

## **Annual Checklist for Youth Ministry Leaders**

### **Performance Appraisal**

- Require a yearly performance appraisal with pastor
- Inform the pastor of the achievements of the past year
- Set future goals with the pastor
- Have a clear vision of the pastors' expectations for the upcoming year

### **Professional and Personal Growth**

- Pursue ELM deputization or Re-deputization
- Develop / follow plan for Continuing Education
- Develop / follow plan for Continuing Youth Minister Training
- Attend Youth Minister Summit
- Attend Fall and Spring Parish Professional Staff Meetings
- Attend a Spiritual Retreat (private or diocesan sponsored)

### **Administrative Duties**

- Develop a Master Calendar
- Reserve Local, Deanery, and Diocesan meetings and events dates
- Forward a copy of the Master Calendar to the Pastoral Office for Catechesis (POC)
- Recruit Core Team volunteers
  - Develop Handbook for Core Team Volunteers
    - Share your mission, vision, and goals
    - Review framework for youth ministry: catechesis, Sacraments, prayer, service, social, and evangelization
    - Review relational youth ministry and other methods of youth ministry
  - Meet with Core Team (regularly, e.g. once a month)
    - Review emergency plans and blood-borne pathogens
    - Review supervision of youth requirements
    - Explain “protocol” training, requirement and scheduled dates for training
    - Distribute and complete necessary forms: Emergency information forms for youth
    - Inform them about the Catechist Certification (FIRE) program and expectations

- Distribute, complete and submit “Catechist Certification (FIRE) Applications” to Pastoral Office for Catechesis (POC).
  - Review disciplinary procedures
  - Review purchasing procedures
  - Distribute schedule of core team meetings
- Send the Pastoral Office for Catechesis (POC) updated contact information for parish staff
  - Develop an approved Budget
  - Review / Revise emergency plans in place
  - Develop / Revise plan to implement Protecting God’s Children Curriculum
  - Develop / Revise Parent Handbook for Youth Ministry at your parish
  - Schedule Parent Meeting(s)
    - Review Parent Handbook, Policies, and Procedures
    - Provide advice, ongoing communication, and / or opportunities for support of their Catechetical efforts
  - Post office hours
  - Inventory program materials
  - Youth gathering room in order

### **Guidelines and Procedures**

- Obtain and review the *Handbook for Parish Catechetical Leaders*
- Obtain and review the catechists certification handbook – “*F.I.R.E*”
- Obtain and review the *Sacramental Prep Guidelines*

### **Communications**

- Establish channels for communication with the diocese and other youth ministry leaders
- Set-up and emergency phone-tree for parents and families
  - Develop a method of disseminating program updates, events, and announcements e.g. a newsletter or online updates
- Set up e-mail correspondence and emergency phone-tree for Core Team
- Develop/Revise the plan for marketing diocesan / deanery / parish events