

## Developing a Catholic Faith Community Youth Ministry Team

A Resource from the  
Office of Youth Ministry  
Archdiocese for the Military Services, USA

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The following resource represents a sample Catholic youth ministry mission statement and roles (with job descriptions) for the military Catholic Faith Community to consider in implementing their ministry to, with, by and for young people.

Job categories may be added, deleted or changed to fit the specific needs of your community. While planning it is important to remember that youth ministry is a team effort. It takes the gifts of the entire Community of Faith to reach out and empower young people to live as disciples of Jesus Christ in the world today.

This resource serves as a template. This resource may be copied. Include the name of your Catholic Faith Community where indicated. Make sure that the dates of the terms of service work well for your installation. If other dates are more appropriate make those changes.

Questions about this resource and further support may be directed to the AMS Office of Youth Ministry at (202) 269-9100, [youthministry@milarch.org](mailto:youthministry@milarch.org) or by mail:

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PO Box 4469  
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More resources and references are available online at [www.milarch.org](http://www.milarch.org).

**(Name of Catholic Faith Community) CATHOLIC FAITH COMMUNITY**

**Youth Ministry Mission Statement**

The (name of Catholic Faith Community) Youth Ministry is committed to the reality that young people are an important and integral part of our Catholic Faith Community. The youth program seeks to foster maturing in faith of the youth of our Catholic Faith Community and the surrounding community.

We affirm the gifts of our youth and we foster opportunities for young people to share their gifts with the larger community. The spiritual and social needs of the youth are to be met with the committed leadership, guidance and support of our Catholic Faith Community adults. The adults and youth of our Catholic Faith Community are therefore provided with the opportunity to grow together in Christian faith.

Through a variety of programs, events and outreach, we seek to draw young people into responsible participation in the life, work and mission of the Catholic Faith Community.

We believe this ministry is to, with, by, and for young people and is a blessing for the entire community.

**(Name of Catholic Faith Community) CATHOLIC FAITH COMMUNITY**

**Youth Ministry Commission**

The Youth Ministry Commission ensures that the pastoral care of young people at (name of Catholic Faith Community) is rooted in the Catholic Faith Community and is seen as integral to the life, work and mission of the Catholic Faith Community. The Commission consists of adults who provide vision, direction, support, and advocacy for the Catholic Faith Community's ministry to young people.

**The Youth Ministry Commission has the following critical tasks:**

- Provide support for the Coordinator of Youth Ministry, the Leadership Team, and adult volunteers involved in youth ministry.
- Develop long range planning, budgeting, and program assessment, ensuring that the changing needs of young people are being met.
- Advocate for young people and their responsible participation in the life of the Catholic Faith Community.
- Accountable to the Catholic Faith Community Faith Formation Committee, Pastoral Council, and pastor.
- Complete an after action report each year for the continuity file.

**Members of the Youth Ministry Commission are responsible for:**

- Attending the quarterly meetings of the Commission.
- Serving on Commission committees as needed.
- Being actively involved in the functions of the Commission, such as advocacy, long range planning, budget formation, and support.

**Members of the Youth Ministry Commission exhibit the following qualities:**

- A commitment and love for young people.
- A willingness to share their faith in Jesus and their ongoing journey to God with others.
- A willingness to further their understanding of comprehensive youth ministry and youth culture.

**Members of the Youth Ministry Commission receive the following benefits:**

- To be a positive influence in the lives of young people.
- To impact on the quality of Catholic Faith Community youth programs.
- To use their gifts and talents in furthering the mission and ministry of (name of Catholic Faith Community).

**Term:** Members of the Youth Ministry Commission serve a two-year term starting June 1<sup>st</sup> and this term is renewable.

## **(Name of Catholic Faith Community) YOUTH MINISTRY**

### **Youth Ministry Leadership Team**

The Youth Ministry Leadership Team consists of committed youth and adults who provide the vision, direction, planning and implementation of the youth ministry program at (name of Catholic Faith Community).

**The Leadership Team has the following critical tasks:**

- To handle the planning, implementation and evaluation of the designed program.
- To foster the involvement of young people in the life of the Catholic Faith Community, including serving on various Catholic Faith Community committees and being involved in Catholic Faith Community activities.

**Members of the Youth Ministry Leadership Team are responsible for:**

- Attending the monthly Leadership Team meetings.
- Serving on the planning teams for particular Youth Ministry programs or Youth Ministry activities.
- Providing support for being present at Youth Ministry programs and activities when possible.
- Building a sense of faith community among the Leadership Team and among all the young people involved at (name of Catholic Faith Community).
- Complete an after action report each year for the continuity file.

**Members of the Youth Ministry Leadership Team exhibit the following qualities:**

- Leadership
- Good Ambassador
- To guide and influence the direction of the program
- Visible leadership
- Enthusiastic
- Be Prepared

- Fresh Ideas
- Inclusive
- In-Charge
- A good example
- Energetic
- Self-Confident

Term: Youth Ministry Leadership Team members serve from June 1st to the following May 31st and the term is renewable.

## (Name of Catholic Faith Community) YOUTH MINISTRY

### Consistent Adult Presence (CAPs)

CAPs are adults who commit to building relationships with our young people by being present on a consistent basis at the scheduled Youth Ministry gatherings. CAPs are not necessarily involved in the planning or implementing of Youth Ministry activities, but they are encouraged to participate in the events.

Because building relationships of mutual trust, respect and understanding is integral to effective youth ministry, CAPs are important in all areas of Youth Ministry. Though CAPs commit to the Youth Ministry regular gatherings, they are invited to participate in the monthly activities, service projects, retreats, and any other activities involving our young people.

#### **CAPs have the following responsibilities:**

- Be present early on Youth Ministry activities (15 minutes early) in order to greet the young people as they arrive and make them feel welcomed.
- Participate in ice-breakers and group building activities.
- Participate in the Youth Ministry program when appropriate.
- Assist with setting up snacks and providing hospitality.
- Talk with the young people prior, during and after the events in order to foster the building of relationships and a sense of community.
- To get to know the young people's names.
- To stay around at the end of the event to talk with the young people and assist with re-setting the room.

#### **CAPs have the following qualities:**

- Like being around young people.
- Are willing to talk to young people about their day, school, friends and their life.
- Are able to really listen to young people and encourage them to talk.
- Make young people feel welcomed and accepted.
- Are willing to create relationships with young people.

CAPs have high visibility and low responsibility for programs and events, but they are the core of our youth ministry.

**Term:** CAPs serve for one year and the term is renewable.

**Support:** CAPs are supported by the Coordinator for Youth Ministry and the Activity Leaders.

## (Name of Catholic Faith Community) YOUTH MINISTRY

### Catechist

Catechists are responsible for planning and implementing a session or mini-course which fosters the religious education and faith formation of our young people.

#### Catechists have the following responsibilities:

- Choose an appropriate topic (in consultation with the Religious Education Coordinator and the Youth Ministry Coordinator).
- Decide on the length of the mini-course (1, 2 or 3 sessions).
- Plan each session with a balance of presentation, group sharing, group activity and questions/answers.
- Design appropriate handouts and activities.
- Plan an opening and/or closing prayer.
- Plan a simple ice breaker or introduction activity.
- Arrange for refreshments.
- Arrive at least 15 minutes early to set up and greet the young people.
- Arrange with the Religious Education Coordinator and the Youth Ministry Coordinator for appropriate publicity.
- Complete an after action report for the continuity file.

#### Catechists have the following qualities:

- Like young people and can enable them to share their faith stories.
- Willing and able to share their personal faith story and journey.
- Willing and able to present religious education and faith topics in a way that involves young people and relates to their life experiences.
- Knows the Church Teachings and is able to present them in an appropriate manner.

Mini courses can be planned in consultation with the Religious Education Coordinator and the Youth Ministry Coordinator, who has access to a variety of resources, text books and mini-courses. Catechists can work in teams in order to divide the responsibilities of hospitality, session presentations and prayer.

**Term:** Catechists serve for the duration of their mini-course and the term is renewable for other courses.

**Support:** Catechists are supported by the Coordinator of Religious Education and the Coordinator of Youth Ministry.



## (Name of Catholic Faith Community) YOUTH MINISTRY

### Activity Leaders

Activity leaders take responsibility for planning and implementing one of the monthly events held as a part of Youth Ministry. These activities might include socials, sports events, service projects, retreats, special youth liturgies, sports teams, fundraisers, and Archdiocesan events (Youth Day, Pilgrimage, National Catholic Youth Conference, Service Projects).

**Activity leaders have the following responsibilities:**

- Check calendar dates with the Youth Ministry Coordinator.
- Recruit a team of youth and adults at the Youth Ministry activities (if necessary).
- Meet with the planning team to review tasks and responsibilities (Create and follow a Youth Ministry Event Planning Form).
- Arrange for publicity, permission slips (if an off campus activity), transportation, registration fees (if needed), etc.
- Make the necessary contacts with the Catholic Faith Community calendar, Archdiocesan Office of Youth Ministry or other sites as needed.
- Follow up with the planning team to assure that all tasks are handled.
- Conduct some form of evaluation after the event.

**Activity leaders have the following qualities:**

- Like being with young people.
- Ability to plan, implement and evaluate activities.
- Ability to work with a planning team.
- Ability to enable young people to use their skills, work together, and foster their input and participation.
- Ability to communicate with young people.
- Ability to really listen to young people.

Activity leaders communicate with the Youth Ministry Coordinator, who provides resources and support.

**Term:** Activity leaders serve for the length of time needed to plan, implement and evaluate their activity. The term is renewable.

**Support:** Activity Leaders are supported by the Coordinator for Youth Ministry and the Youth Ministry Planning Team.

## (Name of Catholic Faith Community) YOUTH MINISTRY

### Youth Ministry Fundraising Coordinator

The Coordinator of Fundraising selects, coordinates, and implements various fundraising events to benefit the Catholic Faith Community Youth Ministry. This person works in conjunction with the Youth Ministry Commission and the Youth Ministry Planning Team. This position raises money for the Youth Ministry budget, reducing the cost of activities for our young people.

#### Responsibilities:

- Select fundraising events throughout the year and present the proposals to the Youth Ministry Commission and Youth Ministry Planning Team for approval and feedback.
- Check the dates and times with the Commission, Planning Team, and Catholic Faith Community.
- Recruit “workers” for the event from other adults (parents, etc.) and youth.
- Arrange publicity (Catholic Faith Community bulletin, inserts, flyers, bulletin boards, pulpit announcements) as appropriate.
- Arrange site set-up for the event.
- Seek a thorough understanding of the chapel funds regulations.
- Complete after action reports for the continuity file.

**Term:** This position has a renewable one year term, beginning each July.

**Support:** The Coordinator of Youth Ministry provides support and should be informed of all details and planning. The Coordinator of Youth Ministry provides an event planning sheet as a guide.

## (Name of Catholic Faith Community) YOUTH MINISTRY

### Youth Ministry Liturgy Coordinator

The Youth Ministry Liturgy Coordinator works with Youth Ministry members in planning and implementing the quarterly Youth Ministry liturgies. This position fosters the involvement of young people in Liturgy, and enables our young people to minister to the Catholic Faith Community.

#### Responsibilities:

- Recruit lectors, greeters, offertory procession, and Eucharistic ministers.
- Plan an appropriate presentation of the readings. Any drama should be rehearsed and any reflection should be reviewed and practiced. Both should be approved by the pastor.
- Arrange for any special environment, including banners, posters, props, etc.
- Coordinate setting up the church prior to Liturgy (gifts, sanctuary, and environment).
- Remind liturgy participants of dates and duties prior to Liturgy.
- Complete after action reports for the continuity file.

**Term:** This is a one year renewable position, beginning each July.

**Support:** The Coordinator of Youth Ministry provides support and the Catholic Faith Community Liturgy Committee is available as a resource. The Coordinator of Youth Ministry provides a Liturgy Planning Sheet as a guide.

(Name of Catholic Faith Community) YOUTH MINISTRY

Justice and Service Team Coordinator

The Justice and Service Team Coordinator is responsible for involving the young people of the Catholic Faith Community in service activities and justice education and awareness opportunities.

**Responsibilities:**

- Identify opportunities for service and justice education appropriate for young people.
- Present possibilities to the Youth Ministry Commission and Youth Ministry Planning Team and coordinate dates and times with the Youth Ministry Planning Team.
- Involve young people in activities sponsored by the Catholic Faith Community Justice or Social Ministry Committees where appropriate.
- Arrange for service and justice opportunities by making any necessary contacts with outside agencies.
- Coordinate publicity, transportation, and the recruitment of young people.
- Arrange for permission slips for all off-base activities.
- Recruit a young person to be a co-lead agent for appropriate activities.
- Complete after action reports for the continuity file.

**Term:** This is a renewable, one-year position, beginning each July.

**Support:** The Coordinator of Youth Ministry provides support and diocesan contacts and information.

**(Name of Catholic Faith Community) YOUTH MINISTRY**  
**World Youth Day Fundraising Coordinator**

This special position will coordinate fundraising efforts supporting young people participating in the international celebration of World Youth Day. The coordinator works with the Youth Ministry Commission and Youth Ministry Planning Team.

**Responsibilities:**

- Determine a series of fundraising events in coordination with the Commission and Planning Team.
- Set and arrange dates and times with the Catholic Faith Community, Commission, and Planning Team.
- Recruit “workers” for the event from other adults (parents, etc.) and youth.
- Arrange publicity (Catholic Faith Community bulletin, inserts, flyers, bulletin boards, pulpit announcements) as appropriate.
- Arrange site set-up for the events.
- Seek a thorough understanding of the chapel funds regulations.
- Complete after action reports for the continuity file.

**Term:** This position begins September and ends after the celebration of World Youth Day in August.

**Support:** The Coordinator of Youth Ministry provides support and should be informed of all details and planning. The Coordinator of Youth Ministry provides an event planning sheet as a guide.

## (Name of Catholic Faith Community) YOUTH MINISTRY

### Newsletter Editor

The Editor is responsible for overseeing the process of developing the Youth Ministry Newsletter. The newsletter includes practical information on upcoming events, permission slips, and a three-month calendar. The newsletter also included articles on topics of interest to young people; information on youth issues and concerns; articles on faith issues and topics; and features on Youth Ministry accomplishments.

#### The Editor has the following responsibilities:

- Recruit a newsletter committee from among the young people.
- Work with the committee in developing the appropriate articles and calendar information.
- Develop a timeline for articles and printing.
- Publish a quarterly newsletter that is sent to all the young people in the Catholic Faith Community.
- Coordinate the printing, collating and mailing of the newsletters.
- Maintain a current database of names and addresses.
- Complete after action reports for the continuity file.

#### The Editor has the following qualities:

- A commitment and love for youth.
- A willingness to collaborate and work with the newsletter committee.

**Term:** The one-year term is renewable.

**Support:** The Coordinator of Youth Ministry provides support, contacts, and current resources relevant to the newsletter.