

Young Adult Ministry Handbook

Diocese of Lansing

“In light of these insights, our ministry with young adults, who make up approximately 30 percent of the total U.S. population, must be intensified. We need to be a Church that is interested in the lives of these men and women and is willing to invite them into our community. We need to be a Church imbued with a missionary zeal for the Gospel. When young adults accept our invitation, we must welcome them, acknowledge their participation, and make room for them in all aspects of church life. This outreach is especially important to the alienated. The words of Pope Paul VI speak of the importance of this ministry: "Existing circumstances suggest to us that we should devote our attention in particular to young people. . . . It is essential that young people themselves . . . should be ever more zealous in their apostolate to their contemporaries. The Church relies greatly on such help from young people, and we ourselves have repeatedly expressed our full confidence in them." (Sons & Daughters of Light,pp.4)

Young Adult Ministry Handbook

Diocese of Lansing

Contents

A Brief History

Committee by laws and mission statement

Summary of services

Diocesan Programs and Descriptions

Regional networking

Regional agreements components

Summary of YA section of Pastoral Response to Pornography

Sample young adult survey

Sample Job Description, Director of Youth & Young adult Ministry

Resource sheet of publishers and websites

Center For Ministry Development booklet available for purchase from their website. The focus of this booklet is developing a young adult friendly parish.

<http://secure.cmdnet.org/index.cfm>

Brief History of Young Adult Ministry

Diocese of Lansing

PRIORITY - YOUNG ADULTS

At the 1982 Diocesan Pastoral Assembly, young adults were designated a pastoral priority.

In 2001 the Voices project for the Diocese of Lansing stated as Goal 7 for the Diocese: “Strengthen the ongoing relationship of youth, college students, and young adults in the Church.”

FULL TIME CONSULTANT

In 1983 the Diocese hired a Young Adult Ministry Consultant to create an environment which encourages involvement and community building at the diocesan and parish level. In May, 2004, in order to comply with the goals of the Voices project, Bishop Mengeling announced that youth, young adult and campus ministry offices would be organized under one director.

ADVISORY COUNCIL

In 1984 the Young Adult Ministry Consultant with the backing of the diocese directed the formation of the Advisory Council for Young Adult Ministry. The primary function of the council is to advise the consultant on pastoral matters concerning young adults.

DAY OF CELEBRATION CONFERENCE

In 1985 the Diocese of Lansing held its First Annual Young Adult Conference. The conference is a day for all young adults to come together for prayer, development, and celebration.

Mission Statement, Diocesan Young Adult Ministry Advisory

We are Christ centered. We strive to provide a vision and services for the development of young adult ministry in the Diocese of Lansing, in its parishes and on its campuses, in order that young adults can experience community within the church and a call to a personal relationship with Christ. We are Catholic Christians (18-30's) who are called, active participation in the life and mission of the Church and good works.

The Purposes of the Council shall be:

1. To advise the Diocesan Director on matters of policy, strategy and programming.
2. To serve as an effective advocate for Young Adult Ministry throughout the Diocese.
3. To report on its work to the young adults of the Diocese.
4. To serve as a channel for recommendations of parish young adult groups that require consideration and/or implementation at the diocesan level.
5. To read the signs of the times, discern new needs and assist the Diocesan Director in matters of pastoral policy.
6. To oversee the planning of the Young Adult Conference and other diocesan programs deemed appropriate by the council as services necessary at the diocesan level.
7. Promote and facilitate leadership development for young adults throughout the Diocese in order to assist in the development of local young adult ministry.

Consensus Group Decision Process

Young Adult Ministry is a sign of unity to the rest of the community. Therefore the process that is used to seek direction becomes as important as the decisions themselves. A process that results in winners and losers does not foster unity nor does it assure optimum direction.

Consensus is a state of agreement within a group on a particular issue. Agreement does not mean total unanimity. It means all members believe this is the best possible choice even though they may differ in degree of enthusiasm.

The process of reaching consensus is a style that affords everyone an opportunity to make known their views. A listening posture that conveys respect for the opinion of others is essential. Letting go of personal preference in favor of a search for the best choice is a must. Differences of opinion are viewed as opportunities to gather additional information, clarify the issues, and develop a wide variety of alternatives. Patient, thoughtful discussion allows these to emerge. Willingness to take the time needed is a required discipline.

There are times when a process to reach a state of consensus is neither called for nor effective. Such occasions occur when:

1. The group is not working well together or there are barriers that must be addressed first.
2. There are not good choices. It has boiled down to a lesser of two evils.
3. Urgent or immediate action is required and time does not permit thoughtful and thorough discussion.
4. The issue is trivial and a vote is sufficient.
5. There is insufficient information. In this situation discussion should cease until the research is complete and the required facts are available.

The Young Adult Director along with the chairperson will make this determination.

BY-LAWS
ADVISORY COUNCIL FOR YOUNG ADULT MINISTRY
Compiled January 1986 (Revised 2005)

Article 1:

Responsibilities of Officers

Section 1: Chairperson

- a. Prepare the agenda for each meeting with the diocesan director
- b. Facilitate each meeting. (Dec. 84)
- c. Evaluate membership status with diocesan director.
- d. Communicate with members between meetings to monitor progress on projects.

Section 2: Secretary

The secretary shall record the minutes of each meeting and submit to diocesan director for review and disbursement.

(Dec. 84)Note:These responsibilities may be expanded pending review of the officers' job descriptions by the Advisory Council. (Feb. 86)

Article 2:

Responsibilities of all Council Members

Section 1: Attendance

A council member will forfeit his/her position on the Advisory Council if he/she has two unexcused absences in one year. Each member shall contact either the Consultant for Young Adult Ministry, the Advisory Council Chairperson, or the host council member if he/she is unable to attend a meeting. (Jan. 85)

Section 2: Retreat & Personal Prayer

Each council member shall attend an annual retreat.

Each council member shall commit to daily prayer and scriptural reflection.

Article 3:

Appointment and Resignation of Council Members

Section 1: Appointment of Council Members

The process by which new members will be appointed to the Advisory Council shall be as follows:

- a. Nominations will be presented to the Council.
- b. Following agreement, the individual will be invited to a meeting.
- c. Appointment will occur at the following meeting.

Article 4:

Terms of Service

Section 1: Officers

The Advisory Council shall nominate and elect a Chairperson and Secretary to serve terms of one year. These terms may be renewed, contingent upon reelection.

Section 2: General Council Members

The term of service for general council members is three years. This term may be renewed for an additional three years to provide continuity to the Advisory Council. This term can be extended from three to not more than six years.

Article 5:

Frequency and Duration of Meetings

Meetings of the Advisory Council shall be held quarterly (four times a year.) Each meeting shall not exceed three hours in length. (Dec. 84)

Article 6:

Substitutes/Alternates

The chairperson shall delegate someone to chair the meetings if he/she cannot be present. (Dec. 84)

Article 7:

Successor to the Chairperson

Any successor to the chairperson shall have served on the council for at least one year.
(Jan. 85)

Article 8:

Maximum Number of Council Members

The maximum number of council members is 16.

Article 9:

The Advisory Council shall assume responsibility for overseeing the planning for the Annual Young Adult Conference.

Article 10:

Visitors

Young adults from various parishes and groups shall be encouraged to visit meetings of the Advisory Council. A time allotment for their comments will be given at the discretion of the chairperson. (Jan. 85)

Young Adult Ministry Office

Purpose: The Diocesan Office of Young Adult Ministry, in collaboration with parishes, seeks to fulfill the four goals of young adult ministry as identified in the USCCB document Sons and Daughters of Light:

1. Connecting young adults with Jesus Christ
2. Connecting young adults with the Church
3. Connecting young adults with the mission of the Church
4. Connecting young adults with a peer community

Function:

1. Advocating for the importance of ministry with young adults in all ministry settings.
2. Resourcing parishes and campuses and regional settings who wish to start or enhance their young adult ministry.
3. Providing training for parish and campus young adult leaders/ministers, volunteer and paid.
4. Sponsoring diocesan level young adult programming.

Statutes: We serve of members of the Body of Christ, The Roman Catholic Church. As such we are part of an integrated whole that lives within the ongoing tradition of the Catholic Church. With adherence to our ecclesial authority, rooted in tradition, we seek to operate, not as a separate entity, but a distinct part of ministry in this place and time in history. Therefore:

We work collaboratively with other diocesan offices and parishes and institutions, for the Body of Christ is many members and all contribute to ministry by their gifts and calling.

“Our vision is driven by documents of the local Church, especially in light of its specific direction for young adult ministry. We reflect the goals and principles of Sons & Daughters of Light from the USCCB.”

We prioritize those functions which empower ministry where the youth reside; leadership formation of young adults, resources, regional networking and communication services.

Programming, that we do provide, in view of principles of subsidiarity, are those which cannot be provided at the parish/regional level and are Appropriate for a Diocesan office.

Bodies that support Office:

Diocesan Young Adult Advisory Committee

Young Adult Conference Committee, consisting of representatives from our diocese and the Archdiocese of Detroit.

Introduction to Calendar of Events for Diocese of Lansing

The Catholic Church has always sought to provide ministry to people in their late teens, twenties, and thirties through marriage preparation, campus ministry, Catholic singles groups, military chaplaincies, and participation in various organizations and movements. Young adult ministry itself, as a designated area of pastoral care, has been part of church life in many dioceses for over fifteen years. This plan applauds these efforts and seeks to develop a more intentional ministry based on this foundation.

In the introduction, we stated that one of our goals is to strengthen the relationship of young adults with the Church. As in any relationship, we need to know each other, therefore we identified the tasks and issues concerning young adults. We also discussed how our faith provides a lens through which we can view life. Now we offer a plan based on the understanding of young adults in Part One and rooted in the vision of faith developed in Part Two. We also build this plan on the foundation of past strategies such as *Empowered by the Spirit*, *the National Pastoral Plan for Hispanic Ministry*, *Here I Am*, *Send Me*, and *Go and Make Disciples*, to name a few. We hope this plan assists you in your ministry to and with young adults.

The strategies contained in this section are not meant to be comprehensive, but to provide planners with a starting point. We believe that a successful outreach to young adults will achieve four goals. It will connect young adults with the following: (Sons & Daughters of Light, pp.25)

Calendar of Events Young Adult Ministry

July

Young Adult Advisory Council

Diocesan Center, Lansing. 6:30 P.M. - 9:30 P.M. four times a year in August, November, February and April or May. Meeting is usually held at the diocesan center with supper served. Representatives from the various regions of the diocese meet to plan young adult ministry.

Theology on Tap

This catechetical experience and evangelistic outreach has been active throughout the diocese. As dates are set we will contact local young adult leaders to spread the word.

On a given year three or four regions will be hosting these sessions. Check our website for dates and locations. Contact information per site will be available.

<http://www.dioceseoflansing.org/youngadult/index.html>

Veritas Retreat

This young adult retreat, originating out of the Diocese of Grand Rapids, now holds two retreats a year in our diocese. Their retreats are planned in cooperation with our Young Adult Advisory and they are represented on that committee. Retreats usually occur in September and April.

Veritas website <http://www.catholic-church.org/veritas/>

(more detailed description in Retreat section)

Young Adult Mass & Picnic (18-35)

This event is co-sponsored by the Office of Young Adult Ministry and the Vocation Office. It begins with Mass, presided by many of our newly ordained priests, and continues with the picnic. It is a great day to meet young adults from around the diocese. Enjoy volleyball and bring your own games too. Hot Dogs, Brats & buns, potato salad, punch, pop and table setting will be provided. Bring a dish to pass for our potluck meal. The picnic is free. This event is co-hosted each year by a parish or region with an active young adult group. Information will be on our website. <http://www.dioceseoflansing.org/youngadult/index.html> .

Young Adult Basic Training - Each Fall

Four two hour workshops are provided, usually in a one day format, to train adult and young adult leaders for ministry in their parish or campus setting. Topics of workshops include:

Workshop 1: Implementing Sons and Daughters of the Light

Workshop 2: Celebrating Today's Young Adults

Workshop 3: Peer Leadership

Workshop 4: Integration vs. Separation: Connecting Young Adults

October

Catechetical Day

This is a program for catechetical training offered every two-three years. It is a one day event offered in different parts of the diocese. It features keynote, workshops for catechesis for all age groups in various settings, and time for prayer and Eucharist as a diocesan catechetical community.

November

National Catholic Collegiate Conference

Every other year this event, NCCC, is held along side NCYC inviting young adults up to 25 years of age to a national gathering of celebrating faith, featuring keynotes, workshops, networking, and prayer.

National Young Adult Ministry Leadership Forum

This event brings together a national gathering of young adult ministry leaders for training, networking, formation, and prayer. It occurs every other year opposite the year of NCCC.

March

Young Adult Conference

This is an annual event featuring prayer, keynotes, workshops, Eucharist and great food and fun. This event is co-sponsored with the Archdiocese of Detroit. It is a state conference with participation coming from young adults throughout the state and nearby states as well. There will be a Spanish track. All young adults are welcome. www.micyac.org

THE ANNUAL STATE YOUNG ADULT CONFERENCE

The state young adult conference occurs once a year, usually on the last Saturday of March. This conference serves as a way to bring together the diverse young adult groups of Michigan.

Primarily coordinated by the Diocese of Lansing and the Archdiocese of Detroit's young adult offices, the planning team is comprised of representatives of the young adult community and those who are in ministry positions working with young adults. In addition, effort is made to ensure the major ethnic and cultural groups of young adults are represented on the planning team.

The conference is a one-day event that focuses on keynote speaker(s), workshops, and prayer experiences. By offering both spiritual and informational opportunities, young adults may choose to have a day more like a retreat or more like a traditional conference. Workshops include topics of interest to the young adult community: relationships, prayer, finances, social justice, service, vocations, and more.

The location for the conference alternates between a site in the Archdiocese of Detroit and the Diocese of Lansing.

Details for the current year's conference is available at the website: www.micyac.org.

YOUNG ADULTS AND A PASTORAL RESPONSE TO PORNOGRAPHY

SUMMARY OF RESOURCE

At the request of Bishop Mengeling, in 2007, a committee was formed by the diocese to create a pastoral response to pornography. As part of this, a resource for young adults and young adult ministry was created. The following is a brief summary of the resource.

Whether through a stumble on the Internet, a dorm mate's magazine, or a film from a friend, young adults are frequently exposed to pornographic material. Most will ignore it, some may glance in curiosity, others will begin an unfortunate journey towards addiction. The challenges of a positive, healthy, and hopeful response to pornography become compounded by the challenges of ministering to and with young adults as a whole. Classic ministry options of gathered meetings in the parish hall are infrequently effective. New technologies lead to formation of community and even church in forms quite foreign to many attempting to minister to young adults. Thus, it is important to not only address the issues of pornography, but to do so in a manner that will appeal and be relevant to young adults.

The resource for young adults and those who minister with them highlights many of the major components of the problem of pornography. Many factors contribute to the lure of pornography and in many cases, the eventually addiction to it. These can loosely be grouped by societal factors and personal or individual factors. Some overlap, and few are ever the sole reason for the draw of pornography. Some societal issues are the media, individualism in society, society's moral compass, the contrast between online and real life, and that ultimately pornography is a business. Some of the individual factors relate to self-identity, modesty issues, the need for human contact, and coping with addiction.

In addition to a discussion of the topics, the resource offers program ideas and resources. Incorporating a balance of scripture, catechism, and third-party resources, there are aids for individuals and ministries. At the end of the document is an extensive list of references and resources.

**Regional and Parish Development
Young Adult Ministry
Workshops and Sample Regional Agreements**

Developing A Regional Response For Young Adult Programming

3:00 P.M. Welcome and Prayer: 1 Corinthians 12: 3-7, 14-17, 22,23,26,27

Introductions and share one good experience in young adult ministry and one thing you hoped for.

List experiences and hopes.

How many of the experiences were with people from outside your own parish?

How was that a positive thing?

What other young adult experiences have you had beyond your own parish?

3:10 P.M. Overview of Goals of Young Adult Ministry

Connect to Jesus

Spiritual Formation & Direction, Religious Formation/Education,
Vocational Discernment

Connect to the Church

Evangelization Outreach, Forming Faith Community, Pastoral Care

Connect to Mission of the Church in the World

Forming Christian Conscience, Educating & Working for Justice,
Developing Leadership

Connect to Peer Community

Forming Faith Communities of Peers, Developing Peer Leadership,
Identifying Young Adult Team

Of these goals, which are most difficult to accomplish in your own parish center?

3:20 P.M. The development of Regional networking in young adult ministry

Genesee/Shiawasee
Clinton/Ingham/Eaton
Livingston/Washtenaw
Jackson, Lenawee/Hillsdale

If there are people here from those regions have them express their needs.

Development of Regional Response to young adult needs:

Ask group to list benefits of this.

Ask group to list challenges.

What's appropriate in the parish?

What is better shared?

3:40 P.M. Diocesan Services Provided:

Email Lists

Training

Spiritual Formation: TEC & Refresh

Diocesan Programs:

Mass & Picnic

Young Adult Conference

Connection to national opportunities

How will you connect to your region?

Gather names for diocesan email list and leader/contact person list.

Final Q & A

3:55 Closing Prayer

Consortium of Region 3 Diocese of Lansing Catholic Churches Cooperative Agreement for Young Adult Campus Ministry

This is summary of the cooperative agreement between the Catholic parishes and other units of the Diocese of Lansing, Michigan within the County of.

ARTICLE I—NAME

The name of the Consortium shall be "Region 3 Young Adult Campus Ministry" (hereafter "Consortium") here within the Catholic Diocese of Lansing, Michigan.

ARTICLE II—STATEMENT OF PURPOSE

The Consortium has been established in order to:

- * Foster the personal and communal growth and education of young adults toward a relationship with Jesus Christ leading to Christian maturity.
- * Share in the delivery of services to campus students, faculty, and other Church members engaged in teaching, learning, and research.
- * Save funds by reducing the cost of building collections and delivering services by sharing resources and leveraging expertise.

ARTICLE III—STATEMENT OF OBJECTIVE

In furtherance of the purposes described in Article II and in limitation thereof, the Consortium shall have the objectives in the following areas:

1. Spiritual Formation and Direction
2. Religious Education/Formation
3. Vocation Discernment
4. Evangelizing Outreach
5. Forming the Faith Community
6. Pastoral Care
7. Forming a Christian Conscience
8. Educating and Working for Justice
9. Developing Leaders for the Present and the Future
10. Forming Faith Communities of Peers
11. Developing Peer Leadership
12. Identifying a Young Adult (Core Representatives) Team

ARTICLE IV—OPERATIONS

Several points listed manor of operation, accountability and the collaborative nature of this ministry.

ARTICLE V—MEMBERSHIP

This Consortium is composed of the members of the participating Parishes of Genesis County upon their agreement to join as well as participating Newman student groups in the Flint area:

ARTICLE VI—MEMBERSHIP BENEFITS

ARTICLE VII—GOVERNANCE

The business and affairs of the Consortium shall be managed by an Executive Council (hereafter “the Core Team”) consisting of the director/coordinator and two young adult representatives from each member Parish of the Consortium.

Several points followed as to the collaborative nature in which the consortium lives out its mission and ministry.

ARTICLE VIII—COMMITTEES AND TASK FORCES

Committees and task forces are formed at the discretion of the Core team. Membership, terms of service and other essentials are enumerated in their agreement.

ARTICLE IX—FUNDS

This Consortium is not intended as a profit-making organization and exists with the financial parameters of member parishes of the vicariate in which it ministers.

ARTICLE X—INDEPENDENCE OF MEMBERS

Mutually supportive and operating with a cooperative relationship, members of the consortium may also engage in other ministries that are not in conflict with the shared ministries of the consortium.

ARTICLE XI—AMENDMENTS TO COOPERATIVE AGREEMENT

This Cooperative Agreement may be amended or repealed, in whole or in part, by a majority vote of the Consortium at any duly organized meeting of the Consortium Pastors in Genesee County, Michigan.

I, Rev. _____ (Pastor) of _____ (Parish) do hereby agree to the Terms and Conditions of the aforementioned Consortium Agreement. I further agree to advertise and promote this effort in my Parish, to contribute three hundred (\$300) dollars a month, and to appoint two young adult representatives to serve on the Consortium.

Signed,

Rev. _____

To be returned to St. John the Evangelist Catholic Church (att: Region 3 Young Adult Campus Ministry) at 600 North Adelaide Street, Fenton, Michigan 48430

Regional Pastoral Oversight:

Rev. David W. Harvey, Pastor

**Retreat Programs
Offered by or
In Collaboration with
The Diocese of Lansing**

RETREAT INFORMATION

VERITAS RETREAT FOR YOUNG ADULTS ORIGINATED IN DIOCESE OF GRAND RAPIDS

TALK OBJECTIVES & OUTLINES

Talk #1 FINDING GOD'S WILL

The objective of the first talk should leave the Seekers with a basic understanding of why we should want to do God's Will, how God's calls each of us by name, and how to find His will for us. However, this understanding must begin with the realization that we must **want** Jesus in our life.

Talk #2 FORGIVENESS & RECONCILIATION

The main focus of the *Forgiveness & Reconciliation* talk is to show the wondrous depth of God's mercy and that His love for us is unconditional, saint or sinner. The talk should also incorporate the gift we have as Catholics in the Sacrament of Reconciliation. The importance of the sacrament should be stressed.

Talk #3 SACRAMENTS

The *Sacraments* talk should cover all seven sacraments of the Catholic Church, with emphasis on Baptism, Confirmation, the Eucharist, and Reconciliation.

Talk #4 SERVANTHOOD

The objective of the *Servanthood* talk is to show that we must follow the example Jesus and have The Heart of a Servant. It should also cover that as Christians, we are all called to a vocation and how we must find the vocation that God has called us to. This is done in part by discussing the various vocations of single life, marriage and religious life.

Talk #5 THE MASS EXPLAINED

The objective of *The Mass Explained* is to give an understanding of the different parts of the mass, items used during the mass, and how some things have changed over the years (such as pre/post Vatican II). It should be noted that this is a talk only and not a Eucharistic celebration.

TALK #6 THE SINGLE LIFE

The *Single Life* talk should start by reviewing the point made in the Servanthood talk that single life is a vocation just like marriage and religious life. The two main ideas of the talk are:

Talk #7 MARRIAGE JOURNEY

The objective of the *Marriage Journey* talk is to stress the importance of having Christ as the center of the marriage, and that marriage is a union between husband, wife, and God.

Talk #8 INTIMACY WITH CHRIST

The purpose of the *Intimacy with Christ* talk is to convey the great depth of God's love, grace and mercy. This should be done by explaining how God desires and calls us not just to know Him, but to have an intimate relationship with Him. Grace should be emphasized as the gift God gives us, which allows us to enter into this relationship.

Talk #9 RESPONSIBILITY & ACCOUNTABILITY

The *Responsibility & Accountability* talk covers the responsibilities we have as Catholic Christians. From there it goes on to discuss how we must also help our Christian brothers and sisters and be accountable for them.

Talk #10 ACTION & EVANGELIZATION

The objective of the *Action & Evangelization* talk is to stress that we take the gifts God has given us out into the world for His service. As members of the body of Christ, we must continue His mission to evangelize the world.

Young Adult Census/Survey

(For young adults, ages 18-30's)

Name _____

Gender M F

Present Address _____

City _____ Zip _____

Permanent Address (if different) _____

City _____ State _____ Zip _____

Home Phone () _____

Work Phone () _____

E-mail address _____ Birth date _____

Occupation _____

Ethnic Identity

European American

Hispanic American/Latino

African American

Native American

Asian American

Other:

Sacraments received

Baptism

Confirmation

First Communion

Marriage

Marital Status

single (never married)

engaged

separated

divorced

married

widowed

re-married

Number of children _____

Ages of children _____

What do you hope the Church will provide for you? Check the ones important to you.

Sense of belonging and community	Social activities	Inspiration
Opportunities for leadership	Dynamic liturgies	Guidance
Spiritual growth	Opportunities for service	
Religious education	A community of common values	

If you were to participate in young adult activities:

How often would you participate? Weekly_____ Monthly_____

Day of week preferred: _____

Time of Day preferred: _____

Sample Job Description for Full-Time Coordinator of Youth & Young Adult Ministry

Purpose: To initiate a holistic youth and young adult ministry in the parish. The position involves the recruitment, training and supervision of a parish youth ministry team and a distinct young adult ministry team. The position will also be responsible for providing the high school religious education program.

Responsible to:

The pastor, or a member of the pastoral team, will supervise and evaluate the Coordinator of Youth & Young Adult Ministry. He/She will also be a member of the parish staff and make reports to the Education Commission.

Major Responsibilities:

A. Recruitment and Training of Leaders

1. Collaborate with the pastor in the recruitment, training, assignment and evaluation of the youth and young adult ministry leaders. Assist in coordinating their participation in diocesan sponsored training programs.
2. Serve as an advisor and support to youth and young adult leaders.
3. Monitor the efforts of volunteer leaders and evaluate progress on an on-going basis.
4. Make special efforts to gain the endorsement, support and involvement of adults, especially parents and parish organizations.
5. Define the responsibilities of each adult leader/advisor.
6. Publicize and offer education programs and support systems for volunteer leaders which will make them aware of the opportunities open to them in youth and young adult ministry.

B. Program Development and Administration

1. Initiate ways of gathering data on the needs, interests, attitudes and beliefs of youth and young adults.

2. Undertake a process for the planning, organization and implementation of programs/experiences which provide a wholistic approach in meeting the needs/interests of youth and young adults.
3. Submit an annual financial report and budget to the Pastor.
Administer budget spending throughout the year.
4. Maintain necessary office and program records.
5. Determine effective means for publicizing and promoting programs and activities among youth and young adults in the parish.
6. Provide opportunities and situations in which youth and young adults can hear and respond to the Gospel message through effective evangelization and catechesis. (E.g. overnight retreats, service trips, conferences, rallies, religious education.)
7. Assist in the preparation of para-liturgical and liturgical celebrations for youth and young adults, with the parish community.
8. Attend all parish staff meetings. Submit periodic reports to the pastor detailing programs in youth and young adult ministry.
9. Initiate procedures for evaluating all aspects of the parish's ministry to youth: goals, components and settings according to "Renewing the Vision", published by the United States Catholic Conference of Bishops. (See Appendix #2 for eight components of youth ministry which come from "Renewing the Vision")
10. Initiate procedures for evaluating all aspects of the parish's ministry to young adults: goals, components and settings according to "Sons & Daughters of Light", published by the United States Catholic Conference of Bishops.

C. Serve As A Liaison

1. Keep the parish faith community informed of the youth and young adult ministry program (i.e. programs, activities, goals and experiences)
2. Advise, communicate, coordinate and cooperate with other parish and diocesan organizations.

3. Work with the youth and young adult ministry teams as to the goals and programmatic ideas for meeting youth and young adult needs.
4. Supervise and coordinate scheduling of events, places, dates, etc. of youth and young adult activities.
5. Keep informed of developments directed toward improving youth and young adult ministry through attendance at diocesan, regional and national conferences, regular reading and updating through current books and professional journals, and membership in youth ministry associations.
6. Be aware of community agencies providing youth and young adult services.

D. Relational Ministry with Youth, Young Adults and Their Families

1. Be visible, available and accessible to youth, young adults and parents.
2. Provide outreach ministry to schools and other places youth or young adults congregate.
3. Develop a network for reaching out to youth and young adults, particularly those who are alienated.

Qualifications:

1. Be a practicing Catholic.
2. Be a person of maturity, capable of relating effectively with people of various ages and backgrounds.
3. Have a B.A. in a youth/young adult related field, diocesan Intermediate youth ministry training or its equivalent and coursework in administration skills.
4. Have a minimum of two years experience in working with youth in a parish environment.

Young Adult Resources for Faith & Life

Websites:

Diocese of Lansing website includes a site for young adult ministry with events designed especially for young adults and links to young adult groups and ministries throughout the <http://www.dioceseoflansing.org/youngadult/index.html>

Diocesan website for Campus Ministry

<http://www.dioceseoflansing.org/campusministry/index.html>

National Catholic Young Adult Ministry Association is the national organization of Catholic parish and diocesan young adult ministry leaders working with the United States Catholic Conference of Bishops. Their website provides resources, networking opportunities and news on young adult ministry programs and initiatives. <http://www.ncyama.org/>

<http://www.mycatholicvoice.com/> website provides resources and networking opportunities for young adults and those who minister with them. My Catholic Voice works closely with national associations in providing videos of conferences, workshops, music and the latest stuff available on the web.

<http://www.bustedhalo.com/> is a website for young adults with podcast, blogs, reflections and resources.

Retreat Programs:

Refresh is a young adult retreat for singles who are looking for direction in their lives in light of the many choices they face. Refresh is facilitated primarily by young adults who have had the Refresh experience.

To Encounter Christ (TEC) is a wonderful retreat opportunity for young adults in the early 20's that helps them to examine their life journey in light of the many changes they experience and in light of Christ= journey. TEC is facilitated by a community of former TEC participants and ministry leaders.

Veritas is a retreat for young adults that originates out of the Diocese of Grand Rapids and now provides two retreats a year in the Diocese of Lansing.

Books and Videos:

Sons and Daughters of Light, USCCB document on Young Adult Ministry

<http://www.usccb.org/laity/ygadult/toc.shtml>

Empowered by the Spirit, USCCB document on Campus Ministry

<http://www.usccb.org/education/highered/empowered.shtml>

Googling God: The Religious Landscape of people in their 20's and 30's by Mike Hayes

An insightful book helping us to understand the spiritual and communal needs fo people in their 20's and 30's

Young Adult Works from the Center for Ministry Development provides catechetical session, prayer, guides for young adult gatherings and retreats that are relevant to young adults and the life issues they face.

Sharing God=s Word Through the Year provides small group young adult relevant reflections on the Sunday readings. The three volumes correlate with the three cycles of readings.

True Love: God=s Plan for Abstinence Until Marriage This video series with discussion guide is published by Media Pro and includes Questions from APure Love@ by Jason Evert. Young adult witness and honest sharing of their own mistakes and struggles make this series a good take off point for small group discussion for youth or young adults.

The Right Choice This video portrays a story that will touch hearts and waken us to the true humanity of unborn life. Produced by the Archdiocese of Los Angeles, it is written by Patt Shea and directed by Jack Shea.

Connections 2008: A Directory of Volunteer Opportunities is provided by the St. Vincent Pallotte Center and includes multiple opportunities for young adults to experience sharing their gifts for the benefit of others. Experiences such as these helps participants to learn through real life want charitable love truly is.

Response 2008: a directory of full-time faith based opportunities provided by Catholic Network of Volunteer Service. Like Connections 2008 these opportunities provide life lessons of love and service then can truly change all who participate.

Helping Teens Unmask Sexual Con Games is published Boystown Press. The material is designed for classroom discussion with high school youth but the material is relevant for young adults and can be used for small group discussion with them.

Connecting Young Adults with the Word form Center for Ministry Development comes in three volumes for the three yearly cycles of Sunday readings. It provides homily tips relevant to young adults.

Leadership For Life: Discovering Your Gifts for Christian Leadership is published by Center For Ministry Development. This training manual for young adult leaders helps young adults recognize their gifts and develop their skills for ministry leadership.

Our Sunday Visitor Pamphlet

Resource provides opportunities for young adults found at <http://catalog.osv.com/Catalog.aspx?ProductCode=P393>

What the Church Teaches:

<http://www.jesseromero.com/berealmen.htm>

Jesse Romero's page provides reflections for young adults on a variety of life issues.