

Groundbreaking

**A How-To Guide for
Building
Comprehensive Youth Ministry
in the
Catholic Faith Communities
of the U.S. Military**



Archdiocese for the Military Services, USA

Original 2005, Updated 2009

*This resource is provided
courtesy of the
Archdiocese of Baltimore
Division of Youth and Young Adult Ministry*

*Adaptations for Catholic Faith Communities
in the U.S. Military provided by the
Archdiocese for the Military Services, USA
Office of Evangelization
P.O. Box 4469
Washington DC 20017
(202) 719-3600
youthministry@milarch.org
www.milarch.org*

This page intentionally left blank

Table of Contents

1) Introduction

Basic goals and components of comprehensive Catholic youth ministry to apply to U.S. Military settings

2) Ten Steps in Planning Youth Ministry

Ten-steps to planning youth ministry with questions to guide your team discussion

3) Youth Ministry Teams: Important Agenda Items

Several important issues including child and youth protection resources

4) Roles in Youth Ministry Programming

Responsibilities of the team, coordinator, activity leaders, and chaperones

5) Gathering Young People: Publicity and Outreach

A variety of ways to promote youth ministry activities

6) Getting Started

Brainstorming with young people

7) Basic Resources

Appendices

Three sample forms for youth ministry:

- 1) youth interest survey
- 2) program planning worksheet
- 3) sample permission form

Section 1

Introduction

Welcome! Youth ministry is an exciting adventure which requires both prayer and planning.

How to Use This Manual

- 1) Brainstorm with youth to create a shared vision
- 2) Empower youth to develop a shared ministry
- 3) Leaders need to listen and guide
- 4) Resources to help are located in Section 7

Goals

The United States Conference of Catholics Bishops' 1997 document, *Renewing the Vision: A Framework for Catholic Youth Ministry*, states three primary goals:

- 1) To empower young people to live as disciples of Jesus Christ in our world today.**
- 2) To draw young people to responsible participation in the life, mission, and work of the parish** (*for the military setting the word parish is replaced with installation Chapel and community, italics added*).
- 3) To foster the total personal and spiritual growth of each young person.**

Components

The response to young peoples' personal and spiritual needs and the call to involve them in the faith community are most effectively done by establishing holistic and comprehensive programs. There are eight fundamental components described in the *Renewing the Vision* (RTV) document, which provide a framework for youth ministry:

- 1) Advocacy** - Create a welcoming environment within the Chapel community that enables all people to participate fully¹
- 2) Catechesis** - Faith builds on reason, lived experience and knowledge of the Church and its teachings²
- 3) Community Life** - Skill building for how to be a Catholic: love, respect and living a principled life³
- 4) Evangelization** - Reaching out to youth within the Chapel and reaching out to youth within the community⁴
- 5) Justice and Service** - Embracing Catholic social teaching while working for justice and serving others⁵

¹ "The ministry of advocacy engages the Church to examine its priorities and practices to determine how well young people are integrated into the life, mission, and work of the Catholic community" (RTV, 27).

² "The ministry of catechesis most effectively promotes the faith development of young and older adolescents when the curriculum is focused on important faith themes drawn from the teachings of the Church *and* on the developmental needs and life experiences of adolescents" (RTV, 30).

³ "The ministry of community life *builds* an environment of love, support, appreciation for diversity, and judicious acceptance that models Catholic principles; *develops* meaningful relationships; and *nurtures* Catholic faith" (RTV, 34).

⁴ "The ministry of evangelization shares the good news of the reign of God and invites young people to hear about the Word Made Flesh" (RTV, 36).

⁵ "The ministry of justice and peace *nurtures* in young people a social consciousness and a commitment to a life of

6) Leadership Development - The practice of leadership: empowering young people to use their diverse gifts, talents and abilities⁶

7) Pastoral Care - Practicing the compassionate presence of Christ⁷

8) Prayer and Worship - Celebrating and deepening young peoples' relationship with Christ⁸

Underlying Assumptions for a Comprehensive Vision

Renewing the Vision encourages integrating all Catholic ministry with young people and their families into the total life of the Catholic faith community, recognizing that the whole community is responsible for this ministry. The following themes ensure that the vision utilizes all available resources:

a) Developmentally Appropriate - Focus on age appropriate activities⁹

b) Family Friendly - Recognizes parents as the primary agent of formation¹⁰

c) Intergenerational - Appropriate times to gather with people of the community and of different ages¹¹

d) Multicultural - It is important for youth to be aware of cultural and ethnic influences¹²

e) Community-wide Collaboration - Networking: How to build partnerships¹³

justice and service rooted in their faith in Jesus Christ, in the Scriptures, and in Catholic social teaching; *empowers* young people to work for justice by concrete efforts to address the causes of human suffering; and *infuses* the concepts of justice, peace, and human dignity into all ministry efforts" (RTV, 38).

⁶ "The ministry of leadership development *calls forth, affirms, and empowers* the diverse gifts, talents, and abilities of adults and young people in our faith communities for comprehensive ministry with adolescents" (RTV, 40).

⁷ "The ministry of pastoral care is a compassionate presence in imitation of Jesus' care of people, especially those who were hurting and in need" (RTV, 42).

⁸ "The ministry of prayer and worship *celebrates and deepens* young people's relationship with Jesus Christ through the bestowal of grace, communal prayer and liturgical experiences; it *awakens* their awareness of the spirit at work in their lives; it *incorporates* young people more fully into the sacramental life of the Church, especially Eucharist; it *nurtures* the personal prayer life of young people; and it *fosters* family rituals and prayer" (RTV, 44).

⁹ "Effective ministry with adolescents provides developmentally appropriate experiences, programs, activities, strategies, resources, content, and processes to address the unique developmental and social needs of young and older adolescents both as individuals and members of families" (RTV, 20).

¹⁰ "Ministry with adolescents recognizes that the family has the primary responsibility for the faith formation of young people and that the parish and the Catholic school share in it" (RTV, 21).

¹¹ "Ministry with adolescents recognizes the importance of the intergenerational faith community in sharing faith and promoting healthy growth in adolescents" (RTV, 22).

¹² "Ministry with adolescents is multicultural when it focuses on a specialized ministry to youth of particular racial and ethnic cultures *and* promotes multicultural awareness among all youths" (RTV, 22).

¹³ "Community collaboration means building partnerships among families, schools, churches, and organizations that mobilize the community in a common effort to build a healthier community life and to promote positive

f) Leadership - Mobilizing leadership on two levels, adult leadership and youth leadership equals comprehensive youth ministry¹⁴

g) Flexible/Adaptable Programming - Creating an attractive variety of opportunities and activities¹⁵

Developing youth ministry takes time. Time to develop relationships, time for youth to get the message that the church cares, time for youth to accept adults as true models for their life.

adolescent development” (RTV, 24).

¹⁴ “Ministry with adolescents mobilizes *all* of the resources of the faith community in a comprehensive and integrated approach. ...This approach involves a wide diversity of adult *and* youth leaders in a variety of roles necessary for comprehensive ministry” (RTV, 24).

¹⁵ “Ministry with adolescents creates flexible and adaptable program structures that address the changing needs and life situations of today’s young people and their families within a particular community”(RTV, 25).

Section 2

Ten Steps in Planning Youth Ministry

Step One: Get the Right People Together

The first step is developing a team for the youth ministry in your community. The team should include people who can be good adult role models, who are comfortable sharing their faith with youth and who like young people. The team should include both adult and youth leaders, and a member of the Catholic Chapel staff. All participants on the team should be comfortable sharing their faith.

Avoid the "lone ranger" trap. Youth ministry is a team effort! It is also important for someone to serve as the team coordinator. A more formal coordinator may be chosen later, if necessary. In the early planning stages, someone has to facilitate the group and provide leadership. The team should choose a coordinator and deal with these initial responsibilities:

- a) Who should be on the youth ministry team?
- b) Who will facilitate the team meetings?
- c) Who should serve as coordinator?
- d) How do we seek support of the U.S. Military Chapel staff?

Step Two: Understand Your Goals

Be sure to begin each planning session with prayer. Pray for young people and their needs. Take time to pray for an openness of the Catholic faith community to welcome young people. The team needs to spend time clarifying their vision of youth ministry by considering the following:

- a) What is our vision of youth ministry?
- b) What do we want to accomplish?
- c) What do we want to provide the youth of our Catholic faith community?
- d) Does our team have a holistic and comprehensive approach to ministry to young people?
- e) Set our goals. Goals should reflect a local application of the three goals set out by the U.S. Bishops' 1997 document on *Renewing the Vision*, (see previous section).

This is a time for building team relationships and developing good communication within the group. The team should also discuss whether the program is for junior high or senior high. The team might choose to reach out to both groups and meet together periodically. This decision will affect the style and type of programs to be developed.

Step Three: Past Programs and the Current Situation

It is important for the team to look at the local history of youth ministry at your military installation.

- a) Is there a continuity file for youth ministry?
- b) What's been done in the past?
- c) What's going on right now?
- d) Do we have adolescent catechesis?
- e) Do we have a Confirmation program?
- f) Do we have Catholic Scouting and/or Venturing?
- g) Do we have a Columbian Squires group?
- h) Do we have a Catholic school nearby as a resource?
- i) Have there been problems in the past?
- j) What worked and what did not work?

Step Four: Conduct a Needs Assessment

Your youth ministry efforts must begin with an understanding of the needs and wants of the youth and their families. Refer to *Appendix 1* for a sample youth survey to be distributed at Mass and other appropriate locations.

Step Five: Brainstorm Program Activities and Ideas

Based on the needs from the assessment, it is time to generate program ideas. Prioritize your ideas. Youth ministry should include the elements of the eight components of Catholic youth ministry as previously described in the introduction. Emphasize quality activities over quantity of participants. Good programs, publicity and personal invitations will attract youth. Go for the short term, immediate successes at first. Then plan for the long term. Do not plan more than your team can actually do.

- a) What ideas do we have for each of the eight components?
- b) What are the top two in each area?
- c) What are our time and personnel limitations?
- d) How can we bolster our team effort?

Step Six: Develop the ideas into Actual Programs

Keep planning groups down to 4-6 adults and youth. Each group could plan one event or activity. Good planning always answers the what, when, where, how, and who questions (see the sample event planning form, *Appendix 2*). Plan a variety of program formats, times, and content. Plan activities that youth want. Gather youth ministry resources for planning (see Section 7). Plan well and plan for good publicity. Use flyers where allowed, send a newsletter to each Catholic family with teenagers, make personal phone contacts, use the Chapel bulletin, the Chapel web site, and post posters around the Chapel. Be creative and always over-publicize!

- a) Have we answered all the basic planning questions?
- b) Have we planned for good publicity?
- c) Have we considered refreshments?
- d) How do we respond to positive responses?
- e) How do we respond to negative responses?

Step Seven: Develop a Youth Ministry Calendar

Plan in seasonal or three month blocks. Summer is an important time for programming activities. Achieve a balance of activities among the eight components of comprehensive youth ministry which are listed in the Introduction. Check with the chapel and local high school and other installation calendars, so you are not competing for time. You should also touch base with nearby Catholic parishes for activities your young people could be invited to. It is good for teenagers to see what others are doing and it helps them experience a larger sense of church. Seek out the local diocesan office of Catholic youth ministry to inquire about their calendar of events. Your team does not have to plan everything, sometimes you just need to find gatherings to plug into. Call the Archdiocese for the Military Services, USA Office of Evangelization for reference information regarding local diocesan Offices of Youth Ministry, (202) 719-3600.

- a) Have we checked the diocesan, chapel, base and school calendars?
- b) Do we have our activities spread out over the next few months?

Step Eight: Assign Responsibilities and Leaders

Young people should take responsibility for the program activities. Adults should provide the leadership when youth are not ready. Each activity should have a lead agent or co-lead agents with a teen and adult together. This leadership could come from the planning team for that event.

- a) Do we have a planning team for each activity?
- b) Do we have a person assigned to each task?
- c) Have we discussed an appropriate role for youth?

AMS Groundbreaking

- d) Is the team building confidence in itself by doing positive things for Catholic Chapel youth?
- e) How are young people being included in implementing and leading activities?
- f) How are we praying as a team for each activity?

Step Nine: Develop an Organizational Structure

There are a variety of approaches to organize youth ministry. Choose what works best in your local community. Program committees with youth and adults, a coordinating team, a youth board and adult advisory board are all options for your organization. Use the structure that will work for your team. Also, it is important to determine regular meeting times for the committees, team, or board and to identify the person who will coordinate the organization, set agendas, and facilitate the meetings.

- a) What structure will we use?
- b) How often will our coordinating team meet?
- c) Who will facilitate the team meetings?
- d) Who will take minutes of the meeting?
- e) Who will set the agenda?
- f) How has time for reflection and prayer been incorporated into planning sessions?

Step Ten: Planning and Evaluation Process

Schedule the times when this group will re-assess and plan for the upcoming year. Planning is an ongoing and intentional process and includes opportunities for team building and social times.

- a) When will we evaluate our year?
- b) When will we plan for the upcoming year?
- c) What opportunities for youth and adult training are available through the diocese or other means?
- d) Do we need outside consultation from the diocesan youth office in the evaluation process?

Section 3

Youth Ministry Teams: Important Agenda Items

Nurture Community Among the Team

The team should work at getting to know and understand each other. A retreat day just for the team is a good idea. Remember that whenever new members join the team, time must be taken to re-build/re-enforce the team's community.

Youth Protection and Safety Issues

Check with the Catholic Chaplain, legal office and MWR about policies regarding background checks for adult leaders and volunteers. Make sure that all volunteers are familiar with the following websites: United States Conference of Catholic Bishops youth protection web site, <http://www.usccb.org/ocyp/>, the Virtus web site, <http://www.virtus.org/virtus/>, and the Boy Scouts of America Online Learning Center, <http://olc.scouting.org/info/ypt.html>.

Volunteers

Check with the Catholic Chaplains and the military authorities about the requirements for applying for volunteer service at your installation. For further information on processing volunteers and those having substantial contact with minors, refer to the United States Conference of Catholic Bishops' 2002 document titled *Charter for the Protection of Children and Young People*. This document may be found online at: <http://www.usccb.org/ocyp/charter.shtml>.

Transportation Guidelines

All trips that involve transportation must adhere to the U.S. Military chapel and military installation policies.

Permission Forms

Permission forms are needed whenever youth take trips. Special attention shall be given to medical releases. See *Appendix 3* for a sample military permission form that may be adapted for your local military community.

Guidelines for Volunteer Supervision

The following paragraphs detail information on healthy boundaries and mature leadership. Determining the number of adults needed for supervision of adolescents depends on a number of factors: the nature of the activity, the age of the adolescents, and the location of the activity. For starters, in most dioceses all activities require a minimum of two adults, **21 years of age or older**. Unless the group being supervised is either all boys or all girls, there must be a chaperone of each gender. A good standard for away trips is a 1:6 ratio (1 adult for six youth). It is inappropriate for adults to drink any alcoholic beverages while supervising a youth ministry activity.

Guidelines for Disclosure and Reporting

Volunteers need to have a clear understanding of the difference between counseling and guidance. The youth ministry planning team should develop a good list of referrals for counseling and youth at-risk services in the local military and civilian community. Youth ministry leaders, unless certified as a counselor, are not governed by public laws regarding disclosure. Young people should understand that a youth ministry leader, either volunteer or professional, is not restricted by law from disclosing information to parents, public authorities, U.S. Military chapel staff or counseling services. On the other hand, youth ministry leaders need to respect the trust that a young person exhibits when he or she confides in an adult leader.

Some basic guidelines:

- Always encourage parental involvement in reaching a solution. Parents have the primary responsibility for their children and failure to respect that responsibility can lead to difficulty. Where appropriate, coach a

AMS Groundbreaking

young person on how to approach their parent/guardian. In some instances it may be necessary to accompany a young person when talking with their parents. Interceding for a young person by speaking with their parents before a meeting of the parents and young person is also an option.

- Involve a third party to use as a sounding board for your discussions and follow up actions with the young person. Using a third party as a sounding board is especially important in situations where it is inappropriate to contact the parents. Remember that state law requires all child abuse to be reported to the proper authorities.
- Be on the lookout for life threatening situations: suicide, substance abuse, runaway, sexual abuse, or other physical harm. Know the appropriate agencies on your military installation to contact in these emergencies. Youth ministry leaders should be aware of the warning signs of these situations. Failure to respond to a detected life threatening situations may be perceived as negligence.
- If you perceive professional counseling is necessary consult first with the Catholic Chaplain and the parents.

Overnight Accommodations

Be sure to check with your local military chapel for policies regarding overnight trips. Participants should be clear about the restrictions concerning sleeping areas. In general, there should never be mixed gender gatherings in the sleeping areas. Whether you are camping in tents, using a retreat house, or hotel rooms, boys should never be in the girls sleeping area and vice versa. It is appropriate to restrict any mixed-gender social gatherings in the sleeping areas.

- While adults have supervision responsibilities, they should also observe restrictions about being in the sleeping areas of the opposite gender.
- With the exception of large dormitory sleeping accommodations [at work camp or on pilgrimage], adults and youth should never room or tent together at any overnight youth activity. This boundary serves to protect both the youth and the adult leaders. It also requires special attention for chaperones regarding supervision during the night time hours.

Total Youth Ministry

Youth ministry in the military often affords the opportunity for ecumenical connections. Military chapels are utilized by many different faith groups. These connections can create an understanding of shared religious values. In *Renewing the Vision* the U.S. Bishops highlight the need for community-wide collaboration, "Ministry with adolescents involves creating healthier civic communities for all young people. This involves networking with leaders in congregations of diverse faith traditions, public schools, youth-serving agencies, and community organizations to nurture a shared commitment to promoting mutual respect and understanding; to share resources; and to plan community-wide efforts and programs" (RTV, 24).

Beyond these different program possibilities, a comprehensive Catholic youth ministry should work with other Catholic chapel organizations to encourage and enable them to include youth in their ministry. Youth can and should have a role in many different Catholic chapel programs: representation on the parish advisory committee (parish council), liturgy committee, peace and justice committee, outreach and service program, planning teams for the chapel activities, liturgical ministries, music ministry, vacation bible school, etc.

Please realize that no military Catholic faith community can start with all of this. But it is important that the vision with which you start includes the big picture. Remember not to limit yourself to thinking that Catholic chapel youth ministry is solely the youth group gathering. Youth ministry is comprehensive and is actively involved with the entire on-going life of the Catholic faith community and the community at large.

Plan for On-going Training

Once a team has been assembled, it seems that every Chapel Catholic is anxious to get youth ministry rolling. Certainly, it is important to get some positive things accomplished while the group's energy is high. But do not forget to plan for training. Successful youth ministry never happens by chance. Skilled leaders and committed volunteers require initial and on-going training. Check with your local diocesan Office of Youth Ministry or the Office of Evangelization with the Archdiocese for the Military Services, USA for possible training opportunities. Diocesan, regional, and national conferences also provide opportunities for training.

Plan for Advocacy within the U.S. Military Catholic Chapel

Remember that not all people in the U.S. military Catholic chapel agree on the importance of youth ministry. For that reason it is important to keep the Catholic Chaplain and the chapel staff aware of what is happening. Use the Catholic bulletin to advertise upcoming events and also to thank key leaders for their service on past successes. Make regular reports to the Catholic Chaplain and/or the Catholic faith community council. If the Catholic community has a newsletter, make sure you include news about the good things that young people in the Catholic chapel have accomplished. Because there are some adults who have a negative image of adolescents, it is important to help the chapel to learn about the positive impact that youth are making in their community. This is advocacy!

Prayer

This is not "just one more item" that is important to your youth ministry team meetings. Prayer should be the first item on all meeting agendas. Moreover, prayer brings the team together and establishes a common ground on which to build youth ministry. Take the time to be creative with the prayer experiences. Do not be afraid to spend 15-20 minutes of the meeting in prayer. Utilize different forms of prayer, especially prayer that allows the team to share their faith or their vision of ministry. Prayer works best in bringing the team together when all members of the team take turns in planning the prayer. Utilize your resources. Where possible, the team might come together for Mass prior to the meeting. Be sensitive to the many different styles of prayer that members of the team prefer and make it known that all styles are welcome. Young people will learn to pray better when the adult team models good prayer habits.

Section 4

Coordinator of Youth Ministry - It is the coordinator's responsibility to **enable** the Catholic Chapels' ministry to young people. Five key areas for the coordinator's attention include:

- a) Direct programming
- b) Seasonal programming
- c) Leadership development
- d) Sacramental and/or catechetical programs
- e) Administration

Essential tasks:

- a) Coordinate ministry to young people
- b) Facilitate youth ministry team
- c) Serve as the liaison between the community and youth
- d) Coordinate the recruitment, training, and support, of volunteers
- e) Provide access to resources
- f) Advocate for *Renewing the Vision: A Framework for Catholic Youth Ministry* to the Catholic faith community

Youth Ministry Team - The planning team has the following tasks:

- a) Needs assessments, setting goals and objectives, and designing programmatic activities
- b) Planning, implementation, and evaluation of the designed program
- c) Holistic programming to include scouting, sports, adolescent catechesis, confirmation, parent involvement and programs, justice and service activities
- d) Involvement of young people in the life of the Catholic faith community

Program and Activity Leaders - Their responsibilities include:

- a) Direct responsibility for the planning, implementation and evaluation of critical areas within the program, for example: confirmation coordinator, justice and service coordinator, youth ministry leader, scoutmaster
- b) Direct responsibility for specific activities, for example: catechists, scout leaders, youth group advisors, trip leaders

Chaperones - Their tasks include:

- a) Consistent adult presence at youth ministry activities
- b) Provide appropriate supervision as outlined by the planning team and/or coordinator
- c) Interact with the young people, developing relationships of respect, trust and care
- d) Chaperones are **not** just drivers or guards their role is to build relationships with the young people

Certification – The Archdiocese for the Military Services, USA expects those who serve young people in the area of catechesis and evangelization to pursue, at the minimum, the AMS basic Catechist Certification. This includes participation in Child and Youth Protection training as well as meeting the volunteer and/or staff requirements for background checks set forth by the local military chapel where they serve.

Youth ministry leaders and volunteers participate in catechesis by the very definition of comprehensive youth ministry as articulated in the goals and components of Catholic Youth Ministry (see *Renewing the Vision: A Framework for Catholic Youth Ministry*, USCCB, 1997.)

Section 5

Gathering Young People: Publicity and Outreach

Hospitality - It is important to send out the message that young people are a priority:

- a) Establish a consistent space for publicity. Consider *The Catholic Faith Handbook for Youth*, from St. Mary's Press, www.smp.org, and some of the Scriptographic books, www.channing-bete.com, that Channing L. Bete distributes.
- b) Advertise the meetings of your planning team as they occur. For example: Coming up.... a **MEETING** for all youth of the Catholic chapel to gather and give input on youth activities for our Catholic faith community. Stay tuned for time and place."

Presence - Ways to be present to young people without gatherings:

- a) Birthday cards sent to every young person (young and older adolescent) of the Catholic chapel. Such cards should have no other agenda than to say happy birthday. (Do not make it a "please come" strategy)
- b) Newsletters sent to all families of the Catholic faith community with adolescents
- c) Visit high school sports games, drama events, regular school days, any special events and let them know you are present from the Catholic faith community and wish them well
- d) Send a special card with a prayer and a good wish at exam time to youth of the Catholic faith community
- e) Have a special sensitivity to any youth present at a funeral, a wedding, a baptism, or a celebration in the Catholic Chapel with an appropriate contact and perhaps presence of a youth ministry adult
- f) Have members of the Catholic faith community represent the Catholic Chapel by participating in community sponsored events (community/neighborhood fairs, for example)
- g) Have advertisements placed in high school play production programs, sports banquet programs, or school newspapers with "Best wishes to....from the Catholic Faith Community of _____. We're rooting for you/are proud of you" (or a similar message)

Publicity

You want to bring young people out for an event, an assessment, a community builder, a town meeting. How do you get them there? Consider marketing techniques to share the good news. The more ways you get the word out, the more effective the publicity. The more creative the visuals and titles, the better:

Do not only put an announcement in the Catholic Chapel bulletin

Do not only have an announcement made at liturgies

Do not only put a notice up on your YOUth bulletin board

Do not only circulate flyers at local school sports or social events, or ask schools to post notices

Do not only send out the word through the mail...newsletter, postcard

Do not only send out the word through e-mail, web site, etc.

Do not only create an identifiable name and logo to associate with youth ministry or this particular event and put it on all advertisements

Do not only divide up phone numbers and make personal contacts

Do not only ask youth known to you to make contacts with other youth or make the announcements at weekend liturgies

Do not only send out word through regular channels of communication: religious education programs, confirmation programs, Catholic Chapels

Do not only put at the bottom of youth ministry calendars you distribute or announcements "POST ON REFRIGERATOR OR BULLETIN BOARD"

AMS Groundbreaking

Do not *only* advertise in "bytes" (sound or visual) - short slogans, recognizable phrases, catchy artwork/video clips

Positive publicity ideas:

- a) **Do *ALL* of the above or a healthy predetermined combination...and be creative in the ways you send out the word**
- b) ***Plan* your marketing strategy for each event, create a logo and a name and promote your activity everywhere**
- c) **Always give *plenty of lead time* in your publicity to youth and their parents as they plan their schedules**

Personal Invitations

While the publicity sets the foundation it is vitally important to personally invite young people to come and share their ideas. Having the promotional material in place gives your team something to refer to when inviting young people. For example, when you meet a young person you could say: "Hi John/Jennifer, have you noticed the announcements about our upcoming youth gathering? We could sure use your input as we develop a plan. I would like to invite you to be a part of this new process. I hope you can join us. Let me know if you or your parents have any questions." Do not underestimate the value of personally inviting youth to participate. It is a sure way for your planning team to show that the Catholic faith community does indeed value youth.

Section 6

Getting Started: A Brainstorming Meeting

Objective: The brainstorming meeting is a gathering of young people primarily designed to get ideas and input about the activities, events, and programs they would like to see offered in the Catholic chapel. It is also an opportunity to build community among the participants and lets them know that the Catholic Church cares.

- a) Get together as an entire group to share ideas, an option would be to prioritize the list of activities
- b) Post the list of activities on the wall and have the participants sign their name and phone number under the activity they would be interested in helping plan, this is the beginning of planning teams for the chosen activities
- c) Hold a discussion about comprehensive youth ministry using the goals and components in Section 1
- d) Refreshments, social time, and announce the next planning date(s)

Materials Needed

Nametags (with symbol or sticker for breaking into small groups)
Ice-breaker materials
Newsprint and markers
Tape
Refreshments

Planning Team Tasks

- a) Secure site
- b) Inquire about checking the Catholic Chapel census to send out personal invitations, put posters in the Catholic Chapel and schools (if feasible), have bulletin announcements and inserts, have the team make personal phone calls, Over- publicize!
- c) Gather the materials for the ice-breakers and small group process
- d) Decide on the ice-breakers, break into small groups, and facilitate large group reports
- e) Secure food and drink, perhaps some items can be donated
- f) Assign tasks: registration, publicity, prayer, welcome, ice-breakers, small group process, refreshments, decorations, and clean up

All team members must be welcoming!!!

Often adult leaders tend to stand in the back of the room as though they are chaperoning a dance. Youth ministry encourages youth and adults to get to know one another. That means that adults need to join the mix. Adults need to participate in the informal gathering, the ice-breakers, the small group discussions, etc. This doesn't mean that adults should dominate or direct these things but rather they should participate. Staying in the chapel kitchen to prepare refreshments is a nice service. Adults who join the mix, however, offer a healthy model of hospitality that will form the way young people develop relationships with youth and adults.

Planning team: 6-8 youth and adults
Planning meetings: 3-4 including evaluation

Section 7

Basic Resources

Youth Ministry Web Sites Links

Many web sites have much to offer in the area of Catholic youth ministry, we recommend the following as a starting point:

Archdiocese for the Military Services, USA

www.milarch.org

www.oymmilarch.org

Catholic Campaign for Human Development

www.usccb.org/cchd/index.htm

Catholic Relief Services

http://education.crs.org/prayer_services.cfm

Center for Ministry Development

www.cmdnet.org

Cornerstone Media, Inc.,

www.cornerstonemedia.org

Disciples Now

<http://disciplesnow.faithstreams.com/>

Group Publishing

www.grouppublishing.com

National Federation for Catholic Youth Ministry

www.nfcym.org

Saint Mary's Press

www.smp.org

Ministry Training Source

<http://www.ministrytrainingsource.org/>

United States Conference of Catholic Bishops

www.usccb.org

Youth Ministry Print Resources

There is a growing wealth of Catholic youth ministry resources. The following, which is by no means a complete list, are offered as a starting point. These publications will assist the youth ministry team as they begin to give shape to comprehensive youth ministry in the local Catholic faith community.

Carotta, Michael, *Sometimes We Dance, Sometimes We Wrestle: Embracing the Spiritual Growth of Adolescents*, Harcourt Religion Publishers, Dubuque, IA, 2001.

Carotta, Michael, *Have Faith, Sustaining the Spirit for Confirmation and Beyond, A Candidate and Sponsor Resource*, Twentythird Publications, 2007.

AMS Groundbreaking

General Directory for Catechesis, (United States Catholic Conference, Washington, DC, 1998, Publication No. 5-225).

McCarty, Robert, editor, *The Vision of Catholic Youth Ministry: Fundamentals, Theory, and Practice*, St. Mary's Press, Winona, MN, 2005.

McCarty, Robert, *Thriving in Youth Ministry*, St. Mary's Press, Winona, MN, 2005.

Mercadante, Frank, *Growing Teen Disciples: Strategies for Really Effective Youth Ministry*, St. Mary's Press, Winona, MN, 2001, originally published by Ave Marie Press in 1998.

Moitoza, Mark, *Unpacking Faith: A Resource for Catholic Military-Connected Adolescents and their Parents*, Cloverdale Books, 2007.

Moitoza, Mark, NFCYM Help Note "Reaching out to youth and families in the U.S. Military", 2005, see the NFCYM online store in the Help Note section, <http://www.nfcym.org>.

National Directory for Catechesis, United States Catholic Conference, Washington, DC, 2005.

NFCYM Series, Living and Loving Our Catholic Faith – each year a new edition is added to this series. See the NFCYM web site for this and other resources in the online store, <http://www.nfcym.org>.

Renewing the Vision: A Framework for Youth Ministry, United States Conference of Catholic Bishops, Washington, D.C. 1997. English: Publication No. 5-004, Spanish: Publication No. 5-005.

Promise to Protect, Pledge to Heal: Charter for the Protection of Children and Young People, United States Conference of Catholic Bishops, Washington DC, 2002, Publication No. 5-540.

The Total Faith Initiative, St. Mary's Press, Christian Brothers Publications, Winona, MN, 2004.

- Includes resources from Scriptures and Tradition
- 6 youth ministry resource manuals
- 4 catechetical manuals
- A coordinator's manual
- CD-Rom

White, David, *Practicing Discernment with Youth: A Transformative Youth Ministry Approach*, Pilgrim Press, Cleveland, OH, 2005

Acknowledgement

Reference acknowledgement for Section 1

Excerpts from *Renewing the Vision* ©1997, United States Conference of Catholic Bishops, Washington, D.C. Used with permission. All rights reserved. No part of this work may be reproduced or transmitted in any form without the permission in writing from the copyright holder.

Appendix 1 Youth Interest Survey

The Youth Ministry Planning Team at our Catholic Chapel needs your opinion! Please take a moment and tell us what days are good for your participation in youth ministry and the activities in which you would be most interested!

Age: _____

Grade: _____

School: _____

Scheduling: Please indicate the best days of the week for your participation in programs that the Catholic Chapel would sponsor. Check all the days that are good for you!

- ___ Sunday afternoon
- ___ Sunday evening
- ___ Monday evening
- ___ Tuesday evening
- ___ Wednesday evening
- ___ Thursday evening
- ___ Friday evening
- ___ Saturday afternoon
- ___ Saturday evening

Please indicate how frequently you would participate in programs that the Catholic Chapel would sponsor. Select all the options that are good for you!

- ___ every week
- ___ every other week
- ___ once a month

Youth Ministry Events: Please indicate in which of the following activities you would participate!

- ___ weekly or bi-weekly youth group
- ___ confirmation program
- ___ post confirmation program
- ___ youth retreats or lock-ins
- ___ youth liturgies and prayer experiences
- ___ service projects (soup kitchens, clothing drives, work camps)
- ___ social events (camping, ski trips, beach trips, dances, sports events)
- ___ special topics nights (dealing with drugs and alcohol, stress, deployments, relationships, sexuality, depression)
- ___ leadership training programs
- ___ youth newsletter
- ___ drama production or One Act Plays
- ___ diocesan events (Youth Day, National Catholic Youth Conference)
- ___ faith topics:

Please indicate all the faith topics of interest:

- ___ discovering what is unique about me
- ___ understanding parents and my family
- ___ developing skills for making and keeping relationships
- ___ understanding my sexuality
- ___ developing a more personal relationship with Jesus
- ___ learning how to make moral decisions
- ___ discovering what it means to belong to the Church
- ___ developing a personal prayer life
- ___ exploring adult lifestyles (marriage, single life, religious life)
- ___ exploring the Bible (Old and New Testament)
- ___ discovering what it means to be a Catholic Christian
- ___ exploring the Christian response to the social problems and injustices in our world

AMS Groundbreaking

____ Are there other issues or activities you'd like to see offered?

School and neighborhood involvement: *Please indicate in what other activities or groups you are already involved.*

- ____ school sports teams
- ____ school clubs or organizations
- ____ student council
- ____ school campus ministry
- ____ neighborhood rec/sports leagues
- ____ scouting
- ____ 4-H Clubs
- ____ a job
- ____ other _____

Hobbies, skills, or interests: Please list your special hobbies, skills, or interests:

Thank you for filling out this interest survey. The Youth Ministry Planning Team will use these findings to develop the Catholic chapel ministry for young people. So keep watch for future youth ministry events and gatherings!

Appendix 2
Program Planning Worksheet

Event:

Date:

Time:

Objective:

1. Planning Team Members

Team Leader:

Phone:

E-mail:

Member:

Phone:

E-mail:

Member:

Phone:

E-mail:

Member:

Phone:

E-mail:

Member:

Phone:

E-mail:

Member:

Phone:

E-mail:

Advisor or Adult Contact:

Phone:

E-mail:

2. Basics

Location:

Location checked for availability:

Who:

Projected attendance:

Adult chaperones: (who)

Projected expenses: (what and how much)

AMS Groundbreaking

Projected fund requests needed?

Projected income: (admission fee?)

Permission Form Needed?

Who:

3. Program Outline, Action Steps, and Assignments

What:

When:

Who:

4. Equipment and Materials needed

What:

Who:

5. Publicity

What:

When:

Who:

6. Refreshments

What:

When:

Who:

7. Evaluation (After Action Report)

How:

When:

Who:

Keep a copy of this program planning worksheet and the evaluation in a Catholic youth ministry continuity file for future use. Be sure to pass on a copy of the evaluation of each activity to the Catholic Chaplain.

Appendix 3

RELEASE OF LIABILITY AND HOLD HARMLESS AGREEMENT

As the Parent/Legal Guardian of: _____
(minor), I hereby give my consent for the above named minor child's participation in Youth Retreat, to be held at _____. The Chaplain's Department at _____ will provide transportation to and from the event on the following dates: _____. Everyone will leave from _____ on _____ and return to _____

In consideration of my minor child's participation in the above named event, I the undersigned, intending to be legally bound, do hereby forever waive, release and give up any and all claims, demands, liability damages, costs and expenses of any kind what-so-ever (including personal injuries and wrongful death) for myself, minor child, my heirs, my executors and administrators against the U.S. Government, Department of Defense, U.S. Army, U.S. Air Force, U.S. Navy or U.S. Marine Corps, or the Chaplain's Department at _____, and any volunteers participating in the above named event as well as _____ or their tenant commands and members, officers, employees, volunteers, representatives, agents and assigns from any and all rights, claims, or liability for any and all personal injury or illness, wrongful death, property loss, that I, or my minor child, incur in connection with my child's participation in this event.

I attest and verify that I have full knowledge of the risks and danger involved in my child attending this event and agree to indemnify and hold harmless the U.S. Government or its agents and assigns aformentioned from all claims, demands or causes of action including court cost and attorneys fees directly or indirectly arising from my minor child's participation in the above mentioned event and/or any other proceedings brought by or prosecuted for my or my minor child's benefit contrary to this agreement.

This release extends to all claims of any kind and nature, whatsoever known or unknown and I and my child expressly waive any benefits I or my minor child might otherwise have under the Civil Code of the State of _____, Federal law or the laws of any other jurisdiction relating to the above.

I certify that my minor child is in good health and able to participate in this event/outing. In the event my minor child is injured or becomes ill while participating in this event/outing, and I cannot be contacted at or through the telephone number that I have provided, I hereby authorize whatever medical care and services necessary under the circumstances to treat the injury or illness of my minor child, and agree to be liable for the cost thereof.

I certify that my minor child is in good health and able to participate in this event/outing.

Signature _____ Address _____
Parent/Guardian

Name _____ Phone _____
Printed/Typed

Name of Minor _____ Age _____
Printed/Typed

Date _____