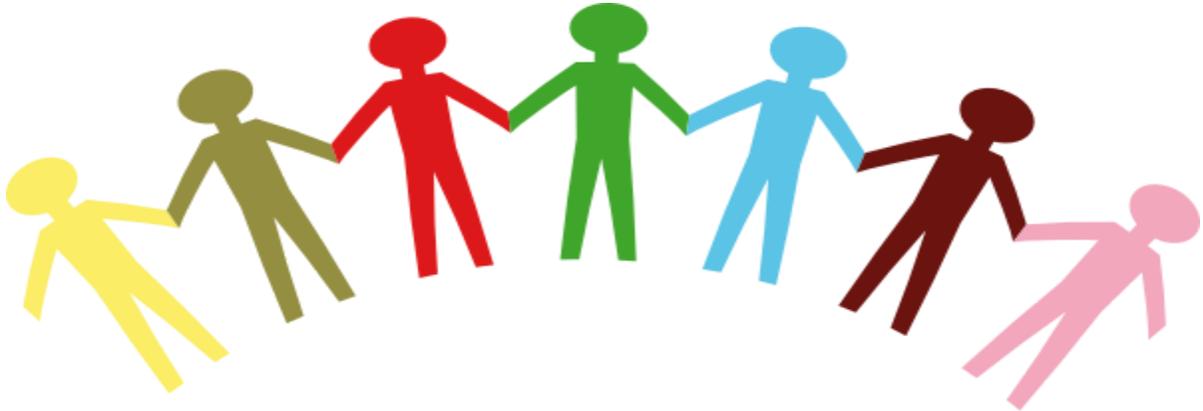


YOUTH MINISTRY

Family/Youth Handbook



2016-2017

Unified in Faith, Discipleship, and Service

CHURCH OF SAINT JOSEPH

Office of Youth Ministry

245 NORTH MAIN STREET

SPRING VALLEY, NY 10977

CHURCH OF SAINT JOSEPH

Office of Youth Ministry

“Youth ministry is the response of the Christian community to the needs of young people and the sharing of the unique gifts of youth with the larger community”

(USCCB, A Vision of Youth Ministry, p. 6)

Dear Fellow Youth Ministers:

Thank you for your commitment to respond to the needs of our young people at Saint Joseph Church! Together we will share our faith, time, and love with the young people of our parish.

Youth Ministers have the great responsibility of engaging young people through faith formation and discipleship, while keeping those who participate safe from harm. Not only are Youth Ministers responsible for safety, but the youth themselves and their parents must also play a role. This handbook is designed to help you in your day-to-day ministry at Saint Joseph Church. These guidelines are a practical tool to assist you in your role as a Youth Minister.

On behalf of all of the administration, clergy, and pastoral staff of Saint Joseph Church, we want to thank you again for all that you do to help form our youth into true **disciples**. Your commitment and devotion is a shining example to all!

Yours in Christ,

Rev. Fr. Patrick Adekola
Youth Ministry Chaplain

Rev. Fr. Levelt Germain
Pastor



CHURCH OF SAINT JOSEPH

Office of Youth Ministry

TABLE OF CONTENTS

PART ONE - GENERAL INFORMATION

Mission Statement, Youth Ministry Leadership,
and Office Contact Information
.....page 3

Our Vision
.....page 4

Associate Youth Ministers: CORE and IMPACT Teams
.....page 6

PART TWO - OUR PARISH YOUTH PROGRAM

PART THREE - FORMS

CHURCH OF SAINT JOSEPH

Office of Youth Ministry

MISSION STATEMENT

Saint Joseph Youth Ministry: Unified in Faith, Discipleship, and Service

YOUTH MINISTRY LEADERSHIP

Director of Youth Ministry

Youth Ministry Chaplain

Fr. Patrick Adekola

Young Adult Ministry Chaplain

OFFICE CONTACT INFORMATION

Youth Ministry Office Hours:	Sunday	5:00-8:00 PM (Youth Nights Only)
	Monday	3:00-7:00 PM
	Tuesday	CLOSED
	Wednesday	3:00-6:00 PM
	Thursday	3:00-6:00 PM
	Friday	By Appointment Only
	Saturday	9:00 AM - 2:00 PM

General Inquiries: youthministry@stjosephspringvalley.org

Parish Office: (845) 356-0331

Physical Office: Saint Joseph Church and School
Office of Youth Ministry
245 North Main Street
Spring Valley, NY 10977

CHURCH OF SAINT JOSEPH

Office of Youth Ministry

OUR VISION

Goals of Comprehensive Youth Ministry

Saint Joseph Church Youth Ministry adopts the **three goals** by the United States Conference of Catholic Bishops: “Renewing the Vision: A Framework for Catholic Youth Ministry” (1997).

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

These goals are brought to reality for our parish through the above support and utilization of the following components of comprehensive ministry of the Church:

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.

CATECHESIS – helps adolescents develop a deeper relationship with Jesus Christ and the Christian community, and increase their knowledge of the core content of the Catholic faith; helps young people enrich and expand their understanding of the Scriptures and the sacred tradition and their application of life today, and live more faithfully as disciples of Jesus Christ in their daily lives, especially through a life of prayer, justice, and loving service.

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. The ministry of community life is not only what we do (activity), but who we are (identity) and how we interact (relationships).

EVANGELIZATION – shares the good news of the reign of God and invites young people to hear about the Word Made Flesh. It enables young people to uncover and name the experience of a God already active and present in their lives.

CHURCH OF SAINT JOSEPH

Office of Youth Ministry

JUSTICE & SERVICE – nurtures in young people a social consciousness and a commitment to a life of 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.

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.

PASTORAL CARE – is a compassionate presence in imitation of Jesus' care of people, especially those who were hurting and in need. It involves promoting positive adolescent and family development, caring for youth and families in crisis, and providing guidance in making life decisions and moral choices.

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 in the sacramental life of the Church, especially Eucharist; it nurtures their personal prayer life; and it fosters family rituals and prayer.

CHURCH OF SAINT JOSEPH

Office of Youth Ministry

ASSOCIATE YOUTH MINISTERS

In order to have a vibrant youth ministry to meet the personal, social and spiritual needs of our parish, the Director of Youth Ministry works with the **Associate Youth Ministers** comprised of the **CORE TEAM (adult volunteers)** as well as the **IMPACT TEAM (confirmed youth volunteers)**.

The Director of Youth Ministry is responsible for the recruitment, leadership training, and supervision of all Associate Youth Ministers. The Youth Ministry Chaplain is responsible for the spiritual formation and catechetical training of all Associate Youth Ministers.

**** CORE Team - Adult Volunteer Catechists (ages 21+)**

The "MUSCLE" of Saint Joseph Church Youth Ministry Program who devote themselves to witnessing Christ for the youth of our parish through relational ministry, planning and executing retreats, events, youth nights, and a multitude of service and social opportunities.

CORE Team Members meet with the Director and Chaplain for a Planning Meeting once or twice a month.

**** IMPACT Team - Confirmed Youth Volunteers (High School Youth)**

The "HANDS AND FEET" of Saint Joseph Church Youth Ministry Program who assist in planning and leading youth events, giving witness talks small faith-sharing groups in retreats, building friendships, and being a role-model to the youth of our parish. IMPACT Team Members directly impact their peers and younger youth through discipleship as Student Ministers.

IMPACT Team Members meet with the Director and Chaplain for a Planning Meeting once or twice a month.

APPLY TO BE AN ASSOCIATE YOUTH MINISTER!

The CORE and IMPACT team members are selected through an extensive application process which includes a written questionnaire, interview with the Director and Chaplain, Archdiocesan Background Check, and Archdiocesan Safe Environment Training (VIRTUS).

Please see the Director of Youth Ministry or Youth Ministry Chaplain to apply to be an Associate Youth Minister.

CHURCH OF SAINT JOSEPH

Office of Youth Ministry

PART TWO

PROGRAM HANDBOOK

CHURCH OF SAINT JOSEPH

Office of Youth Ministry

COMMUNICATION TO YOUTH, PARENTS, AND PARISH

Information on youth ministry programs and events are distributed and available through:

- Youth Ministry pages on parish web site: www.stjosephspringvalley.org
- Youth Ministry FlockNote Email updates
- Flyers handed out in Religious Education Classes
- The Parish Bulletin
- Flyers available at church doors
- In-person at the Office of Youth Ministry
- In-person at the Rectory Parish Office

CHURCH OF SAINT JOSEPH

Office of Youth Ministry

YOUTH MINISTRY PROGRAMS

ELEMENTARY AND FAMILY MINISTRY (3rd to 8th Grade)

Open to parish youth and friends from both Catholic and public schools. Parent volunteers are needed to lead this group. We aim:

- to create a welcoming environment for elementary school aged children to foster a personal relationship with Christ and a personal option for the Catholic faith in connection with Saint Joseph Church
- to channel the kids' youthful energy and creativity to intensify parish life for the entire family
- to encourage a spirit of responsibility and initiative amongst the kids, showing them that their love for Christ can make a difference in the world.

In addition, the Director of Youth Ministry and IMPACT Team run student workshops once/twice a month for those enrolled in the Parish Religious Education Program (Saturdays and Mondays).

HIGH SCHOOL AND TEEN MINISTRY (9th to 12th Grade)

Open to all high school parish teens and friends from Catholic and public schools. We offer a welcoming and accepting environment rooted in our Catholic heritage; accepting of their world, expressions, questions, feelings, and insights.

We meet most Sundays throughout the school year after the **5:30pm Sunday Youth Mass**. Check schedule details on the website. Topics cover issues important to the life-faith experiences of teenagers. Christian community is formed through in-depth faith sharing, creative prayer, service learning experiences, intramural sports, and peer ministry.

A variety of other events are held during the year as well. These include guest speakers, games, and Youth Night outings such as trips, scavenger hunts, retreats, service projects, inter-parish activities, regional youth conferences, and more.

COLLEGIATE MINISTRY (college-aged youth and young adults, ages 18+)

Open to all youth and young adults in our parish community, ages 18 and older. This is a Leadership Ministry which features weekly Bible Study, retreats, intramural sports, service outreach, and "Theology on Tap" (for those ages 21+).

CHURCH OF SAINT JOSEPH

Office of Youth Ministry

PARISH YOUTH RETREATS

Saint Joseph Church offers several annual retreats for parish youth for the following purposes:

- To evangelize the youth of our community.
- To build and deepen community in our parish and youth ministry.
- To deepen a sense of identity and involvement of young people with the Catholic Church.
- To teach about integration of faith and morals in everyday living.
- To foster a personal relationship with Jesus and an ownership of one's faith.

Please contact the Religious Education or Youth Ministry Offices for more information and retreat offerings.

YOUTH MASS AND YOUTH NIGHT

Youth are encouraged to take an active role in witnessing their faith and serving the Saint Joseph Parish community. Youth are especially encouraged to serve at the weekly **Youth Mass (Sundays at 5:30pm)** as Lectors, Ushers, Greeters, Altar Servers, and Music. Training sessions will be arranged several times through the year.

Youth Nights are special fellowship events usually held after the Sunday Youth Mass.

Activities include open gym, intramural sports, video games, movie nights, etc. Youth Participants require a parent permission slip on file to participate. Please check with the Office of Youth Ministry for the schedule on Youth Night Events.

CHURCH OF SAINT JOSEPH

Office of Youth Ministry

COMMUNITY SERVICE AND OUTREACH

The life and teachings of Jesus call us to reach out and serve those in need. Our Catholic social justice teachings help us to understand our responsibility of Christian witness and service. Our Youth Ministry challenges our young people to live out this call within the parish and broader community.

CHURCH OF SAINT JOSEPH

Office of Youth Ministry

YOUTH EVENT GUIDELINES

ACTIVITY PERMISSION / RELEASE FORMS

All parents/guardians are **REQUIRED** to complete a Permission/Release Form for their child to be kept on file with the Office of Youth Ministry to participate in ongoing-onsite programs (e.g. Youth Night) is needed. This form must be completed at the beginning of every school year.

In accordance with Archdiocesan guidelines, for each off-site event every youth participating in the function **MUST** have an Off-Site One-Time Activity Release Form signed by a parent/guardian in order for the youth to attend.

FULL PARTICIPATION

Youth must remain at the site of activity/event during the entire time of event, whether on/off parish grounds unless other pre-arrangements have been made with the parents and the moderator or Director of Youth Ministry has been notified (preferably in writing.)

CELL PHONES

Although cell phones are a convenient form of communication today, they are often a disruption to ministry, especially during extended programs such as retreats. Youth are asked to be fully present and to set aside the daily distractions. Emergency contact numbers are provided to parents if they need to reach their youth during a program. Phones are made available to youth if needed during a program. So it is strongly recommended that parents support the policy that cell phones are not brought on such programs. Exceptions are made for medical needs (e.g. diabetes).

TRANSPORTATION AND DRIVERS

When traveling as a group to an outing, **adult volunteers/parents** must drive. A "Drivers Form" must be completed and on file in the Youth Ministry Office.

CHURCH OF SAINT JOSEPH

Office of Youth Ministry

SEARCH AND SEIZURE POLICY

If a young person is suspected of having weapons or drugs in his/her possession, the Director of Youth Ministry or Associate Youth Minister will have to contact the Pastor and Spring Valley Police Department, who will then conduct a search. The Director and Pastor will witness the search. The decision to search will involve some suspicion of wrongdoing on a young person's part. That individual will be asked to cooperate. If the person refuses, the parents will be contacted to come to the program site and assist in the search. If the parents do not cooperate, the Director may impose a penalty, even exclusion from the program.

LOST AND STOLEN ITEMS

Saint Peter's Parish is not responsible for lost and stolen items at youth ministry or parish related functions. Youth are advised not to bring valuable items to youth ministry or parish related events.

FEES

Various events cost a nominal fee to participate in. Fundraising projects will be used to offset the overall event expenses.

VISITORS

Youth are welcome and encouraged to bring friends of appropriate age (whether members of the parish/faith or not) Youth Ministry events at any time. Youth are to let their friends know of appropriate rules before they come.

CANCELLATION POLICY

For emergency cancellations (inclement weather, etc.), an email will be sent to those on our list, as well as a message on the youth ministry office phone and Church website.

CHURCH OF SAINT JOSEPH

Office of Youth Ministry

STRUCTURE OF PROGRAMS

EXPECTATIONS FOR YOUTH

In order to create a successful Catholic Christian community, members must realize the responsibilities and commitment involved in their membership to the Youth Ministry Community. Here are some expectations, that when modeled appropriately, will promote pride in self, others and the group, building a comfortable and enjoyable atmosphere for all:

- An openness, respect, and willingness to enter into prayer with the group.
- Willingness to take ownership and responsibility for the group, planning meetings, participation, etc.
- A spirit of giving and contributing to the group versus taking and getting from the group.
- Attending the proper group as designated by the age/grade level.
- A respect for the diversity of the group's membership.
- A willingness to be open to varied ideas from one's own ideas.
- Youth should work to be inclusive with other members of the group. Exclusive relationships at gatherings should be discouraged, dating behavior, closed friendships, etc.
- Youth should be willing to take legitimate and necessary risks for both individual and group growth.
- Youth should have respect for group and individual confidentiality. They must also know when it is appropriate to break a confidence and know how to do this.
- Youth should work to recruit other young people to join the ministry.

CODE OF CONDUCT

Youth Ministry calls for respect of self, others, God, and the facilities. It asks for community members to act in a responsible Christian manner. At times, however, unsatisfactory conduct may occur and will be handled in the following manner.

Illegal Behaviors:

The following behaviors will result in a phone call to parents and removal of the youth from the activity no matter the time or place of the activity/incident. The team of Moderators and Youth Minister, along with parents, will decide on any further disciplinary action and suspension.

Possession, distribution or consumption of alcoholic beverages, illegal drugs, cigarettes, or tobacco products

Vandalism or theft

CHURCH OF SAINT JOSEPH

Office of Youth Ministry

Possession of firearms, knives, or other dangerous weapons

Harassment/abuse of others

Any other acts which in the leader's discretion creates danger to the safety and well-being of the individual or others

Disruptive Behaviors:

First time occurrences of disruptive behavior will be met with a warning. If misconduct continues, a private meeting with the Moderator/Youth Minister and teen will take place and a sitting out of the activity may occur. If there is no correction of behavior and misconduct becomes prolonged, then the youth will be removed from the activity, parents contacted and conference set-up. A Code of Conduct Contract will be mutually agreed upon. Contract is to be signed by parent/guardian and teen. If there is no cooperation, the youth will be suspended from Youth Ministry activities.

Use of foul language, especially in ways which show disregard for others

Put-downs of others; action of disrespect for others

Disruptive actions

CANCELLATION POLICY

For inclement weather, we follow MCPS. If they close their facilities (weekdays or weekends), our events are canceled. For other cancellations, an email will be sent to those on our list, as well as a message on the youth ministry office phone.

CHURCH OF SAINT JOSEPH

Office of Youth Ministry

PARENT - DIRECTOR - CHAPLAIN COMMUNICATION

Parents are encouraged to introduce themselves to the Director of Youth Ministry and Youth Chaplain as they drop-off and pick-up their youth for group events. Parents are also encouraged to keep the Director and Chaplain informed about:

- achievements of child (sports, academic, extracurricular, etc.)
- illness or hospitalization
- family issues (death, accident, divorce, etc.)
- teen issues (school, peer, dating, etc.)

This information enables us to offer the best pastoral care for our youth. We can celebrate in their achievements and support and pray for them through their struggles.

We will also offer **PARENT ENRICHMENT SESSIONS**. Parents are strongly encouraged to take part in these faith formation opportunities. Communication also happens through phone calls, emails, newsletters and mailings.

Parents also create the success of the Saint Joseph Church Youth Ministry program. There are also various ways to become more directly involved in the programs.

- Occasional Involvement - Provides and serves snacks/refreshments, aids with transportation. Present only for time of service.
- Frequent Involvement - Aids in leading small group discussions/activities from regular evening gatherings to retreats. Present for entire event.

All parent and adult volunteers are required to complete the Archdiocesan Safe Environment Training and Background check PRIOR to assisting in any youth ministry event.

Please contact the Director of Youth Ministry or Youth Ministry Chaplain for more information.