



DIOCESE OF AUSTIN

YOUTH MINISTRY



DIOCESE OF AUSTIN

Overview of Comprehensive Youth Ministry *Renewing the Vision*

I. Definition of Catholic Youth Ministry

The definition of youth ministry offered by the Bishops is formed by our love for and our commitment to youth: youth have needs we care for and gifts to share. “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.” (RTV¹ 1)

II. Three Goals of Catholic Youth Ministry

In *Renewing the Vision*, three goals serve as directions for ministry with youth.

A. Empowerment

“To empower young people to live as disciples of Jesus Christ in our world today” (RTV 9)

B. Participation

“To draw young people to responsible participation in the life, mission, and work of the Catholic faith community” (RTV 11)

C. Growth

“To foster the total personal and spiritual growth of each young person” (RTV 15)

¹ *Renewing the Vision: A Framework for Catholic Youth Ministry* (USCCB, 1997)

III. Seven Themes of Comprehensive Youth Ministry

The themes of a comprehensive vision presented in *Renewing the Vision* provide a guide for ministry development that helps us to use all of our resources and to be inclusive and responsive in our ministry efforts.

A. Developmentally Appropriate

Effective ministry responds to the developmental growth of adolescents by developing programs and strategies that are age-appropriate and strategically focused to contribute to the positive development of youth.

B. Family Friendly

Effective ministry recognizes the family as an important setting for ministry and provides links between the programs of youth ministry and the family home through the sharing of information, inclusive programs, and resources.

C. Intergenerational

Effective ministry utilizes the intergenerational parish community by developing shared programs and by connecting youth to adults in the community.

D. Multicultural

Effective ministry provides ministry to youth in the context of their culture and ethnic heritage. Effective ministry also promotes cross-cultural understanding and appreciation.

E. Community-wide Collaboration

Effective ministry promotes collaboration with leaders, agencies, and congregations in the wider community. This collaboration includes sharing information, sponsoring programs, and developing advocacy efforts.

F. Leadership

Effective ministry mobilizes the people of the faith community to become involved in youth ministry efforts by providing for diverse roles and commitments for adults and youth.

G. Flexible and Adaptable Programming

Effective ministry provides flexible and adaptable program structures and ministry responses to address the variety of youth and families in our communities.

IV. Eight Components of Comprehensive Youth Ministry

The components describe specific areas of the mission of the Church that work together to provide ministry with or to adolescents. These components provide a framework for the Catholic community to respond to the needs of young people and to involve young people in sharing their unique gifts with the larger community (RTV 26).

A. Advocacy

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.

1. It places adolescents and families first by analyzing every policy and program – diocesan, parish, domestic, and international – for its impact on adolescents and families.

B. Catechesis

1. The ministry of 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.
2. The ministry of catechesis also helps young people enrich and expand their understanding of the Scriptures and Sacred Tradition and their application to 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.

C. Community Life

1. 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.
2. The ministry of Community Life is not only *what* we do (activity), but *who* we are (identity) and *how* we interact (relationships).

D. Evangelization

The ministry of evangelization shares the Good News of the reign of God and invites young people to hear about the Word Made Flesh.

1. The starting point for the ministry of evangelization is our recognition of the presence of God already in young people, their experiences, their families, and their culture.

2. Evangelization, therefore, enables young people to uncover and name the experience of God already active and present in their lives. This provides “an openness to the gift of the Good News of Jesus Christ” (*Challenges of Catholic Youth Evangelization: Called to be Witnesses and Storytellers* (NFCYM², 1993)).
3. The ministry of evangelization incorporates several essential elements: witness, outreach, proclamation, invitation, conversion, and discipleship.

E. Justice and Service

The ministry of justice and 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, to serve those in need, to pursue peace, and to defend the life, dignity, and rights of all people; and infuses the concepts of justice, peace, and human dignity into all ministerial efforts.

F. Leadership Development

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.

1. Leadership roles in adolescent ministry are key. Leaders must be trained and encouraged.
2. This approach involves a wide diversity of adult and youth leaders in a variety of roles.

G. Pastoral Care

The ministry of pastoral care is a compassionate presence in imitation of Jesus’ care of people, especially those who are hurting and in need.

1. The ministry of pastoral care involves promoting positive adolescent and family development through a variety of positive (preventive) strategies:
 - a. Caring for adolescents and families in crisis through support, counseling, and referral to appropriate community agencies
 - b. Providing guidance as young people face life decisions and make moral choices
 - c. Challenging systems that are obstacles to positive development (advocacy)

² National Federation of Catholic Youth Ministry

2. Pastoral care is most fundamentally a relationship – a ministry of compassionate presence.
3. Pastoral care enables healing and growth to take place within individuals and their relationships.

H. Prayer and Worship

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.

1. It awakens their awareness of the spirit at work in their lives.
2. It incorporates young people more fully into the sacramental life of the Church, especially the Eucharist.
3. It nurtures the personal prayer life of young people.
4. It fosters family rituals and prayer.

V. Ministry Settings for Comprehensive Youth Ministry

To open opportunities, it is necessary to identify all available resources. Four settings for youth ministry create possibilities and inspire our shared creativity.

A. Youth

Youth ministry is most commonly associated with ministry to and with youth. This includes the variety of ways that young people gather for shared ministry. Youth group meetings, socials, sporting events, youth retreats, youth service events, and special youth prayer services are examples of gathered ministries in the youth setting. Sometimes specialized programs are provided for small groups of young people. Often times youth are not gathered for ministry. Instead, resources are developed for them. Many parishes develop a card that fits in a young person's wallet or purse. This card includes hot-line support telephone numbers for their area. Other parishes organize teams of adults and youth to be present at high school football games, concerts, plays, and other events where young people are present.

B. Family

Ministry in the family setting includes the variety of ways families are supported as they share faith together in the home. This includes programs designed to help parents communicate with their adolescent. Resources that help families to pray and share together are also part of this setting. An important process in the family setting is building bridges between youth programs and the home. With strategies as simple as developing information packets for parents when youth attend a program, parents will know what their children are experiencing; they are better prepared to support these efforts.

C. Parish

The parish setting includes the many ways that youth experience ministry through the life of the parish itself. How do parishes include the gifts of youth and respond to their needs through our parish liturgies? What can parishes do to help youth join the central prayer of our faith? Some communities prepare liturgies that include youth in the liturgical ministries and youth examples in the prayers and homilies. The parish's community life becomes a place to minister to youth when parishes pay attention to their needs and their gifts. For example, when planning a parish mission or a parish-wide service event, parishes consider its young members; link youth to the variety of service, ministry, and leadership roles in the community.

D. Wider Community

Ministry to youth in the wider community connects youth and families to programs and resources beyond our parish. Examples are participation in inter-parish, inter-church and diocesan events, and ways that connect youth and families to programs, resources, and events in the civic community. Connecting youth to service in hospitals, soup kitchens and homeless shelters is a wonderful way for youth to develop their gifts. Parish leaders take advantage of shared strength when they come together with other people and agencies in the wider community as advocates for youth.

VI. Putting the Framework Together

Together, the definition, goals, themes, components, and settings provide a framework for developing a unique response as a parish community. This framework provides a guide for developing comprehensive ministry and is designed to:

- A. Utilize each of the Church's ministries – advocacy, catechesis, community life, evangelization, justice and service, leadership development, pastoral care, prayer, and worship – in an integrated approach to achieving the three goals for ministry with adolescents
- B. Provide developmentally appropriate programs and activities that promote personal and spiritual growth for younger and older adolescents
- C. Enrich family life and promote the faith growth of families of adolescents
- D. Incorporate young people fully into all aspects of Church life and engage them in ministry and leadership in the faith community
- E. Create partnerships among families, schools, churches, and community organizations in a common effort to promote positive youth development (RTV 20)

VII. Key Features of Comprehensive Programming

A. A Diversity of Program Settings

Comprehensive ministry with adolescents uses all four ministry settings – youth, family, church community, and civic community to respond to the needs of young people and to involve young people more fully in the life of the faith community. The four ministry settings are a distinctive feature of comprehensive youth ministry.

B. A Balanced Mix

Comprehensive ministry with adolescents balances and integrates the eight ministry components, four program settings, and program approaches so that youth ministry can reach all the young people and their families and so that the resources of the community can be wisely used.

1. A distinctive feature of comprehensive youth ministry is responding to the needs of young people through the eight ministry components.

C. A Variety of Approaches

Comprehensive ministry with adolescents can be designed using three (3) different program approaches: gathered programs, small group programs, or individualized programs. Mixing and balancing the three program approach ensures that comprehensive youth ministry is flexible and adaptable in responding to young people's needs.

	Youth	Family	Parish	Wider Community
	Gathered Non-Gathered	Gathered Non-Gathered	Gathered Non-Gathered	Gathered Non-Gathered
Advocacy				
Catechesis				
Community Life				
Evangelization				
Justice and Service				
Leadership Development				
Pastoral Care				
Prayer and Worship				

1. Gathered Programs

Gathered programs focus on participation in organized, assembled programs in youth-only, family, parish-community, or civic community settings.

- a. Examples of gathered programs include youth meetings, social events, trips, retreats, liturgical experiences, parish events, family programs, and intergenerational programs.
- b. The gathered approach to programming is probably the most common, but it is also the most overused and the least flexible in responding to the complexity of people's schedules and the diversity of adolescent needs.

2. Non-Gathered Programs

a. Small Group Programs

- i. Small group programs focus on using a small group setting of youth, families, or intergenerational groupings.
- ii. Small groups provide great flexibility in addressing a wide variety of needs because of the variety of scheduling and site options (e.g., homes for learning programs, social service centers for service projects) that are available.
- iii. Small group programs provide another alternative to adolescents who cannot attend gathered programs because of school, work, or family schedules.
- iv. Small groups can be utilized for evangelization programming, catechetical courses, prayer groups, self-help support groups, and Bible study.
- v. Small group settings allow easy use of video-based or video-assisted programs.

b. Individualized Programs

- i. Individualized programs focus on designed programming for individual or family use.
- ii. Individualized programs provide great flexibility in responding to a wide variety of needs and removing scheduling and site requirements.
 - They also provide another alternative to adolescents who cannot attend gathered programs because of school, work, sports, or family schedules.

- iii. Individualized programs include home-based activities and resources, spiritual direction, mentoring, independent learning projects, peer ministry, and newsletters.

VIII. A Variety of Scheduling and Setting Options

Comprehensive ministry with adolescents is best implemented using a variety of program offerings organized in time formats and settings designed to meet the needs, schedules, and interests of youth and families. There is so much diversity in needs and so much competition for young people's time that a youth ministry program must be very creative in offering formats, settings, and schedules that respond to the real-life situations of young people.

- A. A variety of program schedules – weekly, bi-weekly, monthly, extended time, full day, overnight, weekend, weeklong, 3-6 p.m. weekdays
- B. A variety of environments for programming – parish facility, homes, retreat centers, community centers

IX. Asset-Building for Positive Adolescent Growth

The forty (40) developmental assets, identified through national research by the Search Institute, are powerful shapers of young people's behavior and provide concrete things that the Church can do to nurture adolescent growth and make a lasting difference in the lives of adolescents.³

- A. “The asset-building approach reinforces the need for comprehensive youth ministry and affirms the comprehensive framework presented in *Renewing the Vision*.”
 - 1. Asset development begins at birth and needs to be sustained through childhood and adolescence. Each stage of development requires persistent attention to meeting young people's developmental needs.
 - 2. Asset building depends primarily on individuals – parents, grandparents, teachers, neighbors, and many others – building positive relationships with children and teenagers.
 - 3. Building assets also requires a highly consistent community, in which children and teenagers are exposed to clear messages about what is important.
 - 4. Family can and should be the most powerful generator of developmental assets.
 - 5. The assets are more likely to develop, if they are nurtured simultaneously by families, schools, youth organizations, neighborhoods, religious institutions, health care providers, and in the informal settings in which adults and youth interact.

³ Youth Works. Center for Youth Ministry Development, ©1994 ((888) 723-2433 www.cmdnet.org)

6. Because asset development necessitates relational, consistent, and redundant communities, all residents have a role. (Search Institute)
- B. Use the description of assets that follows to determine how your ministry promotes asset building:
1. Identify current programs and activities in all four ministry settings – adolescents, families, church community, and civic community – that promote each asset.
 2. Use the assets to focus the goals and content of current and new youth ministry programming.
 3. Use the forty developmental assets to identify the need for new programs or activities.
 - a. Utilize the four ministry settings to create new programs and activities.
 4. Use the tool to identify community programs, activities, and resources that promote the forty assets, and then determine ways to incorporate these community resources in your ministry.
 - a. Promote “weaker” assets by collaborating with other community organizations to design and implement new programs or initiatives.
- C. For additional information, tools, and resources, contact:

Search Institute
700 South Third Street, Suite 210
Minneapolis, MN 55415

(800) 888-7828
www.search-insitute.org

40 Developmental Assets

Search Institute © 1996

I. External Assets

A. Support

1. Family Support

Family life provides high levels of love and support

2. Positive Family Communication

a. Young person and her/his parent(s) communicate positively

b. Young person is willing to seek parent(s) advice and counsel

3. Other Adult Relationships

Young person receives support from three or more non-parent adults

4. Caring Neighborhood

Young person experiences caring neighbors

5. Caring School Climate

School provides a caring, encouraging environment

6. Parent Involvement in Schooling

Parent(s) are actively involved in helping young person succeed in school

B. Empowerment

1. Community Values Youth

Young person perceives that adults in community value youth

2. Youth as Resources

Young people are given useful roles in the community

3. Community Service

Young person serves in the community one hour or more per week

4. Safety

Young person feels safe at home, school, and in the neighborhood

C. Boundaries and Expectations

1. Family Boundaries

Family has clear rules and consequences and monitors the young person's whereabouts

2. School Boundaries

School provides clear rules and consequences

3. Neighborhood Boundaries

Neighbors take responsibility for monitoring young people's behavior

4. Adult Role Models

Parent(s) and other adults model positive, responsible behavior

5. Positive Peer Influence

Young person's best friends model responsible behavior

6. High Expectations

Both parent(s) and teachers encourage the young person to do well

D. Constructive Use of Time

1. Creative Activities

Young person spends three (3) or more hours per week in lessons or practice in music, theater, or other arts

2. Youth Programs

Young person spends three (3) or more hours per week in sports, clubs, or organizations at school or in community organizations

3. Religious Community

Young person spends one (1) or more hours per week in activities in a religious institution

4. Time at Home

Young person is out with friends “with nothing special to do” two (2) or fewer nights per week

II. Internal AssetsA. Commitment to Learning1. Achievement Motivation

Young person is motivated to do well in school

2. School Performance

Young person has a B average or better

3. Homework

Young person reports doing at least one (1) hour of homework every school day

4. Bonding to School

Young person cares about her/his school

5. Reading for Pleasure

Young person reads for pleasure three (3) or more hours per week

B. Positive Values1. Caring

Young person places high value on helping other people

2. Equality and Social Justice

Young person places high value on promoting equality and reducing hunger and poverty

3. Integrity

Young person acts on convictions and stand up for his/her beliefs

4. Honesty

Young person “tells the truth even when it’s not easy”

5. Responsibility

Young person accepts and takes personal responsibility

6. Restraint

Young person believes it is important not to be sexually active and not to use alcohol or other drugs

C. Social Competencies

1. Planning and Decision Making

Young person knows how to plan ahead and make choices

2. Interpersonal Competence

Young person has empathy, sensitivity, and friendship skills

3. Cultural Competence

Young person has knowledge of and comfort with people of different cultural, racial, and ethnic backgrounds

4. Resistance Skills

Young person can resist negative peer pressure and dangerous situations

5. Peaceful Conflict Resolution

Young person seeks to resolve conflict non-violently

D. Positive Identity

1. Personal Power

Young person feels she/he has control over “things that happen to me”

2. Self Esteem

Young person reports having a high self-esteem

3. Sense of Purpose

Young person reports that “my life has a purpose”

4. Positive View of Personal Future

Young person is optimistic about her/his personal future



DIOCESE OF AUSTIN

Parish Coordinators of Youth Ministry

I. Guidelines for Hiring a Coordinator of Youth Ministry

- A. The Office of Youth, Young Adult, and Campus Ministry (YYACM) seeks to assist parishes wishing to hire a Coordinator of Youth Ministry either on a part-time or full-time basis. The following information is offered to pastors, parish councils, and search committees seeking guidance in the hiring process.
1. YYACM does keep resumes on file as they are received from individuals seeking youth ministry positions.
 - a. Please contact the YYACM Office for a copy of any resumes currently on file.
- B. The following material is compiled from three sources: *Renewing the Vision: A Framework for Catholic Youth Ministry*, *Competency-Based Standards for the Coordinator of Youth Ministry* (NFCYM, 1990), and the Diocese of Austin Youth Ministry Advisory Council.
1. This information is to be used as a framework or guide to develop a job description that will meet the needs of young people and their families at an individual parish.
 2. It is to guide the hiring process and support a national vision of youth ministry.
 3. It is offered as a support, not a replacement, for current parish practices or needs.
- C. Developing a Job Description for a Coordinator of Youth Ministry
1. Begin with the end in mind
 - a. What will youth ministry at the parish look like, if it is successful and vibrant?
 - b. What will be required for a vibrant youth ministry to develop or continue at the parish?

- c. What qualities, characteristics, and skills must this person possess to make this happen?

2. Identify clear expectations

- a. What are the expectations? Are the expectations clear and realistic?
- b. Can one person be expected to fulfill all the tasks outlined?

3. Include education component

- a. What level of education is required for consideration of this position? (high school diploma, bachelor's degree, master's degree? Degree or certificate in youth ministry, theology, pastoral studies, or related field?)
- b. Are ongoing, educational opportunities included in the description?

4. Include clear support structures

- a. To whom does this person report on a regular basis?
- b. What resources (human, financial, and facilities) will be made available for this position?

D. The Qualities of a Coordinator of Youth Ministry

1. As in any ministry, a quality person in a leadership position is the key to the success of that ministry. The NFCYM, supported by *Renewing the Vision*, gives clear direction to the role and qualities of leadership in youth ministry. *Renewing the Vision* states:

The Coordinator of Youth Ministry must always be qualified and well trained, as well as have an excellent reputation. He or she facilitates the people, programming, and resources of the parish or school community in a comprehensive ministry effort. The Coordinator is primarily responsible for facilitating, planning, administering programs, developing a leadership system for adult and youth leaders (recruitment, training, and support), and serving as an advocate and link for young people to the faith community and wider community. (41)

2. According the NFCYM *Competency-Based Standards for the Coordinator of Youth Ministry*, “the Coordinator of Youth Ministry responds to the spiritual and social needs of Catholic Youth in the Parish.”
 - a. The age range that the coordinator will be responsible for varies with each parish.
 - i. Some parishes ask the coordinator to oversee grades 6-12.

- ii. Other parishes (especially larger parishes) narrow the range of responsibility to middle school or high school.
 - iii. Some parishes include confirmation preparation in the responsibilities of the Youth Ministry Coordinator – other parishes do not.
- 3. In following NFCYM *Competency-Based Standards for the Coordinator of Youth Ministry*, the following should be included in the job description:
 - a. An active Catholic in good standing with the Church
 - b. An active and visible member of a parish community
 - c. A person of deep faith and prayer
 - d. A person called to ministry
 - e. Maintains a flexible work schedule averaging forty (40) hours per week (for full-time staff) including evenings, weekends, and special occasions.
- 4. Building on *Renewing the Vision* and the *Competency-Based Standards*, the Diocese of Austin has determined the following qualities as being important in a Coordinator of Youth Ministry.
 - a. Possess an understanding of Comprehensive Youth Ministry
 - b. Excellent verbal and non-verbal communication skills
 - c. Relational approach to youth ministry
 - d. Mature, flexible, and adaptable
 - e. Collaborative and able to work well with various levels of administration, staff, and laity
 - f. Motivational and authentic in his/her approach to ministry

E. Determining Salary Ranges

- 1. Because of the varying needs, economic situations, and realities of parishes within the diocese, it is not the policy of the diocese to set a salary structure or pay scale for professional ministers.
 - a. Allowing for the varying economic situations of parishes, the salary for a Youth Ministry Coordinator will vary throughout the diocese.
 - b. By providing a just, livable, and comparable salary, the pool of applicants will be greater in number and quality.

- c. The following considerations can be of assistance when determining what is fair and just compensation for this role in a particular location.

2. Considerations in determining the salary for a parish Coordinator of Youth Ministry

- a. The greater the amount of experience in youth ministry this person may possess - the more experience in youth ministry or a related field – the larger the salary that will be required.
- b. What are the areas of responsibility for this position? A person who will be required to coordinate middle school and high school programs and confirmation preparation for grades 6 through 12, should be compensated at a higher level than one who is responsible for solely for high school youth ministry.
- c. Can a person reasonably live on the amount of money being offered? Will this person need to take on additional work to make ends meet?
- d. What do Catholic and public school teachers in the area make at a comparable level of experience?
- e. What are the salaries of youth ministers in the surrounding area? Research in this area should include Catholic parishes as well as Protestant denominations with vibrant youth ministries.

F. Ongoing Education Opportunities

Professional development and continuing education opportunities are integral to the success of the Coordinator of Youth Ministry and the growth of a parish youth program. Provisions for financial resources and allotment of time away from a parish to participate in formation opportunities should be part of the package offered to an individual.

G. Benefits

The *Diocese of Austin Human Resources Policy Manual* may be consulted for policies regarding benefits and other human resource questions.

H. Additional Information

Please contact the Diocese of Austin Office of Youth, Young Adult, and Campus Ministry for additional information regarding hiring a parish youth ministry coordinator or copies of *Renewing the Vision: A Framework for Catholic Youth Ministry*.

II. Sample Job Descriptions

A. Sample Job Description #1

Position Title: Youth Minister / Coordinator of Youth Ministry

Reports to: Pastor and/or DRE

Salary Range:

1. Overview of the Position

- a. The Youth Minister will be capable of administering the programs and events related to middle school and high school Youth Ministry in conjunction with the goals and objectives as determined by the pastor and the Diocese of Austin. This person will be a professional, full-time salaried member of the parish staff and should be experienced in the areas of lay ministry, catechetical education, formation, and youth ministry. Ideally, this person holds an undergraduate or graduate degree in theology, religious education, pastoral ministry, or a related field.

2. Specific Qualifications

- a. Practicing Catholic
- b. Must possess a background or degree in theology, religious education, pastoral ministry, or related field
- c. Possess at least four (4) years of relevant and documented experience
- d. Possess working knowledge of Vatican II theology and current Church doctrine
- e. Possess the skills, abilities, and experience for effective teaching of methodologies and catechesis
- f. Literacy in commonly utilized computer programs (i.e.: Word, Publisher, Excel, Power Point, etc.)
- g. Bilingual capabilities (Spanish and English) highly desirable

3. General Responsibilities

- a. Formulate programs encompassing the vision, values, goals, and objectives of comprehensive youth ministry as defined by the USCCB and the Diocese of Austin
- b. Produce and manage direct service programming for middle school and high school youth

- c. Formulate and direct a comprehensive confirmation preparation program specific to confirmation
 - d. Provide leadership and direction for the parish on matters pertinent to comprehensive youth ministry
 - e. Consult and collaborate with other ministries regarding catechesis, programming, training, and resources
 - f. Represent the parish at local, regional, and national meetings, conferences, and seminars relating to youth
4. Specific Responsibilities
- a. Direct Service to Youth
 - i. Plan, organize, and implement parish-level opportunities and events for middle school and high school youth to socialize, worship, learn, and serve (i.e.: catechesis, retreats, rallies, community building, service projects, etc.) as defined in *Renewing The Vision*
 - ii. Collaborate with local, diocesan, and regional organizations in providing supplemental programming
 - b. Direct Service to Volunteers
 - i. Pastoral and professional care of adult volunteers working in Youth Ministry
 - ii. Provide opportunities for personal, professional, and spiritual development
 - iii. Provide training and education relevant to certification for adult volunteers
 - c. Administrative Responsibilities
 - i. Formulate and administer an annual budget in collaboration with the pastor and business manager
 - ii. Manage the activities and responsibilities of an administrative assistant and other staff and volunteers
 - iii. Attend scheduled staff meetings and other events as needed

d. Professional Development

- i. Obtain diocesan catechetical certification relevant to Youth Ministry
- ii. Participate in local, regional, and national organizations relevant to youth ministry
- iii. Participate in educational and training opportunities for growth and development related to ministry
- iv. Participate in an annual retreat, or similar experience, for spiritual growth

B. Sample Job Description #2

Job Title: Parish Coordinator of Youth Ministry

Reports to: To be determined by the individual parish

Job Purpose: According to the United States Bishops' document *Renewing the Vision* the role of the Coordinator of Youth Ministry is to "facilitate the people, programming, and resources of the parish or school community in a comprehensive ministry effort. The coordinator is primarily responsible for facilitating, planning, administering programs, developing a leadership system for adult and youth leaders (recruitment, training, and support), as well as serving as an advocate and link for young people in the faith community and wider community."

1. Responsibilities Might Include

(Specific responsibilities should be tailored to the needs and expectations of each parish)

- a. Coordinate the response of the entire faith community to the needs of young people
- b. Recruit, train, and support adult and youth leaders
- c. Provide ongoing training and support for leaders
- d. Develop, communicate, implement, and evaluate a parish vision of youth ministry
- e. Coordinate comprehensive youth ministry programs within the parish (retreats, youth group meetings, Religious Education, etc.)
- f. Participate in ongoing training and formation opportunities for professional development
- g. Develop and administer annual budget or fundraising efforts
- h. Perform other related duties and responsibilities as assigned

2. Desired Qualities

- a. An active Catholic in good standing in the Church (National Federation for Catholic Youth Ministry Standard)
- b. A person of deep faith and prayer (National Federation for Catholic Youth Ministry Standard)

- c. A person called to ministry (National Federation for Catholic Youth Ministry Standard)
 - d. An active and visible member of a parish community (National Federation for Catholic Youth Ministry Standard)
 - e. Excellent communication skills (Diocesan Youth Ministry Vision Team (VT) Standard)
 - f. Mature person who demonstrates good judgment (VT Standard)
 - g. Ability to work collaboratively and professionally with all levels of administration, staff, and laity (VT Standard)
 - h. Organizational and managerial skills (VT Standard)
3. Core Competencies
- a. Three (3) years experience in youth work (teacher, volunteer, coordinator, catechist, or campus minister)
 - b. Understanding of comprehensive approach to youth ministry
 - c. Demonstrated leadership experience
 - d. Commitment to continuing professional education and formation
4. Educational Background
- a. Degree in Youth Ministry, Theology, Pastoral Studies, or a related field; master's degree
 - b. Commitment to continuing professional education
 - c. Theological perspective consistent with *Renewing the Vision*

C. Sample Job Description #3

Position Title: Parish Coordinator of Youth Ministry

Supervision: Reports to the pastor and DRE

Salary Range:

1. Summary of the Position

- a. The Coordinator of Youth Ministry will be capable of guiding and facilitating the overall vision and goals for the parish youth ministry program in middle school and high school
- b. The coordinator will be responsible for administering, overseeing, supervising, and resourcing the various youth ministry programs, workers, and volunteers
- c. The coordinator will be a professional, full-time, salaried member of the Parish staff.

2. Qualifications

- a. Active Catholic in good standing
- b. Background or degree in theology, religious education, pastoral ministry, or related field
- c. Possess relevant and documented experience
- d. Possess working knowledge of Vatican II theology and current Church doctrine
- e. Possess the skills, abilities, and experience for effective teaching of methodologies and catechesis
- f. Literacy in commonly-utilized computer programs (i.e.: Word, Publisher, Excel, Power Point, etc.)
- g. Bilingual capabilities (Spanish and English) are highly desirable

3. Duties and Responsibilities

- a. Formulate programs encompassing the vision, values, goals, and objectives of comprehensive youth ministry as defined by the USCCB and the Diocese of Austin
- b. Produce and manage direct service programming for middle school and/or high school youth
- c. Formulate and direct a comprehensive confirmation preparation program

- d. Provide leadership and direction for the parish on matters pertinent to comprehensive youth ministry
- e. Formulate and administer budget for programming and resources
- f. Consult and collaborate with other ministries regarding catechesis, programming, training, and resources
- g. Represent the parish at local, regional, and national meetings, conferences, and seminars relating to youth
- h. Provide direct service to youth through catechesis, retreats, service opportunities, social events, liturgy, worship, and leadership development
- i. Provide direct service for volunteers through recruitment, direction, support, education, resources, and communication
- j. Develop a sense of collaboration, teamwork, and community among the youth ministry and parish community
- k. Continue to gain knowledge, education, and experience in youth ministry by participating in opportunities offered by the diocese and on the regional and national levels

III. A Summary of the National Certification Standards for Lay Ecclesial Ministers and the Specialized Competencies for Youth Ministry Leaders

A. Core Certification Standards for Lay Ecclesial Ministers

These standards are for all lay ecclesial ministers, including coordinators of youth ministry/youth ministry leaders.

1. Personal and Spiritual Maturity

A lay ecclesial minister demonstrates personal and spiritual maturity in ministry with the people of God.

2. Lay Ecclesial Ministry Identity

A lay ecclesial minister identifies the call to formal and public ministry as a vocation rooted in baptism.

3. Roman Catholic Theology

A lay ecclesial minister integrates knowledge of Roman Catholic faith within ministry.

4. Pastoral Praxis

A lay ecclesial minister engages in pastoral activity that promotes evangelization, faith formation, community, and pastoral care with sensitivity to diverse situations.

5. Professional Practice

A lay ecclesial minister provides effective leadership, administration, and service, in the spirit of collaboration.

B. Specialized Competencies for the Youth Ministry Leader

The competencies for the youth ministry leader all fall under *Core Certification Standard Four: Pastoral Praxis*⁴. The youth ministry leader demonstrates competency in the following areas. The youth ministry leader shall:

4.7 YML Demonstrate an understanding of the history, vision, goals, themes, and components of Catholic youth ministry as outlined in the U.S. Bishops' pastoral plan and related Church documents.

4.8 YML Utilize theories, models, processes, and methods of Catholic youth ministry.

⁴ *Program Curriculum and Content Evaluation Form (NFCYM)*

4.9 YML Demonstrate an understanding of adolescent developmental needs within the contexts of youth and popular cultures.

4.10 YML Model for and collaborate with the faith community in implementing the components of Catholic youth ministry by:

4.10.1 Utilizing the aims, principles, processes, and methods of adolescent catechesis in implementing adolescent faith formation.

4.10.2 Facilitating the development of community among youth, families, church, and society.

4.10.3 Inviting young people into intimate relationship with Jesus Christ and empowering them to live and witness as disciples in today's world.

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

4.10.5 Enabling healing, growth, and healthy development of youth in their relationships.

4.10.6 Enabling young people to celebrate and deepen their relationship with the Triune God through individual and communal prayer and participation in the liturgical life of the church.

4.10.7 Engaging the church and broader community in voicing and addressing the rights and needs of youth.

4.10.8 Affirming and calling forth the gifts of youth and adult leaders and providing opportunities for their ongoing spiritual and leadership development.

NOTE: Since all coordinators of youth ministry are catechetical leaders, they need to pay attention to the specialized competencies for parish catechetical leaders.

The full content of the Certification Standards is available through the National Federation of Catholic Youth Ministry website at: www.nfcym.org



DIOCESE OF AUSTIN

Liability and Safety

Revised August 2003

I. Guidelines for Working with Middle School and High School Youth

For the purposes of youth ministry, middle school is defined as grades 6 to 8, and high school is defined as grades 9 to 12.

A. Scheduling Events or Programs

1. Events or programs involving youth should be centered on a specific age group and for a specific purpose.
2. It is extremely rare that middle school, high school, and/or young adults are combined for the same activity or event, and only for reasons that cannot possibly be accommodated otherwise.
3. Events or programs involving youth from the entire diocese should be coordinated with the Diocesan Office of Youth, Young Adult, and Campus Ministry.
4. Scheduled diocesan-wide events or programs involving youth should not conflict with other diocesan offerings for youth.
5. Location of events or programs must be deemed accessible, safe, and appropriate for youth.

B. Required Forms

1. Approved *Parental Consent/Medical Release* forms are required for every participant in middle school and high school.
2. Approved *Medical Release* forms are required for all adult chaperones.
3. Approved driver forms are required for all individuals transporting youth during events.

C. Adult Chaperones

1. Adult chaperones must be at least 21 years of age; drivers must be at least 25 years of age.
2. Adult-to-youth ratio for middle school is one (1) adult for every seven (7) youth, with a minimum of two (2) adults if there are fewer than seven (7) youth.
3. Adult-to-youth ratio for high school is one (1) adult for every nine (9) youth, with a minimum of two (2) adults if there are fewer than nine (9) youth.

D. Other Requirements for Chaperones

1. Adult chaperones must have successfully completed the diocesan application form and familiarized themselves with diocesan guidelines.
2. Adult chaperones must have completed the diocesan Workshop on Ethics and Integrity in Ministry.
3. Adult chaperones must have successfully completed the diocesan background check
4. Adults working and volunteering in all areas of youth ministry must be aware of the policies and guidelines of the Diocese of Austin regarding youth ministry.

II. Inappropriate Behaviors With Young People

Remember, first and foremost, we are Catholic Christians – everything we do and say should be in agreement with the teachings and beliefs of the Catholic Church.

- A. Being around youth that are drinking
- B. Buying alcohol or tobacco for the youth
- C. Possessing alcohol or tobacco while ministering to teens
- D. Using alcohol or tobacco in the presence of teens
- E. Possessing or using any illegal drugs in the presence of teens
- F. Dating any of the youth
- G. Gossiping about others - especially the youth or other adult leaders
- H. Inappropriate sexual behavior (language, jokes, comments, touching, etc.)
- I. Sharing of your personal experiences with regards to your social life (especially sexuality, dating, partying, etc.)
- J. Swearing or other inappropriate terms or language

- K. Yelling at the youth or losing one's temper
- L. Inappropriate touching and physical contact (consult the *Ethics and Integrity in Ministry* handbook for some suggestions of appropriate forms of physical affirmation)
- M. Too rough in fooling around or 'rough-housing'
- N. Stay in groups - avoid being alone with a single teen unless absolutely necessary (and, in those cases, maintain visibility with an open door, etc.)

III. Youth Ministry Ideals

A. DO...

1. Grow in your own faith
2. Love them, but don't build your world around them
3. Represent the Catholic Church
4. Keep a healthy balance in your life
5. Be a role model for them
6. Communicate and follow all rules and expectations
7. Live your Catholic faith - in word and action
8. Present a 'united front' behind Youth Minister and pastor
9. Participate in Mass: sing, pray, model good behavior
10. Dress appropriately
11. Keep healthy habits
12. Keep confidentiality
13. Never forget: they belong to their parents

B. DON'T...

1. Date the teens
2. Drink alcohol in front of them or buy it for them
3. Use bad language, yell, or scream
4. Gossip about teens or leaders
5. Encourage "negative behavior"

6. Keep secrets from youth minister and pastor
7. Touch inappropriately: your hands are the hands of Christ
8. Panic, you set the tone
9. Be alone with a teen
10. Spend the night with a teen
11. Have teens over to your house without another adult
12. Leave teens alone without adequate supervision

C. Counseling Tips

1. Know your limitations and when you should refer them to professional help
2. Be familiar with resources and referrals
3. Meet them where they are
4. Hate the sin - love the sinner
5. Know when to listen and when to talk
6. Don't think you have to solve the problem - sometimes talking is all it takes
7. Involve Christ in the situation - always
8. Know their world and their "reality"
9. Have patience
10. Pray with them and for them
11. Love the "unlovable"

IV. Texas Child Abuse and Neglect Report StatutesA. § 261.001. Definitions

- 1) "Abuse" includes the following acts or omissions by a person:
 - A) mental or emotional injury to a child that results in an observable and material impairment in the child's growth, development, or psychological functioning;
 - B) causing or permitting the child to be in a situation in which the child sustains a mental or emotional injury that results in an observable and material impairment in the child's growth, development, or psychological functioning;
 - C) physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline by a parent, guardian, or managing or possessory conservator that does not expose the child to a substantial risk of harm;
 - D) failure to make a reasonable effort to prevent an action by another person that results in physical injury that results in substantial harm to the child;
 - E) sexual conduct harmful to a child's mental, emotional, or physical welfare, including conduct that constitutes the offense of indecency with a child under Section 21.11, Penal Code, sexual assault under Section 22.011, Penal Code, or aggravated sexual assault under Section 22.021, Penal Code;
 - F) failure to make a reasonable effort to prevent sexual conduct harmful to a child;
 - G) compelling or encouraging the child to engage in sexual conduct as defined by Section 43.01, Penal Code;
 - H) causing, permitting, encouraging, engaging in, or allowing the photographing, filming, or depicting of the child if the person knew or should have known that the resulting photograph, film, or depiction of the child is obscene, as defined by Section 43.21, Penal Code, or pornographic;
 - I) the current use by a person of a controlled substance as defined by Chapter 481, Health and Safety Code, in a manner or to the extent that the use results in physical, mental, or emotional injury to a child;
 - J) causing, expressly permitting, or encouraging a child to use a controlled substance as defined by Chapter 481, Health and Safety Code; or

- K) causing, permitting, encouraging, engaging in, or allowing a sexual performance by a child as defined by Section 43.25, Penal Code.
- 4) "Neglect" includes:
- A) the leaving of a child in a situation where the child would be exposed to a substantial risk of physical or mental harm, without arranging for necessary care for the child, and the demonstration of an intent not to return by a parent, guardian, or managing or possessory conservator of the child;
 - B) the following acts or omissions by a person:
 - (i) placing a child in or failing to remove a child from a situation that a reasonable person would realize requires judgment or actions beyond the child's level of maturity, physical condition, or mental abilities and that results in bodily injury or a substantial risk of immediate harm to the child;
 - (ii) failing to seek, obtain, or follow through with medical care for a child, with the failure resulting in or presenting a substantial risk of death, disfigurement, or bodily injury or with the failure resulting in an observable and material impairment to the growth, development, or functioning of the child;
 - (iii) the failure to provide a child with food, clothing, or shelter necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services had been offered and refused; or
 - (iv) placing a child in or failing to remove the child from a situation in which the child would be exposed to a substantial risk of sexual conduct harmful to the child; or
 - C) the failure by the person responsible for a child's care, custody, or welfare to permit the child to return to the child's home without arranging for the necessary care for the child after the child has been absent from the home for any reason, including having been in residential placement or having run away.

B. § 261.101. Persons Required to Report

- 1) A person having cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report as provided by this subchapter.

- 2) If a professional has cause to believe that a child has been abused or neglected or may be abused or neglected, or that a child is a victim of an offense under Section 21.11, Penal Code, and the professional has cause to believe that the child has been abused as defined by Section 261.001, the professional shall make a report not later than the 48th hour after the hour the professional first suspects that the child has been or may be abused or neglected or is a victim of an offense under Section 21.11, Penal Code. A professional may not delegate to or rely on another person to make the report. In this subsection, "professional" means an individual who is licensed or certified by the state or who is an employee of a facility licensed, certified, or operated by the state and who, in the normal course of official duties or duties for which a license or certification is required, has direct contact with children. The term includes teachers, nurses, doctors, day-care employees, employees of a clinic or health care facility that provides reproductive services, juvenile probation officers, and juvenile detention or correctional officers.
- 3) The requirement to report under this section applies without exception to an individual whose personal communications may otherwise be privileged, including an attorney, a member of the clergy, a medical practitioner, a social worker, a mental health professional, and an employee of a clinic or health care facility that provides reproductive services.
- 4) Unless waived in writing by the person making the report, the identity of an individual making a report under this chapter is confidential and may be disclosed only:
 - A) as provided by Section 261.201; or
 - B) to a law enforcement officer for the purposes of conducting a criminal investigation of the report.

C. § 261.103. Report Made to Appropriate Agency

- 1) A report shall be made to:
 - A) any local or state law enforcement agency;
 - B) the department if the alleged or suspected abuse involves a person responsible for the care, custody, or welfare of the child;
 - C) the state agency that operates, licenses, certifies, or registers the facility in which the alleged abuse or neglect occurred; or
 - D) the agency designated by the court to be responsible for the protection of children.

- 2) A report may be made to the Texas Youth Commission instead of the entities listed under Subsection (a) if the report is based on information provided by a child while under the supervision of the commission concerning the child's alleged abuse of another child.

D. § 261.104 Contents of a Report:

The person making a report shall identify, if known:

- 1) the name and address of the child;
- 2) the name and address of the person responsible for the care, custody, or welfare of the child; and
- 3) any other pertinent information concerning the alleged or suspected abuse or neglect.

E. § 261.109. Failure to Report; Penalty

- 1) A person commits an offense if the person 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 and knowingly fails to report as provided in this chapter.
- 2) An offense under this section is a Class B misdemeanor.

F. On Reporting Suspected Child Abuse or Neglect

1. How do I make a report?
 - a. Call the abuse and neglect hotline at (800) 252-5400.
 - b. When you make a report, be specific. Tell exactly what happened and when. Be sure to record all injuries or incidents you have observed, including dates and time of day and keep this information secured.
 - c. Reports should be made as soon as possible but no later than 48 hours before bruises and marks start to fade. It is important for the investigators to be able to see the physical signs.
 - d. Give the agency person any information you have about the relationship between the child and the suspected abuser.
 - e. Please provide at least the following information in your report.
 - i. Name, age, and address of the child
 - ii. Brief description of the child

- iii. Current injuries, medical problems, or behavioral problems
- iv. Parents names and names of siblings in the home

2. Will the person know I've reported him or her?

Your report is confidential and is not subject to public release under the Open Records Act. The law provides for immunity from civil or criminal liabilities for innocent persons who report even unfounded suspicions, as long as your report is made in good faith. Your identity is kept confidential.

3. What if I'm not sure?

If you have reason to suspect child abuse, but are not positive, make the report. If you have any doubts about whether or not it is abuse, call the hotline. They can advise you on whether the signs you have observed are abuse.

4. Simplified Definitions of Abuse, Exploitation, and Neglect

The terms "abuse", "exploitation", and "neglect" have the meanings as set forth in Texas Family Code 261.401.

- a. "Abuse" means an intentional, knowing, or reckless act or omission by an employee, volunteer, or other individual working under the auspices of a facility that causes or may cause emotional harm or physical injury to, or the death of, a child served by the facility as further described by rule or policy.
- b. "Exploitation" means the illegal or improper use of a child or of the resources of a child for monetary or personal benefit, profit, or gain by an employee, volunteer, or other individual working under the auspices of a facility as further described by rule or policy.
- c. "Neglect" means a negligent act or omission by an employee, volunteer, or other individual working under the auspices of a facility, including failure to comply with an individual treatment plan, plan of care, or individualized service plan, that causes or may cause substantial emotional harm or physical injury to, or the death of, a child served by the facility as further described by rule or policy.

For more help reporting child abuse, call Child Help's National Child Abuse Hotline at (800) 422-4453



DIOCESE OF AUSTIN

Documents and Sample Forms

Parental Consent for Youth to Participate in Activity, Emergency Medical Information, and Release

Participant: _____ (name)

Parents: __ (names), for themselves, heirs, executors, and administrators.

Event _____

Parish/School: _____, located in
_____ (city), Texas, a Texas non-profit corporation,
including its faculty, employees, contractors, clergy, agents, facilitators, and
volunteers

Diocese: The Catholic Diocese of Austin, a Texas non-profit corporation, including its employees, contractors, clergy, agents, facilitators, and volunteers

Transportation Provider: _____ (name)

- A. The undersigned represent that they are the parents or legal guardians of Participant and have full authority under law to sign this document.
- B. Parents grant their permission for Participant to enroll and participate in the Event.
- C. Parents acknowledge and agree that:
- (1) Participant and Parents voluntarily seek to participate in the Event;
 - (2) the Event may involve physical activity that involves risk of injury;
 - (3) Participant and Parents will abide by all policies and rules established for Event and instructions of those persons facilitating, organizing, or overseeing the Event;
 - (4) Parents and Participant are responsible for Participant's conduct during the Event and are responsible for any damages, claims, or other costs caused by Participant or incurred as a result Participant's conduct; and
 - (5) if Participant's conduct is inappropriate, unsafe or detrimental to the Event, other participants or other persons, Parish/School or the Diocese may be suspend or expel Participant from the Event and future Events.
- D. Unless this paragraph is struck and initialed by the undersigned, Parents authorize Parish/School and the Diocese to provide over-the-counter aspirin, pain relievers, cold medicine, and other over-the-counter medications to Participant at Participant's request if the Parish/School or Diocese deem it reasonable to do so. The Parish/School will make reasonable attempts to notify Parents prior to authorizing any such over-the-counter medication.
- E. In the event of an emergency or a situation that is reasonably considered to be an emergency, Parents authorize the Parish/School and the Diocese to seek and authorize emergency medical care to be given to Participant (for example, first aid, medication, anesthesia, or surgery). The Parish/School will make reasonable attempts to notify Parents prior to authorizing any such emergency care.

F. Parents grant Parish/School and the Diocese permission:

- (1) to photograph and video tape Participant during the Event; and
- (2) to use the photographs and video tapes in publications and promotions of the Parish/School and the Diocese, including but not limited to publications such as websites, newsletters, advertisements, scrapbooks, and yearbooks.

E. To the extent permitted by law, Parents, for themselves and for Participant, release and agree to indemnify and hold harmless the Parish/School, the Diocese, and the Transportation Provider from any and all liability, claims, demands, and costs which may arise as a result of Participant’s participation in the Event or which is, in any way, related to such participation. This paragraph covers loss under any theory of loss (negligence or otherwise) including but not limited to personal injury or property damage. Parents and Participant assume all risk of injury or loss to themselves or their property.

Parent/Guardian signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____

Participant signature: _____ Date: _____

Please provide the following information.

Emergency Contact and Insurance Information

In the event of an emergency contact: _____

Phone: _____

Alternatively, contact: _____

Phone: _____

Participant’s Insurance Carrier: _____

Phone: _____

Address: _____

Copy of insurance card must be attached.

Date of Last Tetanus Booster: _____

Participant has the following conditions (allergies, medical conditions, etc.): _____

Attach additional sheets if necessary

Participant is currently taking the following medication: _____

Attach copies of prescription and any instructions related to the medication, including the amount and timing of dosages.

Special Instructions or Other Information: _____

Consentimiento de los padres de un(a) joven para participar en una actividad, Liberación e Información Médica de Emergencia

Nombre del participante: _____

Nombre de los padres: _____
Por sí mismos, sus herederos, albaceas y administradores.

Evento: _____

Parroquia/Escuela: _____ ubicada en (*ciudad*):
_____, Texas, una corporación sin fines de lucro
en Texas, incluyendo su facultad, empleados, contratistas, miembros del clero, agentes,
facilitadores y voluntarios.

Diócesis: La Diócesis Católica de Austin, una corporación sin fines de lucro en Texas, incluyendo sus
empleados, contratistas, miembros del clero, sus agentes, facilitadores y voluntarios.

Proveedor de la transportación: _____ (*nombre*)

- A. Quienes firman al calce representan que son los padres o tutores legales del participante y tienen plena autoridad en el derecho a firmar este documento.
- B. Los padres conceden su permiso para el participante para registrarse y participar en este evento.
- C. Los padres reconocen y aceptan que:
- (1) El participante y los padres voluntariamente desean participar en el evento,
 - (2) El evento puede implicar la actividad física que implique riesgo de lesiones;
 - (3) El participante cumplirá con todas las políticas y normas establecidas para el evento y las instrucciones de las personas para facilitar, organizar o supervisar el evento;
 - (4) El participante y los padres son responsables de la conducta del participante durante el evento y son responsables de los daños y perjuicios, demandas, u otros costos causados por el participante o incurrida como resultado de la conducta del participante, y
 - (5) Si la conducta del participante es inadecuada, peligrosa o perjudicial para el evento, para los demás participantes u otras personas, la Parroquia / Escuela o la Diócesis pueden terminar la participación del participante en el evento y en eventos futuros.
- D. A menos que este párrafo sea tachado y e inicialado por los que firman, los padres autorizan a la Parroquia / Escuela y a la Diócesis proporcionar al participante aspirinas, analgésicos, medicinas para el resfriado, y otros medicamentos de venta sin receta, a petición del participante, si la Parroquia / Escuela o Diócesis consideran razonable hacerlo. La Parroquia / Escuela hará esfuerzos razonables para notificar a los padres antes de autorizar cualquier exceso de tales medicamentos de venta sin receta.
- E. En el caso de una emergencia o una situación que se estime de emergencia, los padres autorizan a la Parroquia / Escuela y la Diócesis a buscar y autorizar la atención médica de emergencia que se dará al participante (por ejemplo, primeros auxilios, medicamentos, anestesia, o cirugía). La Parroquia / Escuela harán esfuerzos razonables para notificar a los padres antes de autorizar cualquier atención de emergencia.
- F. Los padres otorgan a la Parroquia / Escuela y a la Diócesis el permiso de:
- (I) fotografiar y vídeo grabar al participante durante el evento, y
 - (II) utilizar las fotografías y cintas de vídeo en las publicaciones y promociones de la Parroquia / Escuela y la Diócesis, incluyendo pero no limitándose a las publicaciones tales como sitios de Internet, boletines informativos, anuncios, álbumes de recortes, y anuarios.

E. En la medida permitida por la ley, los padres, por sí mismos y por el participante, liberan y se comprometen a indemnizar y a eximir de responsabilidad a la Parroquia / Escuela, la Diócesis, y la compañía de transporte de cualquier y toda responsabilidad, reclamos, demandas, y los costos que puedan surgir como resultado de la participación del Participante en el evento o que es, de alguna manera, en relación con dicha participación. Este párrafo abarca la pérdida bajo cualquier teoría de la pérdida (por negligencia u otra forma), incluyendo pero no limitada a, lesiones personales o daños materiales. Los padres y el participante asumen todos los riesgos de lesiones o pérdidas por daños corporales o daños materiales.

Firma del padre/guardián: _____ Fecha: _____

Firma del padre/guardián: _____ Fecha: _____

Firma del participante: _____ Fecha: _____

Por favor proporcione la siguiente información:

Contacto de Emergencia e Información de Seguro Médico

En el caso de una emergencia llame a: _____

Teléfono(s) y dirección(es): _____

Contacto alternativo: _____

Teléfono(s) y dirección(es): _____

Compañía del Seguro Médico del participante: _____

_____ (Teléfono)

_____ (Dirección)

_____ (Número de póliza)

Deberá adjuntar copia de la tarjeta de seguro médico.

Fecha de la última vacuna contra el Tétanos: _____

El participante tiene las siguientes condiciones (alergias, condiciones médicas, etc): _____

Agregue una hoja adicional si es necesario.

El participante está tomando los siguientes medicamentos: _____

Adjunte copias de la receta y las instrucciones relacionadas con el medicamento, incluyendo la cantidad y el horario de dosis.

Instrucciones especiales u otra información: _____

Consent to Participate in Activity, Emergency Medical Information, and Release

Participant: _____ (name)
for Participant and Participant's heirs, executors, and administrators.

Event: _____

Parish/School: _____, located in _____ (city),
Texas, a Texas non-profit corporation, including its faculty, employees,
contractors, clergy, agents, facilitators, and volunteers

Diocese: The Catholic Diocese of Austin, a Texas non-profit corporation, including its employees,
contractors, clergy, agents, facilitators, and volunteers

Transportation Provider: _____ (name)

A. Participant acknowledges and agrees that:

- (1) Participant voluntarily seeks to participate in the Event;
- (2) the Event may involve physical activity that involves risk of injury;
- (3) Participant will abide by all policies and rules established for Event and instructions of those persons facilitating, organizing, or overseeing the Event;
- (4) Participant is responsible for Participant's conduct during the Event and is responsible for any damages, claims, or other costs caused by Participant or incurred as a result Participant's conduct; and
- (5) if Participant's conduct is inappropriate, unsafe, or detrimental to the Event, other Participants or other persons, Parish/School or the Diocese may be terminate Participant's participation in the Event and future Events.

B. In the event of an emergency or a situation that is reasonably considered to be an emergency, Participant authorizes the Parish/School and the Diocese to seek and authorize emergency medical care to be given to Participant (for example, First Aid, medication, anesthesia, or surgery). The Parish/School will make reasonable attempts to notify persons listed as emergency contacts in this form prior to authorizing any such emergency care.

C. Participant grants Parish/School and the Diocese permission:

- (1) to photograph and video tape Participant during the Event; and
- (2) to use the photographs and video tapes in publications and promotions of the Parish/School and the Diocese, including but not limited to publications such as websites, newsletters, advertisements, scrapbooks, and yearbooks.

D. To the extent permitted by law, Participant, releases and agrees to indemnify and hold harmless the Parish/School, the Diocese, and the Transportation Provider from any and all liability, claims, demands, and costs which may arise as a result of Participant's participation in the Event or which is, in any way, related to such participation. This paragraph covers loss under any theory of loss (negligence or otherwise) including but not limited to personal injury or property damage. Participant assumes all risk of injury or loss for bodily injury or property damage.

Participant's signature: _____ Date: _____

Please provide the following information.

Emergency Contact and Insurance Information

In the event of an emergency contact: _____
Phone: _____

Alternatively, contact: _____
Phone: _____

Participant's Insurance Carrier: _____
Phone: _____
Address: _____

Copy of insurance card must be attached.

Date of Last Tetanus Booster: _____

Participant has the following conditions (allergies, medical conditions, etc.): _____

Attach additional sheets if necessary

Participant is currently taking the following medication: _____

Attach copies of prescription and any instructions related to the medication, including the amount and timing of dosages.

Special Instructions or Other Information: _____

Consentimiento para participar en una actividad, Liberación e Información Médica de Emergencia

Participante: _____
(Nombre) del participante y herederos del participante, albaceas y administradores.

Evento: _____

Parroquia/Escuela: _____ ubicada en (ciudad):
_____, Texas, una corporación sin fines de lucro en Texas, incluyendo su facultad, empleados, contratistas, miembros del clero, agentes, facilitadores y voluntarios.

Diócesis: La Diócesis Católica de Austin, una corporación sin fines de lucro en Texas, incluyendo sus empleados, contratistas, miembros del clero, sus agentes, facilitadores y voluntarios.

Proveedor de la transportación: _____ (nombre)

- A. El participante reconoce y acepta que:
- (1) El participante voluntariamente desea participar en el evento,
 - (2) El evento puede implicar la actividad física que implique riesgo de lesiones;
 - (3) El participante cumplirá con todas las políticas y normas establecidas para el evento y las instrucciones de las personas para facilitar, organizar o supervisar el evento;
 - (4) El participante es responsable de la conducta del participante durante el evento y es responsable de los daños y perjuicios, demandas, u otros costos causados por el participante o incurrida como resultado de la conducta del participante, y
 - (5) Si la conducta del participante es inadecuada, peligrosa o perjudicial para el evento, para los demás participantes u otras personas, la Parroquia / Escuela o la Diócesis pueden terminar la participación del participante en el evento y en eventos futuros.
- B. En el caso de una emergencia o una situación que se estime de emergencia, el participante autoriza a la Parroquia / Escuela y la Diócesis a buscar y autorizar la atención médica de emergencia que se dará al participante (por ejemplo, primeros auxilios, medicamentos, anestesia, o cirugía). La Parroquia / Escuela harán esfuerzos razonables para notificar a las personas que figuran como contactos de emergencia en esta forma antes de autorizar cualquier atención de emergencia.
- C. El participante otorga a la Parroquia / Escuela y a la Diócesis el permiso de:
- (I) fotografiar y vídeo grabar al participante durante el evento, y
 - (II) a utilizar las fotografías y cintas de vídeo en las publicaciones y promociones de la Parroquia / Escuela y la Diócesis, incluyendo pero no limitándose a las publicaciones tales como sitios de Internet, boletines informativos, anuncios, álbumes de recortes, y anuarios.
- D. **En la medida permitida por la ley, el participante, libera y se compromete a indemnizar y a eximir de responsabilidad a la Parroquia / Escuela, la Diócesis, y la compañía de transporte de cualquier y toda responsabilidad, reclamos, demandas, y los costos que puedan surgir como resultado de la participación del participante en el evento o que es, de alguna manera, en relación con dicha participación. Este párrafo abarca la pérdida bajo cualquier teoría de la pérdida (por negligencia u otra forma), incluyendo pero no limitada a, lesiones personales o**

daños materiales. El participante asume todos los riesgos de lesiones o pérdidas por daños corporales o daños materiales.

Firma del participante: _____ Fecha: _____

Por favor proporcione la siguiente información:

Contacto de Emergencia e Información de Seguro Médico

En el caso de una emergencia llame a: _____

Teléfono(s) y dirección(es): _____

Contacto alternativo: _____

Teléfono(s) y dirección(es): _____

Compañía del Seguro Médico del participante: _____

_____ (Teléfono)

_____ (Dirección)

_____ (Número de póliza)

Deberá adjuntar copia de la tarjeta de seguro médico.

Fecha de la última vacuna contra el Tétanos: _____

El participante tiene las siguientes condiciones (alergias, condiciones médicas, etc): _____

El participante está tomando los siguientes medicamentos: _____

Adjunte copias de la receta y las instrucciones relacionadas con el medicamento, incluyendo la cantidad y el horario de dosis.

Instrucciones especiales u otra información: _____

DIOCESE OF AUSTIN
<*INSERT NAME OF PARISH HERE*>

INCIDENT REPORT FORM

Name of Event: _____

Description of Event: _____

Event Sponsored by: _____

Date(s) of Incident: _____

Location of Incident: _____

(Place, Address, etc.)

Person(s) Involved: _____

(2)

(3)

(4)

Description of the Incident: _____

Continued on Reverse Side

Other Relevant Details: _____

Follow-up Recommended: _____

Please attach additional sheets if necessary, as well as copies of any supporting information (i.e.: permission / consent forms, behavior contracts, police reports...)

Report Submitted by: _____

Contact Information: _____

Date Submitted: _____

Copies of this report should be given to the pastor/principal and youth minister, and it should be made available to parents of minors and other involved persons. If necessary, a copy should be forwarded to the Diocesan Office of Youth and Young Adult Ministry and Campus Ministry and/or Bishop's Office. The original should be kept on file at the point of origination.

Diócesis de Austin
(INSERTE AQUI EL NOMBRE DE LA PARROQUIA)

REPORTE DE INCIDENTE

Nombre del evento: _____

Descripción del evento: _____

Evento Patrocinado por: _____

Fecha(s) del incidente: _____

Lugar del incidente: _____

(Lugar, dirección, etc) _____

Persona(s) que participan: (1) _____

(2) _____

(3) _____

(4) _____

Descripción del Incidente: _____

Continúa en el reverso

Otros datos relevantes: _____

Procedimiento recomendado: _____

Por favor, adjunte hojas adicionales si es necesario, así como copias de cualquier información de apoyo (es decir: permiso o formularios de consentimiento, los contratos de comportamiento, los informes de la policía ...)

Informe Presentado por: _____

Información para contactarle: _____

Fecha del reporte: _____

Se deberá entregar al párroco/director/ministro juvenil una copia de este informe y deberá ponerse a disposición de los padres de los menores y a otras personas involucradas. Si es necesario, una copia deberá enviarse a la Oficina Diocesana del Ministerio de Jóvenes y Adultos Jóvenes y el Ministerio Universitario y/o la Oficina del Obispo. El original debe ser archivado en el punto de origen.