento adicional.

Nombre y relación _____ Teléfono _____

Médico de la familia _____ Teléfono _____

Medicamentos

Mi hijo(a) traerá los medicamentos que necesite, correctamente etiquetados, con los nombres e indicaciones sobre la forma en que deben ser administrados, incluyendo la dosis y frecuencia, según se indica:

Mi hijo(a) está tomando los siguientes medicamentos:

Medicamento(s): _____ Cantidad: _____

Como administrar: _____

____ Yo por la presente **NO otorgo el permiso** para administrar ningún tipo de medicamento con o sin prescripción médica a mi hijo, a menos que de lo contrario se vea en peligro su vida y se requieran como tratamiento de emergencia. (Si está de acuerdo, firme sus iniciales)

____ Yo por la presente **otorgo el permiso** para administrarle medicamentos sin receta (tales como Tylenol, pastillas de garganta, jarabe de tos) a mi hijo(a), si se considera necesario y conveniente. Entiendo que no se le administrará aspirina a mi hijo(a). (Si está de acuerdo, firme sus iniciales)

Información sobre Condiciones Médicas

(El personal arquidiocesano, tomará el cuidado de mantener esta información confidencial)

Mi hijo(a) ha tenido :

Un episodio de o se le ha diagnosticado: ☐ Convulsiones ☐ Asma ☐ Diabetes

Reacciones alérgicas a: (alimentos, tintes, latex, etc.)

Ha sido sometido a cirugía médica dentro de los últimos seis meses? ☐ Si ☐ No Está bajo cuidado médico? ☐ Si ☐ No

Tiene una dieta prescrita por su médico

Tiene las siguientes limitaciones físicas

Sus inmunizaciones/vacunas están actualizadas: ☐ Si ☐ No Fecha de la última inmunización

Ustedes deben estar enterados de las siguientes condiciones médicas de mi hijo(a):

Información sobre Seguro Médico

(Por favor adjunte a esta forma, una fotocopia de su tarjeta de seguro del frente y parte posterior)

Portador del seguro:

Nombre del asegurado:

Número de identificación de seguro: _____ Numero de póliza: _____

Nombre del padre: _____ Fecha de Nacimiento: _____

Lugar de empleo: _____

Nombre de madre: _____ Fecha de Nacimiento: _____

Lugar de empleo: _____

☐ No, en este momento no tengo seguro médico.

En caso de que los adultos acompañantes de mi hijo(a) en dicho evento, noten que sufre síntomas repetidos de dolor de cabeza, vómito, dolor de garganta, fiebre o diarrea, pido ser informado inmediatamente. Si la llamada es de larga distancia, pido que se me llame por cobrar (yo seré responsable por el costo de la llamada)

Archdiocese of Galveston-Houston

*Parish Catechetical Leader of Youth, Chaperone and Young Adult Assistant
Medical Release and Liability Form*

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

Print Name

Date:

Address

City

Zip

Parish

Home Phone (____)

Work Phone (____)

Physician's Name

Phone (____)

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

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

Date of last Tetanus shot: _____

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

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

Do you have Medical Insurance: ☐ Yes ☐ No

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

Policy in the name of: _____ Policy Number: _____

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

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

X _____
Signature

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

INCIDENT REPORT

Parish: _____

Report By (Person filling out Incident Report): _____

Title: _____ Date: _____

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

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

Home Address: _____ Home Phone: _____

City/Zip _____ Alt. Phone Number: _____

Parent/Guardian (Father): _____

Parent/Guardian (Mother): _____

Parent/Guardian (Other): _____

Youth Resides with: _____

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

Location of Incident: _____

Address: _____

City/Zip _____

Details of incident:

Witnesses:

Name: _____ Position/Volunteer: _____

Name: _____ Position/Volunteer: _____

Referred By: _____

Title/Volunteer: _____

Action Taken:

Were the following authorities contacted?

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

Hospital name to which patient was transported: _____

Referred To

Agency: _____ Date: _____

Contact: _____

Phone Number: _____

Report of Incident

Agency: _____ Date: _____

Contact: _____

Phone Number: _____ Case Number: _____

Report of Incident to Local Authority

Agency: _____ Date: _____

Contact: _____

Phone Number: _____ Case Number: _____

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

Follow Up

Date: _____

Action Taken: _____

DRIVER INFORMATION SHEET

ADULT (21 years of age and older)

Name of Driver _____ Date of Birth _____

Address _____

City/Zip _____ Home Phone _____

Cell Phone _____

Driver's License # _____ Date of Expiration _____

Vehicle That Will be Used

Name of Owner _____ Model of Vehicle _____

Address of Owner _____ Make of Vehicle _____

_____ Year of Vehicle _____

License Plate # _____ Registration Expiration Date _____

Insurance Information

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

Insurance Company _____

Policy # _____

Date of Policy Expiration _____

Liability Limits of Policy _____

Certification

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

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

Signature

Date

DRIVER INFORMATION SHEET

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

Name of Driver _____

Date of Birth _____

Address _____

City/Zip _____

Home Phone _____

Cell Phone _____

Driver's License # _____

Date of Expiration _____

Vehicle That Will be Used

Name of Owner _____

Model of Vehicle _____

Address of Owner _____

Make of Vehicle _____

Year of Vehicle _____

License Plate # _____

Registration Expiration Date _____

Insurance Information

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

Insurance Company _____

Policy # _____

Date of Policy Expiration _____

Liability Limits of Policy _____

Certification

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

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

Signature

Date

YOUTH DRIVER INFORMATION SHEET Permission without Passengers*

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

Vehicle That Will be Used

Name of Owner _____ Model of Vehicle _____
Address of Owner _____ Make of Vehicle _____

Year of Vehicle _____
License Plate # _____ Registration Expiration Date _____

Insurance Information

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

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

Certification

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

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

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

Parent/Guardian's Signature _____ Date _____

*** The Archdiocese of Galveston-Houston discourages night time driving for youth.**

Youth Profile Sheet

Last name First name Middle name

Address _____ City/Zip Code _____

Date of birth _____ Place of birth _____

Father's name _____ Phone (W) _____ (H) _____

Father's address _____ City/Zip Code _____
(If different from youth)

Mother's name _____ Phone (W) _____ (H) _____

Mother's address _____ City/Zip Code _____
(If different from youth)

School currently attending _____

Confirmation (date) _____ Parish _____

Special Interests:

School and Parish Activities:

ARCHDIOCESAN APPROVAL FOR SPEAKER/INSTRUCTOR

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

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

Speaker's name: _____ Phone: _____

Address: _____ City/State/Zip: _____

Parish/Institution: _____

Area of expertise: _____

Contact Initiated by: _____

Recommended by: _____

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

Pastor's Approval: Yes ____ No ____

Pastor's Signature

Date

Comments: _____

Mission Trip Proposal Form

Sponsoring Parish Youth Ministry/High School Campus Ministry:_____

Responsible Staff Member:_____

Proposed Date:_____

Site of Mission:_____

Sponsoring agency (if any) _____

Mission Trip Coordinator/Contact:_____

Contact at site (Host)

Name:_____

Address:_____

Phone:_____ E-mail:_____

Attach the following information:

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

Approvals:

Parish Catechetical Leader of Youth

Date

Pastor

Date

Copy should be sent to: Director, OACE,(2403 Holcombe Blvd., Houston, TX 77021

Director, Risk Management , 1700 San Jacinto, P.O. Box 907, Houston, TX 77001

APPENDIX

NATIONAL CERTIFICATION STANDARDS FOR LAY ECCLESIAL MINISTERS

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

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

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

Standard One: Human

1.0 Standard One

Lay ecclesial ministers demonstrate the qualities of human maturity needed for fruitful ministry with the people of God.

Vision Statement

Lay ecclesial ministers, as all ecclesial ministers, develop their human character and relational abilities so that they can be “a bridge and not an obstacle” for people in their encounter with Jesus Christ.* This development entails the twofold dynamic of strengthening positive traits that foster ministerial effectiveness and lessening negative traits that hinder it. Accordingly, lay ecclesial ministers strive to deepen their knowledge of self and others, grow from experiences of suffering and challenge, maintain a balanced lifestyle and positive relationships, appreciate and value diversity, and demonstrate basic human virtues. Cultivating such traits and skills within a Christ-centered community contributes to the development of “a healthy and well-balanced personality, for the sake of both personal growth and ministerial service” (Co-Workers, p. 36).

* St. John Paul II, *Pastores Dabo Vobis: I Will Give You Shepherds* (1992), 43.

Core Competencies

A lay ecclesial minister will:

- 1.1 Appreciate and affirm the dignity of the human person and the positive values of diverse cultures, races, and socioeconomic groups within their respective self-understandings.
- 1.2 Identify personal gifts and limitations through self-reflection, collaboration with others, peer feedback, supervisory assessment processes, and/or spiritual companioning.
- 1.3 Engage in programs or practices of continuing ministerial formation and lifelong personal growth.
- 1.4 Recognize both the reality of sin with its personal and social consequences and the power of forgiveness and reconciliation to heal persons and relationships.
- 1.5 Maintain a healthy lifestyle and a reasonable balance among the legitimate claims of family, community, personal relationships, and ministry.
- 1.6 Manifest “psychological health, marked by integrity, appropriate interpersonal boundaries, and the ability to honor and safeguard the trust that people place in them as Church ministers” (Co-Workers, p. 36).
- 1.7 Understand the power inherent in positions of pastoral leadership and be diligent in the responsible exercise of such power regarding, for example, sexuality, confidentiality, supervision of others, and decision making.

Standard Two: Spiritual

2.0 Standard Two

Sharing in the common priesthood of all the baptized, a lay ecclesial minister demonstrates Christian spirituality as foundational to ministry, integrated in service with the people of God, and possessing a sacramental view of the world that recognizes the world can be a vessel of God’s presence and God’s transforming grace.

Vision Statement

Having encountered the person and message of Jesus Christ, the hunger of the lay ecclesial minister for union with the Triune God is constant. The result of this hunger is the call to holiness, built on the Word of God, experienced in the liturgy and sacraments, formed through suffering, nurtured in joy, and sustained in community with all the baptized and through the Church as the Mystical Body. The minister gives witness to a well-formed spirituality through a rich and diversified prayer life, theological reflection, and action rooted in Catholic social teaching. Spiritual formation is grounded in the understanding that “if ministry does not flow from a personal encounter and ongoing relationship with the Lord, then no matter how ‘accomplished’ it may be in its methods and activities, that ministry will lack the vital soul and source needed to bear lasting fruit” (Co-Workers, p. Standards Page 6 38). Therefore, open to the mystery of God’s love and in touch with the world’s realities, all actions of the lay ecclesial minister flow from “that fundamental conversion that places God, and not oneself, at the center of one’s life” (Co-Workers, p. 38).

Core Competencies

A lay ecclesial minister will:

- 2.1 Give witness to an integrated spirituality formed by Scripture, theological reflection, sacramental celebration, communal worship, and active participation in parish life.
- 2.2 Live a life of private and communal prayer that is both formed by and reflective of the breadth and depth of the Catholic spiritual tradition.
- 2.3 Bear witness to the profound significance of Eucharist in one's own life, in the life of one's parish, and in the life of the whole Catholic community.
- 2.4 Demonstrate sensitivity to the spirituality of the sacred arts, i.e., art, music, and architecture, and the value of their expression in liturgical and communal prayer.
- 2.5 Honor the call to ministry that is rooted in one's baptism by developing ministerial goals that flow from one's spirituality and reflect an integration of Gospel values.
- 2.6 Demonstrate an ability to discern the "signs of the times" and address current realities in the Church and the world in light of the Gospel.
- 2.7 Accept and articulate one's ministerial vocation as coming from God and confirmed by the ecclesial community.
- 2.8 Display openness to ecumenical prayer, work, and practices that promote Christian unity, and acknowledge the gifts afforded the human community from the various world religions.
- 2.9 Model the spirit of Jesus in one's life and identify with and promote the universal Church and its global mission so that all prayer and ministerial activity flow from that mission.
- 2.10 Develop a spirituality sensitive to diverse cultural expressions based on conversion, communion, mission, and solidarity.

Standard Three: Intellectual

3.0 Standard Three

A lay ecclesial minister demonstrates understanding of the breadth of Catholic theological and pastoral studies as well as the intellectual skill to use that knowledge in ministry with God's people from diverse populations and cultures.

Vision Statement

"Formation for lay ecclesial ministry is a journey beyond catechesis into theological study" (Co-Workers, p. 43). A lay ecclesial minister's faith and ministry is formed by the study of the Catholic theological

tradition focusing on the following core elements: Scripture and its interpretation, dogmatic theology, Church history, liturgical and sacramental theology, moral theology and Catholic social teaching, pastoral theology, spirituality, canon law, ecumenism and interreligious dialogue, the social sciences, humanities, and culture and language studies. Based upon this study, a theologically competent minister can articulate and interpret this Catholic theological tradition with disciples from diverse communities. A key dynamic of effective lay ecclesial ministry is the integration into ministry practices of the key documents and principal theories of pastoral ministry.

Core Competencies

A lay ecclesial minister will:

3.1 Scripture and revelation. Know and integrate into ministerial practice a theology of revelation as embodied in Scripture, Tradition, and creation.

3.2 Dogmatic theology. Know and integrate into ministerial practice Trinitarian theology, Christology, pneumatology, missiology, Christian anthropology, and ecclesiology.

3.3 Church history. Know and integrate into ministerial practice a foundational understanding of the major events in the history of the Church, with special attention to the Second Vatican Council, and the perspective those events provide on the life of the Church today.

3.4 Liturgical and sacramental theology. Know and integrate into ministerial practice theologies of liturgy, worship, and sacraments.

3.5 Moral theology and Catholic social teaching. Know and integrate into ministerial practice a theology of the moral life, including Catholic social teaching, for the transformation of Church and society.

3.6 Pastoral theology. Know and integrate into ministerial practice a theology of pastoral ministry as well as guiding principles for the practice of ministry in a given context.

3.7 Spirituality. Know and integrate the history and theology of Catholic spirituality into prayer and ministerial practice.

3.8 Canon law. Know and integrate into ministerial practice a foundational understanding of canon law.

3.9 Ecumenism and interreligious dialogue. Know and integrate into ministerial practice a respect for other Christian communities and other religious traditions.

3.10 Social sciences and humanities. Know and integrate into ministerial practice a foundational understanding of the social sciences and humanities.

3.11 Culture and language studies. Know and integrate into ministerial practice knowledge of intercultural communication and linguistic/cultural skills.

Standard Four: Pastoral

4.0 Standard Four

A lay ecclesial minister demonstrates a range of leadership and pastoral skills needed for functioning effectively in ministry.

Vision Statement

As a response to their baptismal call, lay ecclesial ministers accept the grace of leadership and manifest a range of skills and pastoral gifts which allow them to function effectively in ministry. In their role as evangelizers, they operate in a parochial setting which has various dimensions—faith formation, worship, cultural diversity, community life, social justice, and apostolic service.

They are effective listeners who foster respect and offer compassionate care within varied family, community, and cultural settings. In the spirit of the Gospel, they serve others as companions on the journey of faith. These ministers demonstrate good stewardship, work collaboratively with other lay and ordained ministers, and exhibit human resource and management skills. They have an ability to discern and nurture the gifts of all the baptized in order to build the Kingdom of God. Lastly, these ministers embrace a professional code of ethics worthy of Catholic ministry and abide by civil and Church law. “Pastoral formation cultivates the knowledge, attitudes, and skills that directly pertain to effective functioning in the ministry setting and that also pertain to pastoral administration that supports direct ministry” (Co-Workers, page 47).

Core Competencies

A lay ecclesial minister will:

- 4.1 Exercise sound practices of compassionate pastoral care.
- 4.2 Foster a pastoral ministry that empowers people to inculturate the Gospel in their own culture and to foster unity in diversity in the Catholic Church by utilizing human, spiritual, theological, and pastoral approaches proper to each culture.
- 4.3 Implement the principles and processes of evangelization and faith formation as outlined in national and universal Church documents.
- 4.4 Employ the use of modern means of communication technology to proclaim the Gospel.
- 4.5 Work effectively with others through utilizing leadership skills of collaboration, visioning, planning, communication, decision making, delegation, and conflict management.
- 4.6 Exercise effective supervision of employees (part-time or full- time) and volunteers.
- 4.7 Continually seek opportunities to improve skills.
- 4.8 Develop and nurture the prayer life of the community in which one serves

NFCYM Specialized Competencies

Youth Ministry Leader Including Pastoral Juvenil Hispana (YML)

A lay ecclesial minister serving as a youth ministry leader is responsible for overseeing ministerial efforts directed to all the Catholic youth (adolescentes in Spanish) in a parish, a school, and/or a community-based setting and is pastorally responsive to the ethnic and cultural makeup thereof. An important and unique form of ministry in the United States is pastoral juvenil Hispana (PJH), which serves unmarried youth and young adults, often together. Ministry with Hispanic young people requires the competencies presented below for all youth ministry leaders (YML 1-4.1) plus those specific for pastoral juvenil Hispana (PJH 4.2).

A youth ministry/pastoral juvenil Hispana leader will:

YML 1.0 Demonstrate an understanding of the history, mission, vision, goals, principles, themes, components, and dimensions of Catholic youth ministry and pastoral juvenil Hispana as outlined in the U.S. bishops' pastoral plans and related Church documents.

YML 2.0 Demonstrate an understanding of the developmental needs of youth and young adults in the U.S. context, with its particular popular, ethnic, and family subcultures, as appropriate to the faith community being served.

YML 3.0 Be capable of applying the theories, models, processes, methods, resources, and best practices of Catholic youth ministry and/or Pastoral Juvenil Hispana as appropriate to the ministry setting.

YML 4.0 Demonstrate the ability to collaborate with the faith community in planning, implementing, and evaluating outreach to and pastoral ministry for young people, utilizing the components of Catholic youth ministry and/or mission and principles of Pastoral Juvenil Hispana as appropriate to the ministry setting.

YML 4.1 Be capable of implementing the components of Catholic youth ministry with young people by:

4.1.1 Utilizing the aims, principles, processes, and methods of catechesis with youth in implementing faith formation.

4.1.2 Facilitating the development of community among youth, their families, and within the Church and society, including the development of small faith communities by youth from different cultures, spiritualities, or

pastoral models.

4.1.3 Inviting youth to and facilitating opportunities for youth to grow in intimate relationship with Jesus Christ and empowering them to live and witness as disciples in today's world.

4.1.4 Engaging youth in the social mission of the Church in accord with Catholic social teaching.

4.1.5 Fostering healing and promoting healthy growth and development in youth and in their relationships as a vital part of their human and Christian maturity process.

4.1.6 Empowering youth to celebrate and deepen their relationship with the triune God through individual and communal prayer and participation in the liturgical and devotional life of the Church.

4.1.7 Engaging the Church and the broader community in voicing and addressing the rights, responsibilities, and needs of youth.

4.1.8 Affirming and calling forth the unique gifts of youth and the adults serving them by providing opportunities for their ongoing spiritual growth, leadership development, and vocation discernment.

PJH 4.2 Be capable of implementing the mission and principles of pastoral juvenile Hispana with young people by:

4.2.1 Facilitating the development of a personal and communal relationship between the young people and the Triune God—Father, Son, and Holy Spirit.

4.2.2 Drawing young people into a deeper communion and participation in the life and evangelizing mission of the Church as missionary disciples of Christ, especially with respect to their peers.

4.2.3 Fostering a “pastoral de conjunto” across organized ministries and pastoral juvenil Hispana committees (i.e., catechesis, sports/recreation, prayer, Scripture study, choir, drama, dance, prevention, intervention, academic assistance, etc.), geographies (intra-parish, inter-parish, (arch)diocesan, regional, national, international), groups, communities, and movements.

4.2.4 Recognizing and fostering the gifts and protagonism* of adolescents and jóvenes in pastoral juvenil Hispana and in the mission of the Church in their homes, neighborhoods, and wider community.

4.2.5 Implementing holistic faith formation processes that include: vocational discernment, continuous conversion, catechesis, liturgy, personal and communal prayer, and popular piety.

4.2.6 Nurturing the preservation of the Spanish language and cultural traditions, values, and customs in order to promote a sound Latino integrated- with-Catholic identity through an evangelizing process of inculturation.

4.2.7 Creating pastoral models and open ecclesial spaces that are linguistically and socio-culturally appropriate for Latino adolescents and jóvenes of diverse backgrounds, based on a pastoral plan that responds to their needs, in a Church that is a community of communities with shared leadership and vision.

4.2.8 Taking the personal, sociocultural, and religious reality of the young people as the starting point for ministry and utilizing the pastoral circle methodology to engage them in a critical analysis that leads to finding ways to build the Reign of God in their own surroundings.

4.2.9 Promoting academic education among Latino young people; offering means to help them reach a high school diploma, decreasing the high level of Latino drop outs, increasing

attendance in higher education, and guiding young people toward greater personal and professional achievement.

4.2.10 Prioritizing service and outreach to young people who find themselves in situations of poverty, loneliness, crisis, marginalization, and discrimination.

4.2.11 Accompanying the young people in their development as whole persons through processes that integrate all the dimensions of life and faith, as they move from preadolescence to adolescence and young adulthood.

* Protagonism: This concept is essential in pastoral juvenil; it indicates that young people are the main pastoral agents among their peers, and that the role of adults is to empower them by: (a) helping them assume their baptismal call; (b) accompanying them in their faith journey; (c) advising them in their efforts of ministering to their peers; and (d) supporting them as they undertake and fulfill their call to evangelize their contemporaries and transform their social environment according to gospel values, as indicated in many Church documents.