



**B. Assistant Chairperson**

- a. Assists Chairperson with all the above, but not limited to, and prepares to step into Chairperson role if/when needed

**C. Secretary**

- a. Keeps and distributes via email Youth Commission meeting within 1 weeks of meeting.
- b. Manages and keeps an accurate roster of the names addresses and phone numbers of all the members in good standing of Youth Ministry (Junior High & High School) and Youth Commission
- c. Writes Thank you notes, add announcements in church bulletin

**D. Treasurer**

- a. Name is on account in addition to Chairperson of the Youth Commission Bank choosing.
- b. Holds Youth Ministry Program checkbook and makes payments as directed by the Youth Commission.
- c. Shall keep an accurate record of all receipts and expenditures via Treasurers choosing (ie Quickbooks, checkbook ledger, Excel spreadsheet)
- d. Provides monthly financial reports to Youth Commission

**E. OLMC/Holy Spirit Liaison**

- a. Attends OLMC/Holy Spirit Pastoral Council meetings and serves as a liaison between the Pastoral Council and Youth Commission

**F. Lead High School Youth Minister**

- a. Plans and coordinates RYG classes
- b. Plans and coordinates implementation of the liturgical theme and lessons for the mission trip in partnership with the Mission Trip Director
- c. Interact and engage with the youth
- d. Be attentive to their needs and concerns
- e. Interface with the youth regarding social events and the Catholic faith

**G. Mission Trip Director**

- a. Organizes and leads a committee to plan an annual Youth Ministry mission trip based on guidance of the Youth Commission
- b. Coordinates planning with the committee selected of all aspects of a Youth Ministry mission trip including lodging, transportation, trip schedule, budget, team formation, work activities, recreational activities, and other logistics
- c. Trains committee members to organize a mission trip for future years
- d. Ensure each participant (over the age of 18) is current with Diocesan Child Protection training



**H. Lead Junior High Youth Minister**

- a. Coordinates the Junior High portion of the Youth Ministry Program
- b. Plans and implements Junior High Youth Ministry lessons and activities
- c. Coordinates with Junior High Youth Members, their parents, and the Youth Ministry Commission (i.e. Facebook, Remind)
- d. Updates the Youth Ministry Commission of events and activities

**I. Region Youth Ministry Liaison**

- a. Coordinator with other Youth Ministries within region to promote social interaction with other catholic youth within region

**J. High School Youth Ministry Representative**

- a. Actively participates in RYG, Youth Ministry activities, and Commission meeting to provide perspective from the Youth Membership
- b. Liturgy Director to assist in inviting a different youth to act as a liaison to provide a different perspective of the youth membership

**K. At-Large Members(commitment of this position will be a minimum of one year)**

- a. Chair ad-hoc committees as needed (i.e. fundraising)
- b. Move into other vacated positions as needed
- c. Participate on various Youth Ministry Commission as needed
- d. Actively recruits new members

Each individual who prayerfully accepts the invitation/volunteers to serve on a Youth Ministry Commission Position acknowledges that their participation status on this Commission is subject to review by the Youth Ministry Commission if duties are not being fulfilled.

**Non-Commission Positions**

The following roles are designed to encourage participation with the youth and to help support Youth Ministry without needing to be apart of the Youth Ministry Commission.

**A. Champions**

- a. Spearhead, plan or coordinate a specific event
- b. Attend specific Youth Ministry Commission Meetings that are related to the event
- c. Coordinates with a Youth Ministry Commission Member for the needs of the event

**B. Chaperon**

- a. Attend youth functions
- b. Ensure the safety of the youth
- c. Be responsive to the needs of the youth

**C. At-Large Members**

- a. Fills needs as see fit



**Mission Statement:** To provide and promote the spiritual formation, to develop and implement evangelization, and to involve youth in the mission and work of the Catholic faith community.

**Responsibilities of the Youth Commission Members:**

1. To promote the faith formation of the youth
2. To provide vision, goals (long or short term) and directions for all aspects of youth ministry for both junior and high school and act as an advocate and link for the youth.
3. To provide channels of communication between the youth ministry Commission and families, parish staff and parish council or the other committees
4. To assure ongoing assessment of youth and family needs and the development of recommendations for youth ministry programming
5. To make recommendation for resources, budget and facility usage regarding youth ministry
6. To help assure adequate recruitment, form and support adults and youth leaders with in the youth ministry
7. To advocate for the needs of youth and families within the parish and wider community.
8. To coordinate the deigning and planning of youth ministry programs and activities for both junior and high school youth ministries
9. To assist with planned programs and activities
10. To help promote and publicize the youth ministry programs
11. To attend Youth Commission meetings as well as all trainings hosted by the Diocese for the benefit of the Youth Ministry Commission
12. Stay current on Child Protection Training provide by the Dioceses

**Our Lady of Mt. Carmel (OLMC)/Holy Spirit Youth Ministry Commission Positions includes (but not limited to):**

The term of commitment for each position of the Youth Ministry Commission is a minimum of 3 years starting in September. The first year will be an apprenticeship, the second year will be a lead role, and the final year will be served as mentor to their successor. Members who wish to transition out of their position should give notice in April prior their final year.

**A. Chairperson**

- a. Coordinate Youth Ministry Program
- b. Runs Youth Commission meetings with provided agenda
- c. Communicate information with Youth Members and their parents (i.e. Facebook, Remind)
- d. 2<sup>nd</sup> person on name on bank account in addition to Treasurer
- e. Coordinates/follow up with each member of the Youth Ministry Commission Positions