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□ GUIDELINE

YOUTH MINISTRY PERSONNEL

COORDINATOR OF YOUTH MINISTRY

In this manual, the term “coordinator of youth ministry” pertains to any lay, religious, or cleric serving as youth ministry leaders. Depending on local needs, these ministers may be employed by a parish (full-time or part-time) or may serve the parish as a volunteer.

These individuals may conduct ministry under a variety of titles locally, including but not limited to coordinator of youth ministry, director of youth ministry, and/or parish youth minister.

Some pastoral associates, parish coordinators and other catechetical leaders may also share responsibility for youth ministry and as such may be considered youth ministry leaders, hereafter referred to as coordinator of youth ministry.



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APPOINTMENT OF COORDINATOR OF YOUTH MINISTRY

Coordinators of youth ministry should be appointed according to the procedures established by the Diocese of Columbus. Coordinators of youth ministry are hired by the pastor in consultation with local search committees.

Coordinators 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 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.

To qualify as a candidate for a coordinator of youth ministry, a person must be an active, participating Catholic.



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PROFESSIONALISM OF YOUTH MINISTRY LEADERS

In keeping with the moral values advanced by the teachings of Christ, the tenets of the Catholic Church, and the policies and regulations of the diocese, coordinators of youth ministry and youth ministry team members are expected to be examples of moral behavior and professionalism. Coordinators of youth ministry may be suspended or terminated for violations of these standards.

A written statement of the policies and regulations of the diocese must be available to coordinators of youth ministry and youth ministry team members.



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CERTIFICATION OF THE COORDINATOR OF YOUTH MINISTRY

Coordinators of youth ministry are expected to obtain and maintain diocesan youth ministry certification.



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SALARIES FOR LAY COORDINATORS OF YOUTH MINISTRY

The salary paid to a lay coordinator of youth ministry in the Diocese of Columbus shall be determined by the pastor of the hiring parish. In arriving at salary figures, consideration should be given to the following factors:

Size of program;

- Distribution of administrative responsibilities;
- Academic credentials and certification;
- Number of years of service in present assignment;
- Number of years of service in the diocese;
- Number of years of service in youth ministry;
- Average increase for other parish ministry leaders;
- Salary figures of similar public program officials in the geographic area



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ONGOING EDUCATION AND FORMATION

All coordinators of youth ministry are expected to continue their personal, professional, and spiritual growth/development.

The diocesan Office of Youth and Young Adult Ministry provides in-service opportunities for coordinators of youth ministry throughout the program year. Coordinators of youth ministry are expected to be present for those sessions and to assist in the planning and evaluation of diocesan-sponsored in-service days.

In addition to the above in-service opportunities, the program should budget for other professional growth activities such as the OCEA, the NCCYM, or a workshop or seminar of the coordinator of youth ministry's choice.



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SAMPLE JOB DESCRIPTION - COORDINATOR OF YOUTH MINISTRY

The following is a job description for full-time coordinators of youth ministry. It is based on responsibility and accountability, as established through specific standards of performance. The specific standards of the coordinator of youth ministry have been categorized into four major areas. They are as follows:

**PROGRAM DEVELOPMENT
RECRUITMENT AND TRAINING OF LEADERS
ADMINISTRATION
COMMUNICATION**

TITLE: Coordinator of Youth Ministry

REPORTS TO: Pastor

GENERAL DESCRIPTION

Responsible for developing a parish based pastoral ministry with youth. Reaches out to all youth in the community, provides for formal catechesis, invites, and enables youth to serve others. Develops close communication with and mutual support from families of youth and collaborates with other community and parish youth organizations. This position can be terminated at-will by the pastor or coordinator.

I. PROGRAM DEVELOPMENT

- a. creates and develops core group and provides for its enrichment
- b. develops leadership skills in youth
- c. develops a network for reaching out to youth, particularly to the alienated
- d. is available for and has set times for listening, advising, and referral
- e. plans, coordinates and implements weekend retreats and evenings of prayer reflection
- f. develops the kind of relationship with parents that are conducive to open communication between parents and youth
- g. provides opportunity for youth to hear and respond to the Gospel message
- h. assists in the preparation of occasional liturgical celebrations for youth



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II. RECRUITMENT AND TRAINING OF LEADERS

- a. recruits, trains, assigns, and evaluates the youth leaders. Coordinates participation in diocesan sponsored training programs
- b. serves as an advisor and support to youth leaders
- c. monitors the efforts of volunteer leaders and evaluates progress
- d. makes special efforts to gain the endorsement, support, and involvement of all adults, especially parents and parish organizations
- e. defines the responsibilities of each adult leader/advisor
- f. publicizes and offers education programs and support systems for volunteer leaders

III. ADMINISTRATION

- a. initiates ways of gathering data on the needs, interests, attitudes and beliefs of youth
- b. plans, organizes, and implements programs/experiences that provide a holistic approach in meeting the needs/interests of youth
- c. submits annual financial report and budget; administers budget throughout the year
- d. maintains necessary office and program records, including a log of activities and time
- e. determines effective means for publicizing and promoting programs and experiences
- f. submits periodic reports to the pastor detailing programs in youth ministry
- g. initiates procedures for evaluating all aspects of the parish's ministry to youth

IV. COMMUNICATION

- a. keeps the parish faith community informed of youth ministry activity and goals
- b. advises, communicates and cooperates with other parish and diocesan organizations
- c. works with youth ministry team on goals and programmatic ideas for meeting needs
- d. participates in parish governing structures to insure greater participation of youth in parish life and to facilitate communication and decision-making
- e. supervises and coordinates scheduling of youth events and activities
- f. keeps informed through attendance at diocesan, regional, and national conferences, regular meetings, and membership in professional associations
- g. is aware of community agencies and resources that interface with youth
- h. sets annual goals and objectives for each Junior/Senior High program as requested



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ACCOUNTABILITY OF THE COORDINATOR OF YOUTH MINISTRY

The coordinator of youth ministry is directly accountable to the pastor (or his representative) in fulfilling the coordinator of youth ministry's job description.

The coordinator of youth ministry is accountable to the diocesan director of youth and young adult ministry, in implementing the policies and guidelines established in this manual.



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ADHERENCE TO CHURCH TEACHINGS

All personnel who serve in Catholic employment are expected to be examples of Catholic moral behavior and professionalism. All personnel, regardless of their religious affiliation, are therefore required to abide by the moral values advanced by the teachings of Christ, the tenets of the Catholic Church, and the policies and regulations of the Diocese and the employing agency or office. Personnel may be disciplined or terminated for violations of these standards, or any conduct which appears to reject or offend the teachings, doctrines, or principles of the Catholic Church. While there may be others not mentioned below, examples of conduct that may result in termination of employment include: (a) public support of activities or publically espousing beliefs contrary to Catholic Church teaching; (b) public statements disparaging or causing contempt against religion in general or the Catholic Church in particular; (c) entry into a marriage which is not recognized by the Catholic Church; (d) having an abortion or publically supporting abortion rights; (e) sexual relations (same or opposite sex) outside the institution of marriage as recognized by the Catholic Church; (f) pursuing or publically supporting in vitro fertilization. The teachings of the Catholic Church can be found in “The Catechism of the Catholic Church” which is on line at www.vatican.va/archive/Eng0015/_INDEX.



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RECRUITMENT AND SELECTION OF VOLUNTEER YOUTH MINISTRY TEAM MEMBERS

The ministry of Leadership Development calls forth, affirms, and enables the diverse gifts, talents, and abilities of adults and young people in our faith communities for comprehensive ministry with adolescents. Leadership roles in adolescent ministry are key. Leaders must be trained and encouraged. This approach involves a wide diversity of adult and youth leaders in a variety of roles. Many will be involved in direct ministry with adolescents; others will provide support services and yet others will link the ministry effort to the resources of the broader community.

A volunteer youth ministry team, made up of adults and young people, may be formed to work with the ministry coordinator in organizing a comprehensive ministry with adolescents by planning the overall ministry, developing a leadership system, identifying the resources of the faith community, and connecting the ministry with the other ministries and programs of the faith community.

Within the Diocese of Columbus, volunteer youth ministry team members are to be recruited without discrimination on the basis of race, sex, disability, or national origin. No age requirements may be in place to discourage older adults or parents from being team members.

All youth ministry team members must be active, participating Catholics.



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YOUTH MINISTRY TEAM MEMBERS RESPONSIBLE FOR CATECHESIS

Youth ministry team members in the diocese who provide catechesis (catechists) must possess or be working toward advanced religious education certification from the Office of Religious Education and Catechesis.



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HARASSMENT POLICY FOR EMPLOYEES AND ADULT VOLUNTEERS

1. Harassment can take many forms. Harassment can occur at any parish activity, and/or can take place in classrooms, halls, cafeterias, gymnasiums, or even at programs sponsored by the parish at other locations. It does not include compliments of a socially acceptable nature. Harassment is verbal or physical conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age or disability or other protected characteristics.

It is the policy of the Diocese of Columbus to maintain a spiritually enriching environment, in all programs and activities, free of all forms of harassment and intimidation. **No youth participant, volunteer adult leader, or parish staff member - male or female - should be subject to unlawful harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, either verbal or physical.**

2. Conduct which constitutes sexual harassment is prohibited. Sexually harassing conduct includes, but is not limited to, the following:
 - > Offensive sexual flirtations, advances, propositions;
 - > Continued or repeated verbal abuse of a sexual or gender-based nature;
 - > Explicit or degrading sexual or gender-based comments about another individual or his or her appearance;
 - > The display or circulation of sexually explicit or suggestive writing, pictures or objects;
 - > Any offensive or physical conduct which shows hostility or aversion toward an individual because of gender or sex;
 - > Graffiti of a sexual nature;
 - > Fondling oneself sexually or talking about one's sexual activity in front of others;
 - > Spreading rumors about or categorizing others as to sexual activity.



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3. Sex harassment is not limited to conduct that is sexual in nature - it also includes harassment that is based on **gender**. Gender-based harassment, which is also prohibited, is conduct that would not occur except for the sex of the person involved. An example would be referring to a woman by or as a female body part, or a demeaning sex-based term, or treating people differently because of their gender. The same prohibitions apply with regard to inflammatory or offensive comments or conduct which are based upon race, color, age, religion, disability, or national origin. In short, working relationships between employees and volunteers must be based on mutual respect.

Sexual harassment also includes the taking of, or refusal to take, any personnel or other action on the basis of a person's submission to or refusal of sexual overtures. No person should so much as imply that an individual's "cooperation" or submission to unwelcome sexual activity will have any effect on the individual's employment, assignment, compensation, advancement, development, program evaluation, participation in parish programs or activities, or any other condition of employment or achievement.

Not all physical conduct is necessarily considered sexual in nature. (For example, a coach hugging a student after an accomplishment, a youth minister consoling an adolescent with an injury or physical conduct during athletic events would not be considered sexual conduct.) However, peer-based sexual harassment is a form of prohibited conduct where the harassing conduct creates a hostile environment.

4. A sexually hostile environment can be created by a parish employee, volunteer, youth participant, or visitor to the parish activity.



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5. Any person who believes he/she was subjected to unlawful harassment or intimidation must contact either the (a) program administrator, (b) pastor, or (c) diocesan director of youth and young adult ministry. A complaint must be filed in writing. In the event that an individual alleges harassment by a program administrator or a pastor, the individual may file the complaint with the diocesan director of youth and young adult ministry. All complaints will be promptly investigated, and the person initiating the complaint will be advised of the outcome of the investigation.
6. Where it is determined that harassment has occurred, the appropriate authority will take immediate disciplinary action against any program administrator, volunteer, or staff engaging in harassment. The response shall take into account the individuals and circumstances. Such action may include, depending on the circumstances, disciplinary measures up to and including termination of services.
7. No retaliation against anyone who reports harassment will be tolerated. The diocese prohibits such retaliation and will take appropriate responsive action if retaliation occurs.



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PARISH RESPONSIBILITIES

1. Periodically each parish shall give staff and volunteers a copy of the Harassment Policy. It is recommended that a Harassment Policy Verification Form be signed and returned.
2. Each parish program shall follow diocesan procedures for timely investigation and response to complaints.
3. Each parish shall periodically train program administrators, staff and volunteers to ensure that they understand which types of behavior constitute harassment, the prevention of harassment, and how they should respond in the event of experiencing such behavior. Records are to be kept of training dates and names of those in attendance.
4. Each parish program shall include the Harassment Policy in materials distributed to the program's staff/volunteers.



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HARASSMENT POLICY VERIFICATION FORM

I, _____,
please print your name

- (check one) an employee of _____
- an adult volunteer at _____
- a parent/guardian of a youth participant

have received copies of the diocesan policy on harassment.

I understand that it is necessary that any complaint of harassment must be filed in writing with the (a) program administrator, (b) pastor or (c) diocesan director of youth and young adult ministry. I have had an opportunity to read the policy and am confident I understand the content and purpose.

name of parish and program

your signature

Date: _____



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HARASSMENT POLICY FOR YOUTH AND ADOLESCENT VOLUNTEERS

1. **Harassment** is defined as verbal or physical conduct that embarrasses cuts down, or shows hostility toward a person because of his or her race, color, religion, gender, sex, national origin, age or disability (and other characteristics protected by law).

Harassment can take many forms and can occur at any parish activity. It can take place in classrooms, halls, cafeterias, gymnasiums, or even at youth programs off-site.

It is the policy of the Diocese of Columbus to maintain a safe environment free from all forms of harassment and intimidation. No one (youth or adult) should be subject to unlawful harassment in any form, and specifically not to unwelcome sexual overtures or conduct of any kind.

2. **Sexual harassment** is unwelcome attention of a sexual nature. It may take different forms, including:

- Inappropriate touching (brushing up against, grabbing, patting, or pinching in a sexual manner.)
- Making comments about a person's body, clothing, or sexual behavior
- Spreading sexual rumors about someone
- Continually asking someone out when they have communicated a lack of interest
- Making sexual jokes, gestures, or remarks (in person or in "cyberspace" – instant messaging, e-mail, chat rooms, etc)
- Intimidation (blocking or cornering someone in a sexual way)
- Assault (pulling clothing off or down, forcing someone to do something sexual such as kissing)
- Fondling oneself sexually or talking about one's sexual activity in front of others

3. **Gender Harassment.** Sex harassment is not limited to conduct that is sexual in nature; it also includes harassment that is based on a person's gender. An example would be referring to a girl by a female body part or a demeaning sex-based term. This behavior is prohibited. Treating people differently because of their gender is prohibited.



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4. **Hostile environment harassment** occurs when unwelcome sexual conduct is so severe and pervasive (repeated) that it limits a person's ability to benefit from or enjoy the parish program or activity. A sexually hostile environment can be created by anyone: a parish employee, adult volunteer, youth volunteer, youth participant or a visitor to the parish activity.

5. If a youth sees harassment of any kind occurring (no matter who the harasser is—student, visitor, catechist, etc.,) they should immediately tell a trusted adult staff member or volunteer so that they can intervene and begin the appropriate reporting steps as outlined in diocesan policy.

6. If a youth believes he/she is a victim of sexual harassment, he should tell a trusted adult (youth minister, pastor, director of religious education or a parent) to file a formal complaint.

Symptoms of a victim of sexual harassment may include:

- ❖ Feel angry, embarrassed, frustrated, scared or depressed
- ❖ Feel hopeless to stop the harassment
- ❖ Not feel good about yourself
- ❖ Fear that your reputation will be destroyed
- ❖ Go out of your way to avoid the harasser(s)
- ❖ Experience headaches, stomach aches, or sleeping or eating problems because of the stress caused by the harassment

7. Where it is determined that harassment has occurred, the appropriate authority will take immediate disciplinary action as outlined in diocesan policy.

8. Retaliation against or “getting even” with anyone who reports harassment will not be tolerated. The diocese prohibits such retaliation and will take appropriate responsive action if retaliation occurs.



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PARISH RESPONSIBILITIES

1. Periodically each parish shall give staff and volunteers a copy of the Harassment Policy. It is recommended that a Harassment Policy Verification Form be signed and returned.
2. Each parish program shall follow diocesan procedures for timely investigation and response to complaints.
3. Each parish shall periodically train program administrators, staff and volunteers to ensure that they understand which types of behavior constitute harassment, the prevention of harassment, and how they should respond in the event of experiencing such behavior. Records are to be kept of training dates and names of those in attendance.
4. Each parish program shall include the Harassment Policy in materials distributed to the program's staff/volunteers.



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Harassment Policy for Youth and Adolescent Volunteers Verification Form

I, _____ a youth participant or volunteer with _____
please print your name name of parish/school
have received and read the diocesan Harassment Policy for Youth and Adolescent Volunteers.

I understand that:

- Harassment is defined as verbal or physical conduct that embarrasses, cuts down, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age or disability.
- Sexual harassment is unwelcome attention of a sexual nature.
- Gender harassment is based on a person's gender. An example would be referring to a girl by a female body part.
- Hostile environment is when unwelcome sexual conduct is so severe and pervasive that it limits a person's ability to benefit from a parish activity
- Sexual harassment is against the law and against diocesan policy.
- Retaliation (getting even with) someone who reports harassment is against the law and against diocesan policy.

If I am a victim of harassment, I can tell a trusted adult without fear of retaliation or getting into trouble.

I agree to not participate in any form of harassment while I volunteer or participate in parish/school activities.

I agree to immediately report any harassment I may witness to a trusted adult leader in my parish program so that they may take the appropriate actions.

Signature

Date

name of parish activity



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CONFLICT RESOLUTION

All programs in the Diocese of Columbus operate on the principle of subsidiarity in relationships and structure. Therefore, disagreements or complaints should be dealt with and solutions sought at the lowest possible level. This means those persons involved in the disagreement or complaint should seek to reconcile differences in a conference setting. Since the goal in these situations is to achieve a reconciliation of differences, and so that an adversarial situation does not occur, no legal counsel for either party will be permitted to attend said conference. This applies to all conferences through and including those held at the diocesan level.