Archdiocese of Dubuque
Teens Encounter Christ
Standard Operating Procedures

I. TEC Recruitment/Application/Communications
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   B. Participant Applications
   C. Participant Interviews
   D. Participant Confirmation Letter (“we received your registration…”)
   E. Parent Letter
   F. How to get Wheat Letters
   G. TEC Fee

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III. Site Requirements for Hosting a TEC
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TEC Recruitment & Applications

A. Youth Ministry Office Publicity
B. Participant Applications
C. Participant Interviews
D. Participant Confirmation Letter
E. Parent Letter
F. How to get Wheat Letters
G. TEC Fee
TEC Fee

The current fee to attend TEC in the archdiocese is $75.00.

TEC Director is to keep per participant costs to $40 per person.

The team, in partnership with the local community, is encouraged to take responsibility to acquire additional funds or materials to facilitate the TEC above and beyond the $40 per person amount refunded by the Archdiocese.
Teen Participants

A. School/Parish Limit
B. Age Limit
C. Minimum/Maximum Participants per TEC
D. Transportation to/from TEC
Archdiocesan TEC SOP

Age Limit

1. Students must be at least entering or in their final year of High School to make a TEC.

Approved March 09
Minimum/Maximum Participants per TEC

1. To ensure better quality retreat experiences, no TEC in the Archdiocese should have more than 50 participants.
2. Each TEC site must determine what their local maximum capacity is and relay that information to the Youth Ministry Office
3. The current maximums are each site are:
   a. Wahlert: 50 participants
   b. Xavier: 50 participants
   c. Columbus: 42 participants
   d. Newman: 50 participants
   e. Marquette: 40 participants
   f. Manchester: 35 participants
   g. Eagle Grove: 35 participants
   h. Calmar: 40 participants
   i. Marshalltown: 35 participants
   j. Beckman: 42 participants

Approved March 09
Transportation to/from TEC

Due to the intense experiences on TEC and limits with sleep arrangements and durations, participants of TEC retreats may be thoroughly exhausted when the TEC is completed.

1. Since tiredness after TEC is common, it is recommended that participants do not drive themselves to/from the TEC experience.
2. Since adult TEC team members also share in the sleeping arrangements and other tiring aspects of the TEC experience, it is also recommended that adult team members do not drive participants home after TEC.
3. The preferred form of transportation is parents who drive in self-initiated carpooling.
4. If a parish representative (C/DRE, CYM, Campus minister, or volunteer, etc.) is to drive teens to/from TEC, they must complete all relevant forms issued by the Archdiocesan Self Insurance Office. (ie. Medical waiver, event permission form, and volunteer driver form).

Approved 12/12/2011
Site Requirements for Hosting a TEC

The following conditions are required for a site to consider hosting a TEC. Sites that do not meet the following requirements will not be allowed to host a TEC. Sites currently hosting TECs that do not meet one or more of the following standards, must work to meet the standard to the best of their ability.

A. Sleeping Arrangements  
B. Group Meeting Space  
C. Dining Area  
D. Recreation Area  
E. Bathroom/Shower Facilities  
F. Access to Prayer Space  
G. Wheat Work room  
H. Access to Adult Support
Sleeping Arrangements

Separate areas for males and females. Spaces must be separated by walls and doors. I.e. Different genders may not sleep in the same room regardless of the size of the room.

Sleeping spaces should be large enough to allow participants to spread out to store their personal items and have a space large enough to sleep without feeling too close to another participant.

Temperature-controlled building (heating at a minimum)

Separate rooms for priests, seminarians, and religious.

Windows must be covered to allow for privacy.

If possible, have team members in rooms to provide supervision. Two adults (21 and over) must be present in each room. Or, provide separate sleeping spaces for adults.

Approved September 2010
**Group Meeting Space/Conference Room**

Ample room for groups and leaders to talk and discuss should be provided.

Podium area where talks can be given should be available.

Tables and chairs are available for use. Round tables are preferred.

Music player/sound system of some sort is available.

Overhead projector, computer and/or screen is available.

Additional breakout rooms for strength bombardment/affirmation circles is available.

Comfortable area for youth discussion group is available.

Approved September 2010
**Dining Area**

Kitchen facility is necessary if meals are to be prepared on-site.

Dumpster or garbage services to get rid of waste are also needed.

Providing coffee has been helpful.

The following items are recommended to be provided by donations whenever possible:
- Plates, napkins, plasticware
- Food
- Food preparation
- Desserts/snacks

Approved September 2010
Recreation Area

Having access to a gym is ideal, but open, outdoor space can be just as valuable.

Recreational items such as balls can be donated for use on the weekend.

Recreational Director or Lay Director would need to know if gym is available.

Same space may be utilized for the Sunday night rally.

Handicapped accessible activities should be planned in case any participant would otherwise feel uninvited.

Approved September 2010
Bathroom/Shower Facilities

Separate bathrooms/showers for males and females; and separate showers for adults and youth. If separate showers are not available, showers for adults and teens must be scheduled at different times.

No private bathrooms or showers in secluded areas

It is important that group restroom/locker room do not have main entry doors that can be locked or deadbolted from the inside due to protection of children and general safety and supervision concerns.

Ensure proper and suitable supervisions so that no inappropriate actions can occur.

Approved September 2010
Access to prayer space

Space for reflection and prayer is crucial to the success of the TEC Weekend.

Chapel's used for TEC weekends should have the Blessed Sacrament present, except for grave reasons. Special care should be taken to adequately prepare TEC participants for reverence in the presence of the Blessed Sacrament.

The prayer space/chapel does not have to be an actual chapel. It can be arranged in a separate room.

Adequate space for small group chapel visits is valuable.

Reconciliations need to occur in a space that is in a safe environment where both the Priest and the teen can be visible, though not heard, at any time. At least one reconciliation space should be made with a privacy screen available.

Approved September 2010
Wheat Work Room

Adequate space for wheat team to store and organize materials should be available.

Access to photocopier with an agreed-upon compensation policy for its use should be in place.

Access to computer/laptop is also helpful.

Approved September 2010
Access to adult support

A TEC site must also have access to the adult/team support necessary to host a TEC weekend. It is the responsibility of the host site to recruit and select the team for their TEC. Additionally, non-team adult support like night chaperons, meal preparation, prayer support, etc. is also crucial for the success of the weekend. Communities that do not have a sufficient number of supportive adults in their community should probably not commit to hosting a TEC weekend.

Approved September 2010
Determining Archdiocesan TEC Schedule

A. Role of Council in determining Site Weekends
B. Cautions in Weekend Determination
Team Procedures

A. Protection of Children Policies
B. Adult Supervision/Chaperons on TEC
C. Team Selection Procedures
D. TEC Trunk/Materials
E. Qualifications for a TEC Director
F. TEC Weekend Budgets
A. Protection of Children Policies

To be in compliance with diocesan guidelines for those working with youth, the following are requirements of the TEC program:

1. All adults (18 or older) on the TEC team (includes wheat team, chapel team, and anyone else staying overnight or with an extended presence on the weekend) need to receive Virtus training, have a criminal background check, and complete a verification form at least one month prior to the weekend.

2. The Youth Office, upon receipt of the team registration forms, the acknowledgment forms, and the team roster will verify that every team member is in compliance with Protection of Children policies with the Office for the Protection of Children. Any team member who is not in compliance (no background check or no Virtus training) must become in compliance at least one week before the TEC or he/she will be prohibited from serving on the team.

3. Although all are encouraged to receive Virtus training and have a background check, those who are present for a limited time with limited access to teens (3-4 hrs), are not required to be trained, have a background check, or complete the verification form.

4. If any adults are to be present in the sleeping rooms, at least two adults (21 and over) must sleep in the sleeping rooms. If the sleeping space is limited and no adults are sleeping in the room, then adequate supervision must be in place to ensure that teens are getting their rest, allowing others to sleep, and adhering to proper behavioral expectations.

5. Priests should be provided separate quarters for sleeping.

6. No adult team member (18 or older) should be in the showers when candidates are present. Separate showering times should be set up for the adults.

7. No adult team members should be alone in a secluded area with a candidate at any time. Reconciliation should occur in an open space, where others can see but not hear the conversation, if possible.

8. There is an expectation of proper, respectful attire on TEC. A participant or adult who is dressed immodestly or otherwise inappropriately, as determined by the Lay and Spiritual Director, should be asked to change into more appropriate attire. This includes sleepwear.

9. When at all possible, all participants should be given the ability to utilize showers with privacy.
10. Personal information such as home phone numbers, cell numbers, email addresses, and other means of personal contact can be shared with participants for the purpose of maintaining a follow-up community unless specifically requested to keep confidential by a participant or his/her parents. Language to the affect is to be included in TEC publicity information.

Approved (9-28-2010)
TEC Director Qualification and Selection

1. Qualifications for a TEC Director

   A. Must be a person who is capable of inspiring a group of adult Catholics to bond together in a graced relationship in which the Gospel values are lived, shared, and celebrated in such a manner that youth will be inspired by them (Manual VI-12)

   B. Must possess managerial skills as would enable him/her to blend the many facets of the weekend into a harmonious whole. (VI-12)

   C. Must be knowledgeable about the TEC Manual and “strive to implement it as it is designed.” (VI-13)

   D. Directors should be active listeners, who are attentive to the specific needs of the team and participants on the weekend.

   E. Directors should be servant leaders, flexible with regard to structure and control.

   F. The Director must be affirmed by the TEC Council and invited to serve in that capacity. TEC Directors may not appoint themselves to that role. (VI-12)

   G. The working relationship of the Director and Spiritual Director is of high significance (VI-12). The TEC Council should call forth a TEC Director and a Spiritual Director that demonstrates a mutual respect for each other and ideally have experience working together.

   H. Director must have served on team on a TEC weekend at least two times.

2. Selection Process for a TEC Director

   A. (January-March in year prior to the TEC)
   Local TEC Site leaders are to discern people from their community to direct their TEC which will result in them selecting the person the feel most qualified to be their TEC director. Process may include the following:
   i. Selecting an Assistant Director to assume the role of Director in the following year (assumes the above qualifications are met).
   ii. Establish a selection committee from site veterans to collectively name potential director candidates.
   iii. Have the local Site Coordinator, with the assistance of the Youth Office and the TEC Council, recruit director candidates that s/he feels meets the qualifications above.

   B. TEC Director Candidates are notified that they have been nominated and are asked if they are willing to serve. They should be also be notified that they would be expected to attend the May TEC Council meeting.

   C. (March TEC Council Meeting)
   Names of Director candidates and completed Director Application Form are to be brought to the March TEC Council meeting.
i. The Council will review each candidate and, if the consensus of the Council is that the candidate is qualified, approve her or him to be the Director.

ii. If the Council determines that a recommended candidate is not qualified, the local TEC site will be asked to submit another person. A subcommittee consisting of the TEC site Council member, the Director of the Archdiocesan Youth Office, and another member of the Council will be established to approve subsequent nominations.

iii. If a TEC site is unable to find a TEC Director who meets the approval of the Council or designated subcommittee, they will not be permitted to host a TEC the following year.

D. Approved TEC Directors are to attend the May TEC Council Meeting for an overview of TEC SOPs, including team registration procedures and communication with the Archdiocesan Youth Office.
Archdiocesan TEC SOP

TEC Director Application
Archdiocese of Dubuque

Name:_________________________________ Birth date:________

Address:______________________________ City, state, zip: _________________________

Phone #:___________________ Email:______________________________________________

Parish:_____________________________ Parish City:________________________________

The role of TEC Director in the Archdiocese of Dubuque requires a significant commitment and specific qualification. It is the role of the Archdiocesan Youth Office and the Archdiocesan TEC Council to ensure that only the best people are given this role. Specific qualifications required to be a TEC Director in the Archdiocese of Dubuque are:

- Must have served on a TEC team at least twice,
- Must have the support of the community in which they will serve,
- Must have leadership, communication, and managerial skills and strong Christian values,
- Must be a practicing Catholic.

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<tr>
<th>TEC Experience</th>
<th>Please list the two TECs you most recently worked and your role on the Weekend.</th>
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<tbody>
<tr>
<td>Tec #: _________</td>
<td>Your Role: __________________________</td>
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<td>Dates: __________</td>
<td>__________________________________________</td>
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<tr>
<td>Tec #: _________</td>
<td>Your Role: __________________________</td>
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<tr>
<td>Dates: __________</td>
<td>__________________________________________</td>
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<th>TEC Community Support</th>
<th>Please list three people from the TEC community who can speak to your qualifications to be a TEC Director</th>
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<td>1. Name</td>
<td>Phone # or Email</td>
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<td>2. Name</td>
<td>Phone # or Email</td>
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<tr>
<td>3. Name</td>
<td>Phone # or Email</td>
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<tr>
<th>Your Strengths</th>
<th>Please list all the strengths that qualify you to be a TEC Director</th>
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<td>Your Strengths:</td>
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<tr>
<th>Practicing Catholic</th>
<th>Please have your pastor sign the statement below to authenticate that you are an active member of your parish community.</th>
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I, ___________________________________, attest that the above TEC Director applicant is an active member of our parish and is a Catholic in good standing.

(Pastor’s name)

_________________________________________   ________________________________
Pastor’s Signature   Date
TEC Director Duties

The TEC Lay Director is the foundation of a success TEC weekend. As such, the TEC Director, as an agent of the Archdiocese of Dubuque and the Youth Office, has certain duties which ensures the quality and protections necessary to host a TEC.

The duties specific to a TEC Director, or designee are:

1. To truthfully complete the TEC Director Application prior to the March TEC Council meeting.
2. To attend the May TEC Council meeting.
3. To recruit and select team members in collaboration with the TEC Spiritual Director and in accordance with TEC SOP 5.C. “Team Selection Procedures”.
4. To prepare a budget for the TEC Weekend, which is limited to $40 per anticipated participant.
5. To compile a team roster (using the TEC Director Roster Form) and submit this form and all team applications to the Youth Office no later than three weeks prior to the TEC weekend.
6. To maintain adequate communication with the Youth Office regarding registrations, the TEC Trunk, and necessary forms.
7. To facilitate the TEC Weekend in accordance with the TEC Manual.
8. To submit/return to the Youth Office the following forms within two weeks after the TEC Weekend:
   a. All liability waivers/consent forms.
   b. TEC Financial statement (with receipts for reimbursement)
   c. TEC Evaluations (including team evaluations)
   d. TEC trunk and tables (if applicable).
9. To communicate any concerns the Director may have had concerning any member of team so that the Youth Office may note those concerns.
TEC Director Roster Form

This form is to be completed by the TEC Lay Director and submitted to the Archdiocesan Youth Office with applications and acknowledgment forms no less than three weeks prior to the TEC weekend. No changes to this form will be accepted after 4:00 PM of the Monday immediately prior to the TEC weekend without the approval of the Youth Office.

TEC # ____  TEC Dates___________________  TEC Location: ____________________________________

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<thead>
<tr>
<th>Role on Team</th>
<th>Name</th>
<th>Application</th>
<th>Acknowledgment Form</th>
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<tr>
<td>Lay Director</td>
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<td>Spir. Director</td>
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<td>Asst. Lay Dir.</td>
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<td>Asst. Spir. Dir.</td>
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Place a check in the column, if collected

Other Team Members

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<tr>
<th>Role on Team (Please write position)</th>
<th>Name</th>
<th>Application</th>
<th>Acknowledgment Form</th>
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Approved by TEC Council: 09.28.2010
Team Selection Procedures

Care needs to be taken in choosing adults for the team members. The critical message is that adults are there for the young adults and not for themselves.

Team recruitment should consider the following points:

1. While it is important to have young adults on the weekend, it is important to the integrity of the program that they are regularly practicing at a parish/student center. Involvement at the local parish/student center is to be verified by the Lay or Spiritual Director if there is a concern.

2. At least one third of the entire team ought to be new for each TEC. A person may not serve as Director/Assistant Director for more than two consecutive years. The role of Assistant Director carries with it the expectation that s/he will serve as director the following year.

3. Directors are asked to be mindful of team to participant ratios as they form their team. The number of team members should not be greater than the number of TEC participants.

Potential team applicants should complete a TEC Team Registration and Annual General Acknowledgment Form at least one month prior to the TEC.

Applications received by the Youth Office will be forwarded to the TEC Director for the weekend. It will be the task of the TEC Director to determine which role, if any these applicants will serve on the weekend.

TEC Directors will collect the team registrations and acknowledgment forms, complete a Team Roster form, and submit all to the Youth Office no less than three weeks before the TEC weekend. If team roster, applications, and acknowledgement forms are not in by that time, the Youth Office has the discretion to cancel the TEC weekend.

The Youth Office will maintain a list of previous TEC team members who have met Protection of Children standards to help TEC Directors fill their team.

TEC Directors are asked to notify the Youth Office after any experience with a potential or past team member that would prevent that TEC Director from inviting the team member from serving on team in the future. These concerns will be noted on the team members file in the Office's database and their names may be removed from the approved list of team members.

While non-Catholics should not give a witness talk, be a table leader, or in a leadership position; being member of the wheat team, rally music team, or other minor role is appropriate.
Teens Encounter Christ Program
Archdiocese of Dubuque
Team Application

Name:_________________________________ Gender:_____ Age:_____ Birthdate:_______

Address:________________________________ City, state, zip: __________________________

HS Graduation year:____ Phone #:___________________ Email:_____________________

Parish:_____________________________Parish City:_______________________________

Have you been Virtus trained? ______ Location and date of your training__________________

Have you had a criminal background check?____ What parish did the check?______________

I acknowledge that I have received, read, and understand the Policy for the Protection of Minors
and agree to adhere to its requirements.

I certify that the above information is true and correct.

______________________________________________        ______________________
Applicant’s Signature Date

Team Positions:
Adult Table Leader: An adult, 21 or older, who helps facilitate table conversation.
Young Adult Table Leader: A high school graduate who is not yet 21 who assists the Adult Table Leader.
Wheat: High School senior, or an adult who volunteers for a role of service on the TEC weekend.
Assistant Director: An adult who has worked TEC previously, who will assist the lay director in the direction of the TEC weekend.

Which position are you applying for:
___ Adult Table Leader    ___ Young Adult Table Leader
___ Wheat   ___ Assistant Director

If you checked Table Leader or Assistant Director, are you willing to give a talk? ______
( does not guarantee you will give one)

If you checked Wheat, in what capacity?  General Wheat_____Spiritual_____ Assistant______
(check all that apply)

Check the weekend (s) you desire to serve: What role?
___TEC 531  November 20-22 Cedar Rapids _______________________
___TEC 532  Jan. 29-31 Bellevue _______________________
___TEC 533  March 12-14 Gilbertville _______________________
___TEC 534  March 19-21 Dyersville _______________________
___TEC 535  April 9-11 Calmar _______________________
___TEC 536  April 30-May 2 Dubuque _______________________
Notes:

• In order to be prepared for service on a TEC weekend, mandatory participation in at least two team meetings is expected.
• Directors will contact team members as applications are received.
• You are expected to participate in the entire TEC weekend.
• Involvement in the program requires attendance at the meetings and a commitment to follow up after the TEC weekend.

Remember: all applications will be processed on a first-come, first-served basis so the earlier you apply, the better your chances are of getting the dates you requested. Thank you.

Return team application to TEC Director, if known, or to:
Dubuque TEC Office
1229 Mt. Loretta
Dubuque, IA 52003
TEC Schedule of Events

The following schedule of events contains the structure all TECs in the Archdiocese must follow. TEC Directors are asked to refrain from adding aspects to this schedule so that each TEC in the archdiocese is consistent with all other TECs. This schedule is based on the TEC Manual. Some aspects of TEC retreats may be left to the discretion of the TEC Director. Exceptions are listed under “Exceptions/Additions to the TEC Manual” below. Times listed indicate only those events that must take place at a certain times. All other event duration is up to the TEC Director and the workings of the Holy Spirit.
E. **Required Sleep Allowance**

1. While on TEC all participants and adult team members should be allotted an absolute minimum of six hours of sleep per night. This is to ensure that participants and team are able to fully participate in following days. Also, some people really need down time to allow their space to encounter God.
2. Additionally participants and adults should be given one hour for personal hygiene in either the morning or the evening.
3. TEC sites that habitually allow for less than the required amount of sleep and hygiene time will forfeit their right to host a TEC retreat.

Approved March 09
TEC Weekend Follow-up

A. Rally/Reunion
B. Maintaining a Community