



**ANCHOR**  
**YOUTH MINISTRIES**

**Leader**  
**HANDBOOK**

## Contact Information

### St. Cecilia Parish Catechetical Leadership

Faith Formation Commission Email: [faithformationcomm@stceciliaparish.org](mailto:faithformationcomm@stceciliaparish.org)

### St. Thomas Aquinas Parish Catechetical Leadership

Faith Formation Commission Email: [joew@staparish.net](mailto:joew@staparish.net)

## Youth Ministry Staff

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## Weekly Faith Formation Schedule

<b>Program</b>	<b>Grades</b>	<b>Weekday</b>	<b>Time</b>	<b>Location</b>
EDGE	6-8	Sunday	7:00-8:30 pm	St. Cecilia
Life Teen	9-12	Sunday	7:00-8:30 pm	St. Cecilia
Small Group Ministry	9-12	Wednesday	7:15-8:45 pm	St. Cecilia and St. Thomas Aquinas

Please refer to the Anchor Youth Ministry Calendar for dates when there is no class.

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# INTRODUCTION

This handbook is designed to serve as a guide for leaders involved in Anchor Youth Ministry at St. Cecilia and St. Thomas Aquinas parishes in Ames, Iowa. The guidelines serve to communicate the information regarding our Youth Ministry program.

The catechetical formation of each child is the responsibility of his/her parents who are the primary catechists of their children. The role of Anchor Youth Ministry is to support, encourage, empower, and equip parents (and the larger parish community) to serve their children in this responsibility, with courage, wisdom and joy. Our role is to serve you so you can serve your family through this journey of parenthood and life. The goal of youth ministry is threefold:<sup>1</sup>

1. To empower young people to live as disciples of Jesus Christ in our world today.
2. To draw young people to responsible participation in the life, mission, and work of the Catholic faith community.
3. To foster the total personal and spiritual growth of each young person.

The procedures in this handbook have been adopted by the Faith Formation Commissions of St. Cecilia and St. Thomas Aquinas and apply to the programs of Anchor Youth Ministry. These procedures give the Youth Ministry Staff, parents/guardians, students, and Leaders a direction in responding to the religious and spiritual needs of parish families.

Leaders are requested to acquaint themselves with the contents of this handbook. Knowledge of the procedures and guidelines will help achieve the goals of our Youth Ministry program.

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<sup>1</sup> <http://www.usccb.org/about/laity-marriage-family-life-and-youth/young-adults/renewing-the-vision.cfm#second>

# GOALS AND MISSION STATEMENTS

## The Mission Statement of St. Cecilia Parish

At St. Cecilia, we seek to embody the parish mission statement:

- FORMED by the Word of God.
- UNITED by the Holy Eucharist.
- ENLIVENED by the Holy Spirit!

## The Mission Statement of St. Thomas Aquinas Parish

At Saint Thomas Aquinas Church and Catholic Student Center, we are:

- GATHERED in the Holy Spirit, a diverse and vibrant community,
- TRANSFORMED by Jesus Christ in the Catholic Tradition, and
- SENT to be the presence of God in Ames, Iowa State University, and the world.

## Philosophy of Youth Ministry

This is accomplished between parent & leader partnerships. Parents are the primary educators of their children and are able to nurture the faith in a more intimate way than the catechist. The leader is able to provide formal instruction in Catholic doctrine. The two educators of the child, working together, raise children who are equipped to actively live their faith.

## Goals of Youth Ministry

The following goals are outlined from the United States of Catholic Conference of Bishops in *Renewing the Vision: A Framework for Catholic Youth Ministry* that Anchor Youth Ministry strives to follow:

1. To empower young people to live as disciples of Jesus Christ in our world today.
2. To draw young people to responsible participation in the life, mission and work of the Catholic faith community.
3. To foster the total personal and spiritual growth of each young person.

# ANCHOR YOUTH MINISTRY PROGRAMS

Anchor Youth Ministry is a combined program of St. Cecilia and St. Thomas Aquinas parishes in Ames, Iowa. We partner with youth and adults from both parishes to create meaningful encounters with God. St. Cecilia and St. Thomas Aquinas have a long history of collaboration, especially with the Youth Ministry, and combined youth group programs in 2011. In 2016, the name *ANCHOR* was adopted to reflect our hope in Jesus and to generate a common identity. Its basis comes from Hebrews 6:19, “This we have as an anchor of the soul, sure and firm, which reaches into the interior behind the veil.”

## Middle School Program

### What is EDGE?

EDGE is a large group youth ministry where middle schools students gather to:

- Have fun with zany games or equally exciting activities
- Pause to listen to a testimony or teaching
- Break to chat and build relationships in small groups
- Close the night out with challenge or a prayer

EDGE is focused on helping students encounter God through experiences of community, prayer and the sacraments.

## High School Programs

### What is Life Teen?

Life Teen is one of two options for Weekly Faith Formation for Anchor high schoolers. Life Nights are from 7-8:30pm on Sunday nights at St. Cecilia during the school year. A Life Night is an evening of socialization, prayer, witness talks and small group discussion open to all high school students. Each Life Night gathers a group of teens as one, proclaims the Gospel, breaks it down for how God is speaking into a teenager's life and sends us out into the world as missionary disciples. Life Nights are fun, active and aimed to form a support group of teens of any age! Teens who love meeting new people and growing in community will love Life Teen. *Life Teen or Small Group attendance is required for Confirmation Candidates.*

### What is High School Small Group Ministry?

High School Small Group Ministry is for every high schooler. Small groups are teens who are the same gender and grade. They start out as strangers and end up friends as they journey through relevant studies of the Catholic faith. Each small group is led by an adult leader with a big heart and open mind. Each small group is like a family; they share their weekly highs, lows, questions and prayer requests. Most small groups stay together year after year, forming an uncommon bond in Christ through their high school graduation. They help each other become

the disciple that God is calling them to be. *High School Small Group or Life Teen attendance is required for Confirmation Candidates.*

## **Confirmation Preparation**

Confirmation is a two year process for high schoolers who are in the 9th & 10th grade years. Candidates focus on knowing, loving & following the Lord, and finding their call to serve with their whole heart. Confirmation preparation nurtures a personal and communal relationship with Christ and the Church to lead and change the world. To enter preparation, a candidate will:

1. Provide a copy of their Baptismal certificate at the beginning of their 9th grade year or Year 1.
2. Choose a sponsor.
  - a. Sponsors are companions on this journey. In their freshman year or year 1, candidates must select a sponsor who is: Code of Canon Law 874<sup>2</sup>
    - i. A Confirmed Catholic
    - ii. At least 16 years of age
    - iii. Not a parent
    - iv. In good standing with the Catholic Church
3. Attend four classes a year with their sponsor or a parent/older sibling OR make up the material through home study.
4. Attend weekly faith formation (Small Groups or Life Teen) as part of their sacrament preparation. Small service projects and prayer experiences are completed with their Small Groups or Life Teen family.
5. Candidates are also strongly encouraged to attend their Sophomore Confirmation retreat (Journey Retreat) at the end of February/beginning of March.

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<sup>2</sup> [http://www.vatican.va/archive/cod-iuris-canonici/eng/documents/cic\\_lib4-cann834-878\\_en.html#CHAPTER\\_IV](http://www.vatican.va/archive/cod-iuris-canonici/eng/documents/cic_lib4-cann834-878_en.html#CHAPTER_IV).



# PROCEDURES & GUIDELINES FOR LEADERS

## Leader Preparation

### Lesson Plans

Leader Curriculums are available and are to be referenced for comprehensive coverage of subjects.

Planning is essential to quality education. An important part of Youth Ministry is sharing faith and teaching content. A Youth Ministry Leader **must** take time for prayer and reflection as well as taking time to develop adequate lesson plans for each class. Because time management is also essential to good planning, it is suggested that you familiarize yourself with an entire unit before planning a specific lesson. Resource materials are available in our office – please utilize them.

Leaders are welcome to modify these materials to suit their group's needs, but it is requested that they check in with the Youth Ministry Staff for approval.

The Youth Ministry Staff are also available as a resource, please ask them for additional information on any topic.

### Weekly Preparation

Prepare lessons early in the week so that needed supplies are known and material can be clearly presented at an age appropriate level. Leader formation opportunities will help to enhance lesson preparation.

### Professional and Spiritual Enrichment

For your personal and ministerial development, we schedule regular in-services for EDGE, Life Teen, and High School Small Group Ministry. Please check your tentative calendar for more details. In addition, there are a variety of development opportunities available for leaders.

- St. Cecilia's partners with the Catechetical Institute at Franciscan University of Steubenville to offer a free online Youth Ministry certificate through the Franciscan at Home system. Contact the Anchor Youth Ministry Office to learn more.
- The Archdiocesan IMPACT program is an in-person formation program which helps individuals grow spiritually and as a disciple. Visit [dbqarch.org/offices/adult-faith/archdiocesan-programs/impact/](http://dbqarch.org/offices/adult-faith/archdiocesan-programs/impact/) to learn more.
- Finally, the Archdiocese of Dubuque partners with the University of Dayton to offer online Faith Formation courses (some of which can be completed for college or continuing education credit) at a reduced rate. Courses last for 3-5 weeks and are offered

throughout the year. Visit [dbqarch.org/offices/catechetical-services/professional-development-resources/dayton-online-program/](http://dbqarch.org/offices/catechetical-services/professional-development-resources/dayton-online-program/) to learn more.

Finally, remember to share ideas with one another. You are each other's best resources.

## **Arrival**

Leaders must arrive at their meeting site at least 15 minutes before and be **in classrooms** at least 10 minutes before class begins. Supplies and leader newsletters are to be picked up in office prior to class. If you need to arrive earlier to prepare your classroom, please contact the Youth Ministry Staff in advance.

Look over your classroom before class begins. If anything is broken or out of order, let the Youth Ministry Staff know. The classroom is to be left in the order it was found.

Students should **never be left unattended in a classroom**. Students are not to enter the classroom unless a catechist is present. If a student arrives before the leader, they are to wait in the hallway.

## **Leader Resources**

### **Supplies**

Supplies (crayons, pencils, paper, construction paper, magic markers, scissors, glue, etc.) are available for you to pick up before class, and to be returned after class. Please let the Youth Ministry Staff know what supplies you would like to use. *(Please do not use classroom supplies. These belong to the St. Cecilia school.)*

### **Audio Visual Aids and Supplies and Materials**

Audiotapes, videos, DVD's, children's books, and other resource books are available. *Please make requests as soon as possible.*

The Archdiocesan Education Resource Center Catalogue is at [dbqarch.org/erc](http://dbqarch.org/erc). *Please note that the materials ordered from the resource Center should be ordered at least two weeks before the show date to ensure a timely arrival.* Contact the Youth Ministry Staff for help.

### **Copies**

We are very happy to photocopy any materials you need for your class. Please let us know by noon of the day you lead. If you need copies, please email the office (Mary Downey at [mdowney@stceciliaparish.org](mailto:mdowney@stceciliaparish.org)) at least one business day before your event. *Due to maintenance concerns, all copies will be made for you by the Youth Ministry Staff.*

## **Check Requests and Mileage**

Leaders are encouraged to submit check requests for reimbursement of any purchases they make on behalf of Anchor Youth Ministry. To submit a request, leaders will need to supply the parish with a copy of the receipt and complete the *Check Request Form* found in Appendix One.

If a Leader drives themselves or youth as participants to a Youth Ministry event they are eligible for reimbursement based on the current mileage rate specified by the IRS. Please contact the Youth Ministry Staff for the most current copy of the *St Cecilia Parish/ School Mileage Log Form*.

## **Class Lists/Attendance**

Please keep an accurate attendance count. Attendance is recorded on midyear and final reports. Class list attendance sheets will be picked up fifteen minutes after the start of class. Sheets are to be marked: 'U' for unexcused absences, 'E' for Excused Absences, 'P' for present, and 'T' for tardy. Any changes to be made after attendance is collected need to be written and left on the Faith Formation assistant's desk or in your mailbox after the session.

## **Cancellation of Classes**

Our procedure is to cancel Youth Ministry programs when Ames Community Schools cancel classes due to weather. If Ames Community Schools cancels the whole day or evening activities, Youth Ministry programs are also canceled. When Ames Community Schools have a late start, Youth Ministry programs will continue as normal. If we do not cancel programs, but you feel it is safer for you to not travel, we would rather have you safe.

If inclement weather arrives during the day, we will decide and notify parents using the following sources: text message, social media accounts, email, and the parishes website: ([www.stceciliaparish.org](http://www.stceciliaparish.org) and [www.staparish.net](http://www.staparish.net)).

## **Communication**

It is our firm conviction that the quality of our Youth Ministry program is significantly related to effective and quality communication between parents, leaders, students, and staff. Therefore, each leader is encouraged to write an email or call your students' parents early in the school year introducing yourself, providing your contact information, and encouraging their support in working with their children at home with the lesson.

In addition, leaders are responsible for sending out weekly updates to parents including a summary of what the small group will be studying and ask for their help. Your continued communication with parents throughout the year is encouraged. Parents need and want to be informed. Please invite their comments and demonstrate your willingness to share.

## **Leader Mail**

Each leader is assigned a mailbox in the Faith Formation Office at St. Cecilia or in the hall by the elevator at St. Thomas. Please check your mailbox PRIOR to each class session. Notes and information regarding sessions, schedule changes, informational updates, etc, will be found each week in your mailboxes. *Please read these announcements carefully before each session.*

## **Parent Letters or Handouts**

Parent Letters or handouts will be placed in your mailbox and are to be distributed to the students. If a student is absent or you forget to distribute the letters, please write the student's name on the paper and distribute the following week even if the material is outdated. It is important for parents to have the opportunity to be informed.

## **High School Small Group Ministry Leaders Emails**

High School Small Group Leaders, please make initial contact with parents via email prior to the first session. Introduce yourself, remind them of first class date and time, inform them of their small group location, and ask if there is any special situation(s) of which you should be aware.

## **Group Chats**

Many groups find it helpful to create a group chat for their members to communicate about session times, share life events, and to encourage each other. Anchor Youth Ministry encourages creating these groups with the following stipulations:

- Participants in groups need to be 13 years old or older. This is to cooperate with the Children's Online Privacy Protection Act.
- The Youth Ministry Staff Member coordinating your program and another adult is always required to be part of the group. This is to follow best practices for protection of children.
- Parents will always be included in a group chat on request.
- Our preferred platform for group chats are GroupMe or Remind. Youth Ministry Staff will set up groups for each program at the start of the year.

## **One-to-One Electronic Communication**

Per section 3.3 of the Archdiocese of Dubuque *Standards of Conduct for Personnel in Archdiocese Entities* no one-to-one communication is allowed between Youth Ministry Leaders and minors. To avoid one-to-one communication, the following steps should be taken:

- When composing communication to a minor or group of minors, always include another adult, preferably the minor's parents/ legal guardians or a Youth Ministry Staff Member.
- Leaders and Youth Ministry Staff will not "follow" or "friend" minors (unless there exists a close familial relationship or express written permission is given by a parent or guardian).

Youth Ministry Staff and Leaders will notify their groups of this policy. If a minor attempts one-to-one communication, then the Leader will forward the communication to an appropriate Youth Ministry Staff Member and/or parent as soon as possible.

### **Dismissal after an Emergency Event**

If there is ever an emergency event at a Youth Ministry event (Fire, tornado, lockdown, etc.) Youth Ministry Leaders and Staff will follow appropriate protocols to ensure the safety of all participants. In addition, Youth Ministry Leaders and Staff will alert the parents of all affected participants as soon as it is safe to do so. Details on the reunification site will be included in this alert/communication.

Please note that during an emergency, Youth Ministry Leaders and Staff may not be able to release participants until Law Enforcement Officers and other emergency services are on site and have resolved the situation.

### **Illness or Injury**

Students appearing significantly ill should be sent to the Faith Formation Office at St. Cecilia or to the mailboxes by the elevator at St. Thomas Aquinas.

In the event of an injury, send or accompany the student to the office for First Aid. Be attentive to the presence of blood; use the disposable plastic gloves found in the office. Consider blood and other body fluids as infectious. Use the procedures for Universal Precautions.

Any students exhibiting distress or symptoms indicative of a Mental Health Crisis (including but not limited to: panic attacks, anxiety, a major depressive episode, thoughts of suicide and/or self harm, or substance abuse) will be referred to the office or staff members as described above.

As soon as possible following an incident of illness or injury, any leaders, staff members, and/or any applicable witnesses will complete a *Dubuque Archdiocesan Protection program Accident Report*, found in Appendix One of this handbook.

### **Substitute Leaders**

Please inform the Youth Ministry Staff or Administrative Assistant **as soon as possible** if you are unable to lead your group. Substitutes need to be adequately prepared. Your lesson plan for the session will be needed for the substitute leader. Please utilize the "*Leader Substitute Worksheet*" found in Appendix One of this handbook.

### **Discipline**

We follow a three-step disciplinary policy.

Leaders are encouraged to:

(1) Discuss with the student. If inappropriate behavior continues, leaders will

- (2) Contact the parent/s. If inappropriate behavior still continues, leaders should
- (3) Request a meeting with all parties (leader, student, and parent/s) and the program coordinator or Director of Faith Formation to discuss next steps.

If inappropriate behavior continues and all above steps have been taken, the student/child may be asked to leave the program. Home-study resources will be provided to continue formation at home. Please note that in exceptional circumstances a meeting with all parties may be called to discuss behavior even prior to steps one and two.

## **Classroom Management**

Students are responsible for the use of the desk and its contents. Students are not to handle the property that belongs to another student. At the end of the session, be sure that the room is left in the order it was found: desks in the same order, chalkboards cleaned, windows closed, fans and lights off, materials returned, table and chairs are left where they were found.

Because we sometimes share space with St. Cecilia School, please maintain a relationship with the school teacher whose classroom you are sharing. Each leader is asked to contact the teacher whose room you will be using by leaving a note of introduction and asking if there are any particular instructions/suggestions for sharing the room. Often classroom teachers complain of moved articles, defaced desks, etc. Establish simple rules of respect for others' property, etc. from the beginning. Stains on the floor or desks should be reported to the Youth Ministry Staff, so that the proper method of cleaning may be done.

Students are to respect the property: building, textbooks, and materials. Personal belongings that disrupt the group's procedure will be collected by the leaders and returned to students after class.

Groups meeting at St. Thomas Aquinas should also respect classrooms at St. Thomas.

## **Snacks**

Snacks are encouraged in Youth Ministry programs but not required. Leaders often create a rotating snack schedule with parents to simplify matters.

After the session, if your garbage cans are full, or you've eaten a particular smelly or messy snack (ex. ice cream, popsicles, popcorn, etc.) please pull the bag, tie it off and place it in the hallway to be collected or take it out to a nearby dumpster.

## **Sharing our Faith**

### **Prayers, Beliefs and Practices**

We encourage every group to begin and end with prayer. Prayer is to be an integral part of every lesson at all age levels. All leaders have a serious responsibility to provide opportunity for

prayer. Try different forms and encourage student participation and leadership. Personal prayers of petition are often a good place to begin. Resource ideas and materials are available from the Youth Ministry Staff.

### **Sacred Space**

Each group has a sacred space set up, which you are welcome to use. In addition, you are encouraged to make use of other spaces in the parishes such as the prayer garden, the main Church, and the Eucharistic Chapel. When using these spaces, please inform a Youth Ministry Staff, so we can account for your group at all times. Extra materials and imagery are also available, such as pictures, crosses, bibles, etc. Please contact the Youth Ministry Staff as early as possible with requests.

### **Field Trips**

If a field trip is to be planned (for *any* event off-site), parental permission forms are to be signed and returned prior to departure. Any student without a signed permission form will not be allowed on the field trip. Parents are encouraged to volunteer as adult chaperones and drivers are needed. Youth Ministry Volunteer drivers are required to

- Complete the *Defensive Driving Curriculum* training through Catholic Mutual Group.
- Complete the *Volunteer Driver Form*
- Provide the Faith Formation office with an up-to-date copy of their:
  - Drivers License
  - Insurance Card

### **Lost Articles**

Lost and found articles are kept in the Faith Formation Office.

### **Emergency Calls**

Phone calls by a youth will be made from the Faith Formation Office. Only necessary calls will be made, with permission and assistance from Youth Ministry Staff or Core Teams.

### **Fire and Tornado Drills**

Know the plan for fire and tornado evacuations. These are available in the safety section on pages 29 and 30. Tornado and fire drills will be assigned at the beginning of each semester.

### **Relational Ministry**

#### **Nametags**

All Youth Ministry Leaders are asked to wear a nametag as identification at all times. The name tag will include:

- The leaders first and last names
- Their job title (ex. High School Small Group Leader, EDGE Core Team)
- A Photo

## **Check in's**

We recommend that every week you check in with your small group. This does not need to be a complicated process, but can be a simple question like “What was the best thing that has happened since we last met?” Here are some questions to mix things up a bit:

- What was your Rose? (High) Thorn? (Low) And Bud? (Something you're looking forward to.)
- What did you learn this week?
- What was something that didn't go the way you expected?

## **One-on-One's**

Building relationships with youth requires intentional conversations. While some occur in a group setting, it is important to ensure that you make time to get to know all of your participants, and they get to know you. While it is possible to conduct one-on-ones with middle school participants, it is particularly important for our high school participants who are learning to live with more independence and responsibility. The simplest way to facilitate this is to have a leader meet with every high school participant at least once a semester, in what we call a One-on-One.

### **One-on-One Meetings: Before, During, and After**

- **Before**

- Pray.
  - Pray for the Holy Spirit's help as you think about your discipleship partner and his or her needs. Acknowledge that you don't know him or her as the Lord does and that you need his help. Ask God to make your time together fruitful.
- Prepare.
  - Inform the parents of your participants that you plan on meeting, and share what you intend to discuss. You should also include when and where your conversation will take place.
  - Find a public place, where others can clearly see you, ex. library, coffee shop, church narthex, school hallway.
    - Please do not meet in a classroom before/ after our programs. Instead, move to a more public area. Remember, you should be able to be seen by others, even if you are not in earshot.
  - Review your past sessions marking the things you'll emphasize. Make any indications that will trigger how to transition from one section to the next in a natural way.

- **During**

- Pray.
  - "Come, Holy Spirit." "Open my heart to hear what you would say to this person." "God, I don't know what to say to this person right now."
- Be sensitive; listen to the Holy Spirit.



- This meeting is for your participant. You must be sensitive to his or her current needs. Do not charge ahead with content if your participant has a personal struggle gripping his or her thoughts.
    - Ask personal questions during the catch-up time at the beginning, such as, "How are you feeling?" "What has been going on this week?" "How is your relationship with (someone he or she mentioned last week) going?" "What has been on your mind?"
    - Don't worry if a "personal" topic overrides the content you had planned for the meeting. Be flexible and trust in the Holy Spirit. Pray that he leads your conversation!
  - Be prudent. Gently transition from a topic that is not leading towards Jesus, or address it carefully, prayerfully, and peacefully.
    - Pray. Ask the Holy Spirit for the gifts of wisdom, understanding, prophecy, encouragement, and knowledge. Ask him if this is the avenue he'd like to pursue. Ask him how you can help reveal him to your discipleship partner.
    - Example: frustration with family member/roommate/significant other may or may not need to be addressed in depth, depending on the current circumstances, his or her current emotions and attitude, etc.
    - Be compassionate and encouraging. Listen and affirm him or her. Try to relate to him or her.
    - Model a positive attitude that seeks to build others up. Do not encourage behaviors or statements that tear down another person or his or her reputation.
  - Be mindful of timing and transitions.
    - For how long will you meet? Be sure to transition to praying after 10-15 minutes of talking and catch-up at the beginning of the meeting. You can say, "Well, let's take a minute to pray before we jump into our topic..." or the like.
    - Be aware of timing. Know when your participant must leave. Be intentional about ending the discussion in time to close in prayer. After you have been meeting regularly, allow more time for the closing prayer. Prioritize praying with your discipleship partner and giving him or her time to pray aloud.
- **After**
  - Pray
    - Thank God for what he is doing. Praise him for the fruits of your conversation. Intercede for your discipleship partner until you meet with him or her again.
  - Make notes.
    - Always record pertinent information from your meeting. Include personal details, your participant's exact words (if you can remember them), his or

her reactions to your questions, the primary topic/subjects you covered, and your own and the person's reaction to the meeting. Note how the person is praying, the way God seems to be communicating with him or her, and areas he or she is facing frustration or dryness.

- This does not need to be long; a quick journal entry suffices. It's helpful to keep a small notebook or binder to record details from each meeting. Some people prefer a computer document. Use what is best for you.
- Key questions to review your meeting:
  - What topic did we discuss?
  - What did I hope he or she would take away from this meeting?
  - What did he or she actually receive from this meeting? (This is often revealed in the closing prayer.)
  - How can I intercede for him or her?
  - Where do we go from here?
  - What topics, skills, or information could I share with him or her next that would help him or her to grow?

### **Some Do's and Don'ts of One-on-Ones**

#### **DO**

- Pray
- Be authentic, listen well
- Read, incorporate and apply Scripture together
- Ask open-ended questions
- Develop a relationship: if they don't know that you care, they don't care what you know
- Start at the beginning (conversion to Christ) by helping them meet Jesus
- Cast a vision of the purpose of the one-on-one
- Cover all aspects of life (not just spiritual stuff; include emotional and intellectual)
- Pace-setting (modeling): if you're not doing it, neither will they
- Set a bar to jump over, then help him/her to get over it; raise the bar and help him/her get over it; etc.
- Help them to help others

#### **DON'T**

- Do not be a miniature Holy Spirit: it is the Holy Spirit's job to convict of sin, not yours. Don't tell a non- or young believer not to do something. Ask questions rather than making statements.
- Do not waste their time; be prepared, don't wing it! Talk about what is on their mind, but also have at least one thing per meeting that you want to talk about
- Do not ask primarily yes or no questions

- Do not be the only source of input in their lives; encourage them to get to know other godly people and spend time with them
- Do not let their sole motivation be to please you
- Do not be performance-oriented (legalistic)
- Do not ask if they've had their prayer time every day; it will become the dreaded question. Instead ask how they feel about how their prayer lives are going.
- Do not use worldly wisdom alone

## Service

Service is an important aspect of our Youth Ministry program. By helping our neighbors, we learn how to love and let God love us. We request that every group in Youth Ministry facilitate a project at least once a semester. This doesn't need to be a flashy, all-evening affair but can simply be a smaller part of regular programming or other events.

After hosting a service project, take some time to discuss your work and how it shows the love and glory of God. In addition to focusing on the positive impact for our community, consider discussing some of the themes of Catholic Social Teaching and how they relate to the issue at hand.

Please remember to pass out and collect off-site permission forms if you are going to another location for your meeting.

Sample service project ideas include, contact the Youth Ministry Staff for more ideas:

- Ask participants to collect food/clothes/toiletries/etc. for one of our area organizations
- Check in with the parish staff to see if they need any simple clerical, custodial, or landscaping work done
- Take the week off and offer babysitting for a parish event next weekend
- Serve Coffee and Donuts one weekend
- Rake leaves or shovel snow for your neighbors
- Visit homebound parishioners to pass out treats and say hello. A list is maintained at the St. Cecilia Parish office.
- Make desserts to serve at a Lenten Fish Dinner.
- Collect books and donate them to the Boys and Girls Club or re-stock some of the little free libraries in town.
- Visit a park or other public area and do your own #trashtag challenge.
- Do a one-night can and bottle drive and donate the proceeds to the Social Justice Committee at either parish.
- Spread awareness for an issue by researching an environmental or social problem and developing a poster or presentation to share with our parish communities. (Middle school Faith Formation is always looking for presenters.)

# Confidentiality and Reporting

Due to the relational nature of Youth Ministry, it is entirely possible that private information and circumstances may be discussed by youth during programs. Leaders should take precautions to remind youth that individuals' personal lives are to be respected both in and outside of a small group.

In addition, leaders should refrain from discussing personal situations amongst themselves without due reason. Examples include but aren't limited to: informing the Youth Ministry Staff of any delicate situations, discussing the matter with a core member who knows the youth better, etc.

However, in the event that a youth mentions that they or a friend experience:

- An event of abuse or neglect by a caregiver (parent, coach, babysitter, teacher, etc.) in the past or present
- Thoughts and/ or plans to harm themselves or others
- Any situation that puts the youth in physical or emotional danger

Leaders will notify Youth Ministry Staff of the situation immediately. The Staff will consult with the leader and youth to inform any appropriate parties (parents, the Ames Police Department, The Iowa Department of Health and Human Services, etc.).

In addition, if leaders suspect that a youth demonstrates any signs of abuse or neglect, they will relay these concerns to Youth Ministry Staff *immediately*. Any report made in good faith, even if it is erroneous, will not impact the leader status of a leader. Signs of abuse and neglect of youth (things to watch for) include, but are not limited to:<sup>3</sup>

- Withdrawal from friends or usual activities
- Changes in behavior — such as aggression, anger, hostility or hyperactivity — or changes in school performance
- Depression, anxiety or unusual fears, or a sudden loss of self-confidence
- An apparent lack of supervision
- Reluctance to leave activities, as if he or she doesn't want to go home
- Attempts at running away
- Rebellious or defiant behavior
- Self-harm or attempts at suicide
- Unexplained injuries, such as bruises, fractures or burns
- Injuries that don't match the given explanation
- Sexual behavior or knowledge that's inappropriate for the child's age
- Pregnancy or a sexually transmitted infection
- Statements that he or she was sexually abused
- Inappropriate sexual contact with other children

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<sup>3</sup> Mayo Clinic: <https://www.mayoclinic.org/diseases-conditions/child-abuse/symptoms-causes/syc-20370864>

- Delayed or inappropriate emotional development
- Loss of self-confidence or self-esteem
- Social withdrawal or a loss of interest or enthusiasm
- Depression
- Avoidance of certain situations, such as refusing to go to school or ride the bus
- Desperately seeks affection
- Loss of previously acquired developmental skills
- Poor growth or weight gain or being overweight
- Poor hygiene
- Lack of clothing or supplies to meet physical needs
- Taking food or money without permission
- Hiding food for later
- Lack of appropriate attention for medical, dental or psychological problems or lack of necessary follow-up care

Finally, if leaders suspect that a youth demonstrates any signs that a youth is contemplating, planning, or intending to carry out suicide they will relay these concerns to Youth Ministry Staff *immediately*. Any report made in good faith, even if it is erroneous, will not impact the leader status of the leader. Signs that a youth is contemplating or planning suicide include, but are not limited to:<sup>4</sup>

- Talking about wanting to die or to kill oneself
- Looking for a way to kill oneself, such as searching online or buying a gun
- Talking about feeling hopeless or having no reason to live
- Talking about feeling trapped or in unbearable pain
- Talking about being a burden to others
- Increasing the use of alcohol or drugs
- Acting anxious or agitated; behaving recklessly
- Sleeping too little or too much
- Withdrawing or feeling isolated
- Showing rage or talking about seeking revenge
- Displaying extreme mood swings

These signs may mean someone is at risk for suicide. Risk is greater if a behavior is new or has increased and if it seems related to a painful event, loss, or change.

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<sup>4</sup> National Suicide Prevention Lifeline:

<https://suicidepreventionlifeline.org/wp-content/uploads/2016/09/green-national-suicide-prevention-lifeline-wallet-card.pdf>

# **Human Sexuality Procedures and Principles**

## **Safe Environment Lessons**

The Archdiocese of Dubuque requires age-appropriate Safe Environment Training for Children to occur at various grade levels. This training includes information about quality relationships, proper forms of touch, actions to take in uncomfortable situations, and reporting possible abuse. However, it is not the same as sex education. Although the training is offered to all children in Youth Ministry, a parent can refuse to allow their child(ren) to participate by stating so in writing. When this occurs, the parent is still given the safe environment training materials to use with their child(ren). At Anchor Youth Ministry, a Safe Environment Training lesson is taught to children in 7th and 10th grades.

## **Help For Victims of Sexual Abuse**

The Archdiocese of Dubuque has established a program of pastoral assistance to people who believe they or those in their care have been sexually abused as minors by clergy or other Church personnel. This assistance will include help in informing civil and Church authorities. Victim Assistance Coordinators are trained to facilitate access to appropriate professional mental health services, social services agencies, support groups and/or individuals who can provide spiritual care. Any individual desiring help from this program is invited to call toll free 800-803-6758 or 866-319-4636 to report an allegation or receive assistance. This program is part of the new “Policy for the Protections of Minors.”

All those (ages 18 or older) working with children on a weekly basis, as part of the Anchor Youth Ministry program, have fulfilled the requirements of the “Policy for the Protection of Minors” by:

- Completing an online Protection of Children training session Through Catholic Mutual Group
- Undergoing a background check
- Reading the sexual misconduct/abuse policies of the Archdiocese.

# ROLES & RESPONSIBILITIES

## Youth Ministry Leader Job Description

### What Makes a good Youth Ministry Leader?

An ideal Anchor Youth Ministry Leader will:

- Share their faith
- Be flexible
- Have a sense of humor
- Be a people person
- Have a listening ear
- Attend Mass at least on Sunday each week
- Accompany youth and their families through life's joys and sorrows
- Be intercessors for youth and their families
- Passionately care about the teens they minister to
- Desire to see youth grow as disciples of Jesus
- Plan our events to be filled with meaning and to be relevant to youth culture
- Be energetic
- Be reliable
- Help youth grow to join them as coworkers in God's vineyard
- Be humble
- Show the light and love of Christ
- Spread God's love in Ames, and over the world
- Be themselves
- Desire to continue their own relationship with Christ

### Stipend to Leaders

Leaders over the age of 18 receive a stipend of:

- \$25 per session for a leader;
- \$20 per session for a co-leader; and
- \$15 per session for a Core Team member

This includes payment for attendance at in-services and training events that core team members and leaders participate in.

Stipend checks to core team members and leaders are sent out in late December, and at the end of the program in May.

Leaders may waive their stipend by completing an *Acknowledgment of Voluntary Leader Services* form.

## **New Leader Forms**

### **1. Safe Environment Training**

All adult employees and leaders are trained in safe environment of children using a program through Catholic Mutual Group. This is a 60 to 90 minute online training session that is good for five years. Leaders are expected to complete training as soon as possible upon starting the ministry. To take the online training, log on to <https://dubuque.cmgconnect.org/>, register for an account and follow the prompts. Questions? Call at 515-232-3514 or email [ffstaff@stceciliaparish.org](mailto:ffstaff@stceciliaparish.org)

### **2. Background Check**

After completing Safe Environment training, all new leaders must complete and sign a *Iowa Department of Human Services Authorization for Release of Child and Dependent Adult Abuse Information*. This form is available in the Faith Formation office or via email.

### **3. Verification Form**

All new leaders must be given the *Sexual Misconduct Policy* and *Standards of Conduct*. After reading these documents, they must sign the Verification Form indicating both policies have been read and agreement given.

### **4. Financial Forms**

New Youth Ministry Leaders must complete one of two forms for tax purposes:

#### **4A. W-9**

This form is used if a Youth Ministry Leader is receiving a stipend, and requires a Social Security Number or Tax Identification Number.

#### **4B. Acknowledgment of Voluntary Leader Services**

The Archdiocese of Dubuque requires all Youth Ministry Leaders to be offered a stipend for their work. Signing this form acknowledges that the individual in question was made aware of the policy and chooses to volunteer his/her time.

### **5. Emergency Contact**

Youth Ministry Leaders are asked to complete an emergency contact form with their contact information and two emergency contacts.

## **Returning Core Team and Leader Forms**

### **1. General Acknowledgment form**

Youth Ministry Leaders are asked to complete an *Archdiocese of Dubuque General Acknowledgment Form* each year. The most recent forms are to be used.

### **2. Financial Forms**

Youth Ministry Leaders must complete one of two forms for tax purposes:

#### **2A. W-9**

This form is used if a core team member or leader is receiving a stipend, and requires a Social Security Number or Tax Identification Number.

#### **2B. Acknowledgment of Voluntary Leader Services**

The Archdiocese of Dubuque requires all Core Team Members and Leaders to be offered a stipend for their work. Signing this form acknowledges that the individual in question was made aware of the policy and chooses to volunteer his/her time.



### **3. Verification Form**

All new leaders must be given the *Sexual Misconduct Policy* and *Standards of Conduct*. After reading these documents, they must sign the Verification Form indicating both have been read and agreement given.

### **4. Emergency Contact**

Youth Ministry Leaders are asked to complete an emergency contact form with their contact information and two emergency contacts.

## **OTHER INFORMATION**

### **Prayer**

Prayer is an integral part of our faith life, through this we deepen our relationship with Christ. We ask that you have a prayer time and a continued relationship with Christ. These forms of prayer to help you in your prayer time, but are not limited to: *LECTIO DIVINA*, the Rosary, Eucharistic Adoration, etc.

### **Mass and Eucharist**

*“The Eucharist is the heart and the summit of the Church’s life, for in it Christ associates his Church and all her members with his sacrifice of praise and thanksgiving offered once for all on the cross to his Father; by this sacrifice he pours out the graces of salvation on his Body which is the Church.”* CCC 1407

*“The Mass is at the same time, and inseparably, the sacrificial memorial in which the sacrifice of the cross is perpetuated and the sacred banquet of communion with the Lord’s body and blood. But the celebration of the Eucharistic sacrifice is wholly directed toward the intimate union of the faithful with Christ through communion. To receive communion is to receive Christ himself who has offered himself for us.”* CCC 1382

We encourage leaders and their families to attend together a weekend Mass nearby. St. Thomas Aquinas on Saturday at 4:45 PM and Sunday at 8:30 AM, 10:30 AM & 7:00 PM. St. Cecilia on Saturday at 5:00 PM and Sunday at 8:30 AM, 10:30 AM, & 5:00 PM (en Espanol). Sts. Peter & Paul in Gilbert on Sunday at 8:15 AM

You may also find a church and Mass times if you are away by going to <https://masstimes.org/> by putting in your city, state or zip code.

We also encourage families to attend the Holy Day of Obligations (Jan. 1, Aug. 15, Nov. 1, Dec. 8, and Dec. 25) throughout the year. Times are available on the parish websites and in the bulletins.

Daily Mass is offered at St. Thomas Aquinas on Tuesdays, Wednesdays, and Fridays at Noon, and on Thursdays at 9:15 PM. Daily Mass is offered at St. Cecilia on Tuesdays, Thursdays, and Fridays at 7:30 AM, and on Wednesdays at 9:00 AM.

## **Adult Faith Formation**

In addition to education for your students, there are learning opportunities for you too! Periodically, parishioners of all ages gather together for different Adult Catechesis opportunities.

The purpose of Adult Faith Formation is to engage parishioners in learning and reflecting on significant Church teachings, while also applying the learning to their lives as Catholics. This approach also promotes increasing religious practices in the home or the domestic church.

St. Cecilia and St. Thomas Aquinas offer many different programs specifically aimed at adults. Offerings vary throughout the program year. Please contact the Youth Ministry Office for dates and times, these programs include:

### **Evenings of Recollection**

Ever since Our Lord beckoned his disciples to, “Come away by yourselves [...] and rest awhile,” Christians have taken time out of their busy schedules to find a quiet reprieve and listen more closely to the voice of God (Mk 6:31). Our monthly Evenings of Recollection are meant to facilitate this time of discernment and prayer. More information can be found at <https://www.stceciliaparish.org/evenings-of-recollection/>.

### **Formed**

St Cecilia Parish offers all parishioners a free subscription to Formed.org, where you can enjoy a wealth of high-quality Catholic studies, movies, talks, and books! More information can be found at <https://www.stceciliaparish.org/stream-uplifting-catholic-content-free/>.

### **Adult Small Groups**

Small groups are a popular offering of our adult faith formation opportunities. Small groups gather together to dig into Scripture, apply the teachings of Christ to their lives, and to draw closer to the Lord. The small group provides a place to explore and be supported as you live out your faith. These groups can be a transformative experience for those involved. A place where you can draw closer to Jesus through learning and relationships. More information can be found at <https://staparish.net/adult-faith-formation/adult-small-groups>. Contact Katie Patrizio at [kpatrizio@stceciliaparish.org](mailto:kpatrizio@stceciliaparish.org) for more information about groups at St. Cecilia.

### **The Carpenter Shop**

Come join us for a large group event where all are welcome, Catholics, non-Catholic Christians, and non-Christians. Bring your family and friends for this coffee-shop event with music, faith testimonies, video clips, open mic, and snacks. Each event has witness talks given by a high schooler, a college student and an older adult. Can be found at <https://staparish.net/adult-faith-formation/carpenters-shop> for more information.

# SAFETY

## Instructions for Tornado

1. Intermittent tornado signal will be rung at the time tornado siren is sounded.
2. Grab roster to account for all students. Quietly and calmly take students to the designated tornado shelter area (see below). Do not bother closing or opening any doors or windows.
3. Keep calm and quiet
  - a. When the alarm sounds.
  - b. When going to a designated area.
  - c. When in designated area and returning to classrooms
  - d. If it is necessary to duck and cover in shelter areas.
4. Procedure if there is not time to put into effect the regular tornado shelter plan.
  - a. Go to inside wall of room
  - b. “Duck and Cover” get under desks or a heavy piece of furniture.
5. Leaders should take their class roster to account for all students. Then wait for Youth Ministry Staff to check for any absent students.
6. Wait for an “all clear” signal from Youth Ministry staff to return to classrooms.

### St. Cecilia

Room	Shelters	Room	Shelters
504/506	North Wing Men's Restrooms (NOT under skylights)	502/502A	Audio/ Visual Storage in Library
505/507	Staff Lounge	Multipurpose Room (Gym)	North Wing Women’s Restrooms (NOT under skylights)
509/511	Administrative Office Hallway	Computer Lab	Stay in Computer Lab
508/510	Office Workroom / Copy Room	Kitchen	Kitchen Storage Room: 528A
512/514	Inner Hallway by Kitchen (East Wall)	Office Rooms	Administrative Hallway
537	Hallway outside South Wing restrooms, (NOT by windows)	Link Hallway Rooms: 405	Hallway outside South Wing Restrooms (NOT by windows)
535	Women’s Restroom in South Wing and restroom entryway	St. Louis Room	West wall of St. Elizabeth Room OR Storage Room and Bathroom
530/532	Men’s Restroom in South Wing and restroom entryway	Bl. Oscar Romero Room	Interior Restroom, Storage Closet and Nook by door to parish offices
517/519	Inner Hallway by Kitchen (West Wall)	St. Mother Teresa Room	Women’s Restrooms in the Hallway east of the Social Hall
516/518	Inner Hallway by lockers outside Library (East Wall)	Social Hall	Women’s Restrooms in the Hallway east of the Social Hall
St. Claire Room		Men’s Restrooms in Hallway east of the Social Hall	

# Instructions for Fire Evacuation

1. Fire alarm will sound and emergency lights will blink.
2. Keep calm and orderly lines. No talking so instructions can be heard if needed.
3. Grab roster to account for all students. Coats or other personal belongings should not be taken when evacuating a room.
4. The last person out should close the doors. Do not take time to close the windows.
5. Provisions for checking restrooms before evacuation:

**Main Restrooms:** Youth Ministry Staff

**Link Restrooms:** Hall Monitor

6. Leaders should take class rosters to check for any absent students. Wait for Youth Ministry Staff to approach to check for any absent students.
7. Students should stay with the staff member taking them out of the building.
8. Wait for an “all clear” signal from Youth Ministry Staff to return to classrooms.

**St. Cecilia**

<b>Rooms:</b>	<b>Exits:</b>
Rooms: 502/502A; 504/506; 505/507; 508/510; 509/511; and North Wing Restrooms	East Door: To the far side of pea gravel along fence
Rooms: 512/541; 513/515; 516/518; 517/519	North Door: to the NE corner of Playground
Rooms: 530/532; 535; 537; Computer Lab and South Wing Restrooms	South Door: to the South end of the parking lot.
Multi-Purpose Room (Gym)	South Multi-Purpose Room door: to playground fence
Office Rooms	Exit Closest outside door and join the nearest group.
Link hallway Rooms: 405	South Door: to the South end of the parking lot.
St. Louis, Oscar Romero	Exterior doors: to the South end of the parking lot.
St. Mother Teresa, Social Hall, St. Francis	South Doors: to the South end of the parking lot.
St. Claire	Narthex Doors: Join nearest group

# Intruder/ Active Shooter Procedure

In the event of an Intruder or Active Shooter, there are two options for Youth Ministry leaders to keep the youth safe.

- **Evacuation procedures** are used when conditions are safer outside the building than inside the building. This is the preferred response, if time and circumstances permit.
- **Lockdown** procedures are used to protect building occupants from potential dangers in the building (e.g. threats, intruders) or external threats that may enter the building.

Due to the uncertainty of situations with active shooters or intruders, Leaders are encouraged to use their own best judgment to keep their students safe. Evacuating to a safe location is the best option, but may not be possible, necessitating the need for lockdown procedures.

## When implementing Evacuation and Relocation procedures

**Youth Ministry Leaders:** See “Instructions for Fire Evacuation” above.

### Youth Ministry Staff will:

- Determine whether students and staff should be evacuated to a relocation center
  - Evacuation routes should be specified according to the type of emergency:
    - **Bomb threats:** Youth Ministry Staff will notify leaders of the evacuation route dictated by known or suspected location of a device.
    - **Fire:** Follow primary routes unless blocked by smoke or fire, but know the alternate route and practice the alternate route.
    - **Hazardous Materials:** Total avoidance of hazardous materials is necessary as fumes can overcome people in seconds. Plan the route accordingly.
- Alert leaders of emergency type and evacuation
- Specify any changes in evacuation routes based on location and type of emergency
- Notify Parish staff of relocation center address
- Implement reunification procedures at the relocation/reunification site
- Document the reunification of all students released

## Lockdown procedures

In case of any reports of violent behavior in the building or immediate area, a lockdown will be announced asking you to lock your doors.

1. Clear all students, staff and visitors from hallways immediately.
2. Slide the magnet covering the latch up, or remove the door stop and close the door.
3. Move the youth to the same wall as the door
4. Turn off the lights, encourage your class to stay quiet.
  - You may want to barricade the doors if time and resources are available.
5. Wait until Law Enforcement Officers and Youth Ministry Staff announce the building is cleared.

6. Classes outside the building SHOULD NOT enter the building; instead, outside classes should move to the primary evacuation site or another safe location and contact the Youth Ministry Staff when it is safe to do so.
  - **St. Cecilia:**
  - **St. Thomas Aquinas:**

**Youth Ministry Staff will:**

- Announce “lockdown with intruder”
- Repeat announcements several times.
- Call 911 and notify law enforcement
- Direct all students, staff and visitors to the nearest classroom or secured space
- Announce “all clear” signal when the threat has ceased as authorized by law enforcement

# APPENDIX 1: FORMS

## DUBUQUE ARCHDIOCESAN PROTECTION PROGRAM (D.A.P.P.)

### ACCIDENT REPORT (Liability Claim)

NAME OF PARISH/SCHOOL \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_  
PERSON REPORTING \_\_\_\_\_  
DATE FORM COMPLETED \_\_\_\_\_  
DATE OF ACCIDENT \_\_\_\_\_ TIME OF ACCIDENT \_\_\_\_\_  
WHERE ACCIDENT OCCURRED \_\_\_\_\_  
WERE PHOTOGRAPHS TAKEN? \_\_\_\_\_  
DESCRIBE ACCIDENT \_\_\_\_\_  
PARTY INVOLVED NAME \_\_\_\_\_ STUDENT? \_\_\_\_\_  
D.O.B. \_\_\_\_\_ S.S.# \_\_\_\_\_  
IF STUDENT, PARENT NAME(S) \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY AND ZIP \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_ WORK NUMBER \_\_\_\_\_  
INJURY/DAMAGE \_\_\_\_\_  
TRANSPORTED BY AMBULANCE? \_\_\_\_\_  
WITNESSES (PLEASE INCLUDE ADDRESS AND PHONE NUMBER) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
DESCRIPTION OF ACCIDENT \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*NOTE:** *REPORT TO DAPP THE SAME OR NEXT BUSINESS DAY. SEND COPY TO ADDRESS BELOW AND KEEP ONE FOR YOUR RECORDS.*

Mr. Rich Earles  
Claims/Risk Manager  
Catholic Mutual Group  
PO Box 479  
Dubuque, IA 52004-0479

**If you have questions please call:**  
(800) 876-3546 or  
(563) 556-2580 Ext. 224

Updated 2-3-11

SUBSTITUTE LEADER FORM

LEADER WHO WILL BE ABSENT: \_\_\_\_\_

DATE(S) ABSENT: \_\_\_\_\_

PHONE NUMBER - HOME: \_\_\_\_\_ CELL: \_\_\_\_\_

YM PROGRAM

\_\_\_ SUNDAY EVENING (7:00-8:30) GRADE: \_\_\_\_\_ ROOM # \_\_\_\_\_

\_\_\_ WEDNESDAY (7:15-8:30) GRADE: \_\_\_\_\_ ROOM # \_\_\_\_\_

SUBSTITUTE LEADER: \_\_\_\_\_

PHONE NUMBER: HOME: \_\_\_\_\_ CELL: \_\_\_\_\_

Substitute leader: Please plan to arrive at least 15 minutes before class begins. Check the mailbox of the catechist you are substituting for to obtain an attendance sheet and announcements. The attendance sheet will be picked up within the first 10 minutes of class. For assistance during class dial 351 from the classroom phone.

LESSON PLAN FROM LEADER TO SUBSTITUTE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTES FROM THE FFYM OFFICE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

NOTES FROM SUBSTITUTE TO LEADER: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please contact your program coordinator (Zeke or Kayla) in the Faith Formation Office at (515) 232-3514 or by email as soon as you are aware that you will need a substitute.

Thank you for your willingness to share your faith with the youth of our parish!



**CHECK REQUEST FORM**

Please issue a check payable to:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Street: \_\_\_\_\_

Amount \$ \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

If Rush, please advise in person.

Purpose: \_\_\_\_\_

Charge to GL Account: (Youth Ministry Staff can complete this.)

\_\_\_\_\_  
Please attach all invoices..

Instructions: Mail to Payee \_\_\_\_\_ Deliver to \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ / \_\_\_\_\_

Note: Checks are written on Tuesday of each week. Submit check requests by Monday noon. S:/Requestform2016.doc