

# Called to Serve© WORKSHOPS

## Suggested Collaborative Scheduling Process

### Vicariate or Multiple Parishes

#### **Goal:**

Vicariates schedule workshops for the calendar year at various locations so that:

1. All teen employees and teen volunteers can be trained [accommodating the busy schedules of teens and parish facilities],
2. Resources of facilitators and parish ministers of youth are used efficiently, and
3. Parish staff members model collaboration across ministries and parishes.

#### **Assumptions:**

1. Workshops begin no later than Jan, 2008 and are scheduled for the entire calendar year
2. At the pastor's discretion, a designate is appointed to take the lead role within the parish and represents the parish at the vicariate level
3. All staff members who interact with youth within the parish collaborate in developing and implementing *Called to Serve*© workshops

#### **Collaborative Process:**

1. Parish Designate, using the Scheduling & Hosting Guide:
  - a. Meet with the DREs, CYMs, Business Managers, Athletic Directors, Christian Service Coordinator, Music Minister, etc to gain input. If helpful, invite a *CTS* facilitator or rep from the Office of Safe Environments to overview the workshop with your staff.
  - b. Determine # of teen employees & volunteers who are both currently involved or apt to be involved later in the year [VBS, athletics, etc] and best dates and times for teens in light of the parish calendar and major events [service projects, school breaks, World Youth Day, etc]
  - c. Brainstorm ways to invite teens who may not be currently participating in parish service to participate in *Called to Serve*™ workshops to better equip them for their school and community service roles.
  - d. Identify roles of all staff members who interact with youth in advocating and assisting with workshops and in the follow-up debriefing of teens.
2. All staff members who minister to or interact with youth [DREs, CYMs, Business Managers and Athletic Directors, Music Minister, Christian Service Coordinator, etc]:
  - a. Overview the workshop with their grade 9-12 teens, its value and why the Archdiocese and parish requires they participate.
  - b. Provide their teens with a permission slip for attendance – keep a copy on file at the parish and give a copy to the teen to present when attending the workshop. Only teens with a signed permission letter can participate in a *CTS*© workshop. Sample permission letter is available on the AOD website under “Safe Environments”.

- c. Maintain copies of each teen's certificate on file and ensures their name and the date of the *CTS*© workshop is entered into the parish's Safe Environments database for audit purposes.
  - d. Each teen receives a *CTS*© pin as well as a code of conduct [Promise to Serve]. All staff members who interact with youth are urged to have teens wear the pin when they are employed or in a volunteer ministry. This both reinforces what they have promised as well as distinguishes them as a teen minister.
3. The Host Site Coordinator's responsibilities [refer to Scheduling & Host Guide] include:
- a. Collecting the signed permission letters and maintaining them on file for 4 years. To be admitted to the workshop, each teen must have a permission form signed by a parent/guardian.
  - b. While the workshop is in progress, the Host Site Coordinator prints a certificate for each teen to receive at the commissioning ceremony. The facilitator can sign these before the workshop or during the break.
4. Parish Designates, in total or as a small committee, meet to:
- a. Identify 1 [or 2] individual(s) who will act as the point person to coordinate all the vicariate collaboration.
  - b. Communicate or gather the best dates and potential numbers of teens from each parish.
  - c. Set a *CTS* workshop schedule through December, 2008 for the vicariate:
    - # of workshops required to accommodate the total # of teens from all parish ministries
    - Places, dates and times as well as the host coordinator for each location.
    - Designate an individual(s) to contact desired facilitators
    - Determine communications process and time line [article, brochure, poster, flyer, etc] within parishes and vicariate - who creates and distributes materials and deadlines
    - Determine how teens will "register" to participate and which parish staff who minister to or interact with youth will attend the various workshops.
  - d. Parish Designates communicate schedule for workshops to all parish ministers of youth within the vicariate or among collaborating parishes.