



ARCHDIOCESE OF  
**NEW ORLEANS**  
CYO/Youth &  
Young Adult Ministry



## TEC New Orleans A Vision of Servant Leadership

### **I: Title**

Teens Encounter Christ is a national, Roman Catholic retreat movement for older adolescents and young adults based on learning, experiencing, and living the Paschal Mystery. TEC New Orleans is a retreat program and faith community under the auspices of the CYO/Youth & Young Adult Ministry Office of the Archdiocese of New Orleans, and is an affiliated member of the international TEC Conference.

### **II: Mission**

Believing that the death and resurrection of Jesus Christ is the core message of our Christian faith, TEC is a recognized movement of the Roman Catholic Church, offering to youth and young adults an experience of the Paschal Mystery of Jesus. Through evangelization and catechesis, this intergenerational movement facilitates spiritual growth of youth and young adults with a community of adult mentors. TEC calls forth one's goodness for service in the Church and world. Toward this end, TEC is committed to providing formation and education of adult leaders, quality resources, and a network of support and communication. (from [www.tecneworleans.com](http://www.tecneworleans.com))

### **III: Governing Structure**

Section 1: Community The TEC New Orleans community is made up of all those who have made a Teens Encounter Christ retreat. As a faith community, TEC New Orleans is part of the larger church community of the Archdiocese of New Orleans, guided by its shepherd, the Archbishop of New Orleans.

Section 2: Core Team The Core Team serves TEC New Orleans by facilitating a meaningful Catholic faith community centered on the Paschal Mystery. The Core Team is made up of a Leadership Council and six Ministry Teams of equal importance: Retreat Ministry, Spiritual Formation, Community Ministry, Recruitment Ministry and Community Communications, Music Ministry.

Section 3: Leadership Council The Leadership Council is the decision-making body for TEC New Orleans and consists of the following:

- 1) The Spiritual Director, a priest who serves as the spiritual leader and primary sacramental minister.
- 2) The Assistant Spiritual Director, ideally a priest, deacon, or religious who assists the Spiritual Director in his service, including representing him when so delegated.
- 3) Two Lay Facilitators, the primary leaders in management and facilitation of all aspects of TEC New Orleans.
- 4) The Liaisons of each of the six Ministry Teams.
- 5) The Director or Associate Director of the Archdiocesan CYO/Youth & Young Adult Ministry Office serves ex-officio on the Leadership Council, participating in its work on

an as-available basis.

The Leadership Council normally makes decisions by consensus, with decision by majority vote conducted only when necessary. The Lay Facilitators are empowered to make certain decisions on behalf of the Leadership Council as outlined in these Standard Operating Procedures. The TEC New Orleans Spiritual Director and the Director or Associate Director of the CYO/Youth & Young Adult Ministry Office, as representatives of the Archbishop of New Orleans, have authority over all aspects of TEC New Orleans.

## **IV: Core Team Selection**

Section 1: General Qualifications Any practicing Roman Catholic who has participated in a TEC Retreat, complied with child protection/safe environment policies of the Archdiocese of New Orleans, completed any required ministry leadership training, and been confirmed by the Leadership Council is eligible to serve on the Core Team.

### Section 2: Order of Selection

- 1) In August at the end of a term, the Spiritual Director and the designated staff member of the CYO/Youth & Young Adult Ministry Office (CYO Director or Associate Director) invite members of the TEC New Orleans community to apply for Core Team. Terms begin each September.
- 2) The outgoing Leadership Council convenes to discern and appoint the new Core Team and Leadership Council.
- 3) The outgoing Leadership Council discerns candidates for the position of Lay Facilitator and makes recommendation(s) to the Spiritual Director and CYO Director or Associate Director for confirmation.
- 4) The outgoing Leadership Council organizes the six ministry teams from among the applications received. The council may invite additional applicants as needed.
- 5) The outgoing Leadership Council selects a liaison from each new ministry team that will serve on the new Leadership Council.
- 6) In cases where outgoing Leadership Council members are under consideration for returning or new positions on the Leadership Council, the Spiritual Director and CYO Director or Associate Director may request their recusal during discussion, discernment, and decision.

### Section 3: Terms of Office

- 1) Ministry Team members serve a two-year term with possibility of multiple renewals.
- 2) Ministry Team Liaisons serve a two-year term with possibility of one consecutive renewal. Ministry Team Liaisons facilitate communication between their team and the Leadership Council, and serve as public leaders, decision-makers, and ministers of hospitality and service.
- 3) Lay Facilitators serve a two-year term, with possibility of one consecutive renewal.
- 4) The Assistant Spiritual Director is appointed by the Spiritual Director and the Director of the CYO/Youth Ministry Office for a term of two-years with possibility of multiple renewals.
- 5) The Spiritual Director is appointed by the Archbishop of New Orleans, with the advice of the CYO/Youth & Young Adult Ministry Office. The term of office is at the discretion of the archbishop.

### Section 4: Interim Vacancies

- 1) In the case of resignations or diminished participation by members of any of the six ministry areas of the Core Team that renders that team unable to carry out its work, the Lay Facilitators may add sufficient members as necessary.

- 2) In the event of a vacancy on the Leadership Council, whether by resignation or removal, the remaining council members shall fill that vacancy through their own discernment and decision.
- 3) If multiple simultaneous interim vacancies exist on the Leadership Council, resulting in an insufficient number of members to discern replacements, then the TEC Spiritual Director and the CYO Director or Associate Director shall determine a process to fill vacancies as needed. Any remaining council members should be consulted as much as is practically possible.
- 4) Serving out an incomplete term does not count against the two term limit for a position on the Leadership Council.

## **V: Removal from the Core Team**

Any member of the Core Team may be removed by action of the Leadership Council, the Spiritual Director, or the Director of the CYO Office for just cause including, but not limited to the following: failure to carry out assigned tasks, failure to attend required meetings, failure to be an active presence in the various activities of TEC New Orleans, acting as an agent of division within the TEC Community, failure to carry out the letter and spirit of the TEC Retreat Manuals, violations of the Child Protection/Safe Environment policies of the Archdiocese of New Orleans, and public actions inconsistent with the teachings of the Roman Catholic Church.

## **VI: Standard Operating Procedures**

### Section 1: Retreat Ministry Team

The Retreat Ministry Team supports the TEC Retreat weekends held according to a calendar set by the Leadership Council and the CYO Office. The individual coordinator positions serve as resources and, in some instances, as task supervisors. Coordinators are not empowered to make decisions that change established procedures, policies or customs without consulting the Lay Facilitators. The specific tasks and resource support are done in accordance with the TEC Retreat Manuals. Individual positions include **coordinators/contact persons** for:

- Retreat Lay Directors (provide introduction, explanation, and support for individuals serving as Lay Facilitators of a TEC Retreat)
- Retreat Spiritual and Assistant Spiritual Directors (provide introduction, explanation, and support for individuals serving as Spiritual and Assistant Spiritual Directors of a TEC Retreat)
- Retreat Assistant Lay Directors (provide introduction, explanation, and support for individuals serving as ALD's of a TEC Retreat)
- Wheat Team (provide introduction, explanation, and support for individuals serving as WT Directors, ensure adequate supplies for WT, ensure a quality ConTEC experience)
- Cook Team (provide introduction, explanation, and support for individuals serving as CT Directors and monitor supplies in storage)
- Hoot (coordinate all aspects of the Hoot including arranging for a priest and church for a Hoot Mass, obtaining the Jesus plaques presented to the Tecites, providing name tags, markers, and poster board, confirming musicians, and preparing two members of the Core Team to lead the Hoot at Magnificat)
- Priests for Sacrament of Reconciliation (in coordination with the Spiritual Director, Lay Facilitators, and CYO Office, invite and confirm priests to serve as confessors)
- Wheat Letter coordinator (contact community members as needed to encourage and gather Wheat letters for Tecites, gather letters from CYO Office, coordinate with the Wheat Team)
- Team Selection (gather team applications, prepare a list of applicants with relevant information including past work history, assist the Lay Facilitators as needed; this

- contact person does not form the Selection Committee, nor make team selection decisions)
- Letter Home/Follow-up correspondence coordinator (letters to parents, youth ministers, campus ministers about the TEC experience from which their young people are returning)
- Communicate issues regarding Rosaryville Spirit Life Center to the TEC Lay Facilitators to handle

### Section 2: Spiritual Formation Team

The Spiritual Formation Team serves to help all aspects of the TEC Retreat program and the faith community to live the Paschal Mystery. This group's service includes

- Serving as a special prayer community to lift up the needs of TEC New Orleans
- Studying the documents of the National TEC Conference in order to gain a deeper understanding of the theology of TEC
- Studying broader issues of Catholic theology, spirituality, and ministry that are relevant to TEC
- Conducting occasional faith/spiritual formation workshops for the community
- Conducting occasional prayer gatherings for the community
- Plans the Beyond TEC retreat, including organizing the basic theological structure, talks, etc.
- Encourage participation in Eucharistic Adoration during the retreat weekend; reminder Lay Directors to print that schedule for display at the retreat

The Spiritual Formation Team is made up of approximately ten individuals who have one or more of the following attributes:

- Long-time, active member of TEC New Orleans
- Active in various aspects of the local Church including a parish, recognized ecclesial movement, archdiocesan programs, etc.
- A deep, personal prayer life recognized by others
- Involvement in youth or young adult ministry
- Service as a teacher of Catholic theology
- A desire to learn, experience, and deepen a faith that originates from a personal encounter with Jesus Christ
- Ordained or vowed religious
- Sense of service and humility in a role of leadership

### Section 3: Community Ministry Team

The Community Ministry Team serves to enhance the growth and maintenance of TEC New Orleans as a Catholic faith community beyond the conducting of TEC retreats. Community ministry includes, but is not limited to the following:

- Coordinate and promote Paschal Circle gatherings
- Coordinate and promote a Christmas party
- Coordinate and promote special social events (like the 25<sup>th</sup> Anniversary Celebration)
- Promoting and coordinating participation in programs and events of the international TEC Conference
- Organizing and staffing exhibitor booths for TEC at functions such as World Youth Day, Abbey Youth Fest, etc.
- Selling TEC T-shirts and related items
- Coordinating "thank you letters" as appropriate to donors, workers, etc.
- Seeking out opportunities to promote TEC in the broader community

This team is made up of approximately ten individuals who coordinate a specific task or event as outlined above or determined on an as-needed basis. Team members should be individuals who work for the good of the entire TEC community without regard to particular groups

represent the various constituencies such as high school students, college students, young adults, older adults, geographic interests, cultural/racial diversity, etc.

- be people who make an effort to be networked in and among community members

#### Section 4: Recruitment Ministry Team

The Recruitment Team serves as a relationship building group to increase personal communication with potential Team members, potential Tecites, parish youth ministers, and Catholic High School campus ministers. The tasks of this team, each requiring a coordinator, include but are not limited to:

- team recruitment – personally calling past Tecites and team members to work upcoming retreats
- coordinating with the Community Communications Team to ensure that newsletters, text messages, postcards, and bulletin announcements are going out to the community for recruitment
- Tecite recruitment
  - create a TEC promo video to use in recruitment
  - create a TEC brochure highlighting benefits of TEC for the individual and the community
  - meet with Catholic High School campus ministers; give them brochures, promo video for use in classrooms
- organize community events to call members to encourage them to apply for team about 3 weeks prior to the team selection date

The Recruitment Team is made up of approximately five individuals who possess exceptional communication skills, enjoy working with others, and are able to accomplish tasks according to a timeline.

#### Section 5: Community Communications Team

The Community Communications Team serves as a task-oriented group to address day-to-day business. Tasks, each requiring a coordinator, include but are not limited to:

- Team and Tecite recruitment
- archiving minutes of all Core Team and Leadership Council meetings; does not take minutes at meetings other than their own
- Maintaining archives (photography, scrapbooks, memorabilia, etc.)
- Updates and maintenance of the database (through the CYO Office)
- Updates and maintenance of the TEC website (through the CYO Office)
- provide financial accounting expertise as needed
- coordination of e-mail and mailings (through the CYO Office)
- retreat publicity opportunities and projects

The Community Communications Team is made up of approximately five individuals who are above-average task supervisors with very good organizational skills.

#### Section 6: Music Ministry Team

The Music Ministry Team serves by providing opportunities for the community to grow in faith through music. The Team works closely with all other Core Teams to ensure that musical needs are always met, especially on TEC Retreat weekends. This Team's tasks include, but are not limited to:

- Providing music and musicians for each TEC Retreat, both for the entire weekend and for the Hoot

- Providing music and musicians for community gatherings
- Maintaining an updated songbook
- Maintaining sound system equipment
- Maintaining updated contact information and frequent communication with TEC musicians
- Being knowledgeable of the music needed for a TEC retreat weekend (including knowledge of the set up and take down of equipment)
- Ensuring that musicians are well-prepared for a TEC retreat weekend
- Identifying and recruiting musically inclined / gifted community members - especially new Tecites on each weekend - and then inviting them to join the music ministry of TEC [not the Ministry Team - just becoming a musician/singer/contributor] as well as though with knowledge of technical equipment

The Music Ministry team is made up of approximately five to ten individuals who coordinate all aspects of the music ministry for the TEC retreats and TEC gatherings. Team members should have a love of music, a strong prayer life, and be willing to serve for the good of the TEC community.

### Section 7: Meetings

The Leadership Council should meet at least every other month.

The Ministry Teams should meet at least quarterly.

The entire Core Team should meet annually.

An overnight retreat for the Core Team consisting of prayer experiences, team-building, ministry training, and spiritual formation should be held every two years, at the beginning of the term of a new Lay Facilitator.

Minutes of official meetings should be taken, maintained, and sent to the Leadership Council.

### Section 8: Retreat Team Selection

Selection of the team for each TEC Retreat is to be conducted by a Selection Team formed by the Lay Facilitators, who serve ex-officio on each Selection Team. The Spiritual Director and CYO Office Director may sit on the Selection Team at their discretion. No community member applying to work a given retreat may serve on the Selection Team, with the exception of the Lay Facilitators in rare situations.

Retreat Lay Directors, the Spiritual Director and Peace Meditation for each retreat are selected by the Lay Facilitators prior to the team selection meeting, subject to the approval of the Spiritual Director of the TEC Core Team and CYO Office Director.

Attendance at team meetings is expected of all team members. The Retreat Lay Directors may grant permission for a team member to miss a team meeting, except that first-time team members may not miss the Focus Meeting, because of the orienting quality of Focus.

Removal of a team member or movement of team members between Resource, Wheat and Cook after selection may only be accomplished by consultation between the Retreat Lay Directors and the Lay Facilitators of the Core Team.

### Section 9: Stewardship Team

A special ad hoc committee focused on long range development and fundraising for the TEC program is made up of individuals invited by the lay facilitators to serve on an as needed basis. Such fundraising is designed to provide scholarships and support for major supply purchases.

Significant fundraising campaigns, or campaigns conducted outside the TEC community must be coordinated with the Archdiocesan Development Office in order to avoid duplication of efforts.

## **VII. Implementation of Leadership Vision**

In the interest of continuity and an efficient transition to this leadership structure, the following provisions should be followed:

- the term of office shall begin in September 2016 and extend to September 2018; subsequent terms shall run September -September
- individuals who were not term-limited at the conclusion of the 2016-2018 TEC Core Group are to be given automatic consideration for positions on the Core Team, particularly for roles on the Leadership Council
- individuals who were term limited at the conclusion of the 2016-2018 TEC Core Group term may serve on the Core Team but not the Leadership Council
- by prior arrangement, one of the Lay Facilitators chosen for 2016-2018 will be limited to one term so as to create overlapping terms of office for the two Lay Facilitators until the 2018-2020 Leadership Council is constituted, confirmation for all positions shall be made by the 2016-2018 TEC Core Group minus those members who were term-limited as of September 2018
- the Spiritual Director and the CYO Office may make exception as needed to ensure a smooth transition
- in August 2018 (and subsequent Augusts of each year) the outgoing Leadership Council, under the direction of the Spiritual Director and CYO Office, shall conduct the process for confirming/replacing members of the Core Team, new ministry liaisons, and new Lay Facilitators

## **VIII: Updates to the Leadership Vision**

Changes to the Leadership Vision document and the Standard Operating Procedures may be made by the Leadership Council after consultation with the entire Core Team, and the approval of the Spiritual Director and the CYO Office.

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