

**APPLICATION PACKET FOR YOUTH MINISTRY CERTIFICATION
REVISED JUNE 2009**

**ARCHDIOCESE OF DETROIT
DEPARTMENT OF EDUCATION
OFFICE FOR YOUTH MINISTRY**



OFFICE FOR YOUTH MINISTRY
305 MICHIGAN AVENUE
DETROIT, MICHIGAN 48226-2631

Phone: 313-237-5812

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Email: YouthMinistry@aod.org

Website: www.detroityouthministers.com

This Packet includes:

- ◆ Overview and Explanation of the Youth Ministry Certification Process
- ◆ Application form
- ◆ Letter of Reference forms (3)
- ◆ The Competency Based Standards for Youth Ministers
- ◆ Score sheet with goal(s)
- ◆ Checklist for Youth Ministry Certification—Level One
- ◆ Formation/Coursework Tracking Form—Level One
- ◆ Youth Ministry Code of Ethics

Please note:

- ◆ All applications are reviewed twice a year by the Certification Board
- ◆ Applicant will be notified of interview date and time after all credentials are received and reviewed by the Certification Board
- ◆ The time line for the application process is as follows:
 - April 17/October 1 Application Deadline
At this time the Office for Youth Ministry staff will review your application and determine if you are ready to proceed. If not, we will inform you of what material still needs to be incorporated into your portfolio.
 - May/November Interviews
 - May/November Response to applicants
The Office for Youth Ministry will inform applicants by letter of the decision to grant certification, grant certification with notation, or not to grant certification.

PLEASE RETURN THE FOLLOWING TO THE *OFFICE FOR YOUTH MINISTRY*

- ◆ Completed application form
- ◆ Competency Based Standard Score Sheet with goals
- ◆ Baptismal certificate

HAVE MAILED TO THE *OFFICE FOR YOUTH MINISTRY*

- ◆ Original transcripts from all colleges attended
- ◆ Reference forms from three persons
- ◆ Criminal Offense Record Information (CORI)
Or submit a letter on parish letterhead confirming this procedure has been completed.

All information is sent to

OFFICE FOR YOUTH MINISTRY
305 MICHIGAN AVENUE – 5th FLOOR
DETROIT, MICHIGAN 48226-2631
Phone: 313-237-5812
Fax: 313-237-5752
Email: YouthMinistry@aod.org
Website: www.detroityouthministers.com

YOUTH MINISTRY CERTIFICATION PROCESS

“For we are God’s co-workers; you are God’s field, God’s building.”¹

Certification is the general term used to denote the process whereby one is certified to do youth ministry in the Archdiocese of Detroit. The term is used to mean that a person is known by the Office For Youth Ministry through official application. The candidate for youth ministry will be a Roman Catholic in good standing with the Church and have completed the required application and self-assessment. This will be on-file with the Archdiocesan Coordinator for Youth Ministry, Office For Youth Ministry. Further, the candidate will be aware of the goals, direction, vision, and policies regarding youth ministry and have demonstrated an interest and desire to accomplish the same. Finally, this candidate may hold certain parish positions in youth ministry as specified for each level of Youth Ministry certification granted by the Archdiocese of Detroit.

This certification of the parish youth minister should not be confused with other certifications offered by the Archdiocese of Detroit. Youth Ministry relates specifically to the responsibility of the individual person to direct and coordinate youth ministry in the parish.

The purpose of certification through the Office For Youth Ministry, is to establish and maintain personal contact with each person active in youth ministry leadership as to determine whether the required educational, experiential, spiritual, and theological formation is present, and to ensure that there is both a common understanding and a willingness to accomplish the Archdiocesan goals, directions, vision, and policies regarding youth ministry.

The major benefit of certification is to establish relationships among leadership personnel working in youth ministry. This will build a stronger support system for the youth minister, the profession and formal youth ministry, as well as inform pastors and parish community who are recipients of quality youth ministry personnel. Certification assures shared vision in accomplishing the task of youth ministry. It qualifies the person for certain positions within a parish or other setting as minister to, with, and by youth.

YOUTH MINISTRY CERTIFICATION PROCESS EXPLAINED

“Each parish or group of parishes will employ a certified youth minister to offer a holistic ministry program for adolescents” (*One in Faith and Knowledge*, 16). We

¹ Cf. 1 Cor. 3:9. New American Bible.

offer the process of certification for persons working with youth in a parish or school setting.

1. To apply for certification:

- read all information carefully,
- decide which level of certification is suited to your background and needs
- complete the application form and self assessment enclosed, and
- have official transcripts sent to the Office for Youth Ministry

Remember: Each level of certification presupposes some specific educational background in both youth ministry and theology. The person applying for this certification must take time to assess their level of competency using the enclosed Competency Based Standards as proposed by the NFCYM and endorsed by the USCC/CCA. After the application process has been completed the candidate will make an appointment for an interview with the Director for the Office for Youth Ministry for the Archdiocese of Detroit.

2. There are four levels of certification:

- *(I) Provisional – five years*
- *(II) Basic – five years*
- *(III) Intermediate – five years*
- *(IV) Full - five year*

DESCRIPTION OF THE LEVELS

LEVEL I

PROVISIONAL, five year certification is granted to a person working in an Archdiocesan parish. This person may be paid or volunteer. This person will have little background in youth ministry. Before certification is granted the person must attend all courses in the Foundations for Leadership in Youth Ministry series, attend all courses in the Foundational Topics for Lay Ecclesial Ministry, attend eight (8) additional courses from the AOD Catechetical Topics (excluding 4, 8, 18, 19), attend the Youth Minister's Retreat (or equivalent experience), and complete the self-assessment using the *Competency Standards of NFCYM*. Some equivalencies may be granted if applicant has pursued catechist certification, advanced youth ministry training and/or theological study. This person must have a high school diploma and apply to the Director for the Office for Youth Ministry for certification. The Provisional minister must show proof of continuing education in the area of theology and/or youth ministry. An interview with the Director for the Office for Youth Ministry and members of the Youth Ministry Certification Board of the Archdiocese of Detroit is required. If you are seeking certification in other ministries, please see the paragraph on page 6.

LEVEL II

BASIC five year certification is granted to an individual who has attained a certain level of study and actual experience in the area of youth ministry. This person may have administered a program in the local parish or assisted in its administration. The person will have completed the *Competency Standards of NFCYM*, will have

some background in education as outlined below, and will have an interview with the Director for the Office for Youth Ministry and members of the Certification Board of the Archdiocese of Detroit. Additional credit hours in youth ministry can be gained through completion of the Certificate in Youth Ministry Studies.

Educational background for the Basic includes:

Youth Ministry	56 clock hours
Religious Education, Theology, Catechesis	10 credit hours/150 clock hours
Educational Classes	4 credit hours/60 clock hours
Administration	2 credit hours/30 clock hours

A total of 24 credit hours of study or its equivalency of 296 clock hours in workshops or seminars. The Director for the Office for Youth Ministry will evaluate equivalencies. If transcripts are not available then a description of the class taken must be presented as part of the application package.

LEVEL III

INTERMEDIATE five year certification is granted to the person who possesses a Bachelor's degree or its equivalent and further education in theology, education, and experience in administering a youth ministry program. They must demonstrate a level of practitioner or above on the NFCYM self-assessment. Beyond or within the BA degree the following subjects will have been studied:

Youth Ministry	12 credit hours/180 clock hours
Religious Ed, Theology Catechesis	13 credit hours/195 clock hours
Education	10 credit hours/150 clock hours
Administration	5 credit hours/175 clock hours

A person may be required to take some extra hours in theology etc., if the above subjects were not a part of their bachelor studies. Additional credit hours in youth ministry can be gained through completion of the Certificate in Youth Ministry Studies. An interview with the Director for the Office for Youth Ministry and the Certification Board is required.

The Director for the Office for Youth Ministry will evaluate equivalencies. If transcripts are not available then a description of the class taken must be presented as part of the application package.

LEVEL IV

FULL certification five year in youth ministry is granted to those persons who possess a Master's Degree or its equivalent or above in theology, religious education, or related fields and have background in youth ministry, religious education, catechesis, theology, administration, and/or education. This is the highest level of certification granted by the Archdiocese of Detroit. The person must complete the application package including the *Competency Standards of the NFCYM* demonstrating a level of competence at the practitioner level or above. An interview with the Director for the Office for Youth Ministry and the Certification Board is required.

CERTIFICATION IN OTHER MINISTRIES

If the applicant is also seeking certification in other ministries, please note that separate requirements for those ministries may be in place. Some of the formation opportunities/coursework completed as part of the Youth Ministry Certification Process may apply to other ministry certifications. Questions regarding certification in other ministries should be directed to the following offices. For catechist certification, please contact the Office for Faith Formation/Catechetics at (313) 237-4805. For certification in pastoral ministry, please contact the Office for Pastoral Ministries at (313) 237-5954.

**APPLICATION FOR CERTIFICATION
YOUTH MINISTRY
ARCHDIOCESE OF DETROIT**

NAME: _____

HOME ADDRESS: _____ **CITY** _____

ZIP _____ **HOME PHONE ()** _____

DAY PHONE () _____ **EMAIL** _____

PARISH _____ **CITY** _____

**DATE ATTENDED PROTECTING
GOD'S CHILDREN WORKSHOP:** _____

LEVEL OF CERTIFICATION BEING SOUGHT:

Provisional ___ **Basic** ___ **Intermediate** ___ **Full** ___

EDUCATIONAL BACKGROUND (on back of application list schools and years attended as well as degree received. Please have all original transcripts sent to the Office For Youth Ministry, attention Ms. Joyce Francois).

JOB EXPERIENCE (on back of this application list your job experience or volunteer experience that relates to youth ministry)

REFERENCES (please have the enclosed three reference forms completed and returned directly to the Office For Youth Ministry.)

SELF EVALUATION SCORE SHEET AND GOALS (enclose with this application)

I attest that the information enclosed is complete and truthful to the best of my knowledge.

Signed _____ **Date** _____

Please send all this information to:
Ms. Joyce Francois
Office For Youth Ministry
305 Michigan Avenue – 5TH Floor
Detroit, MI 48226-2631

OVER →

EDUCATIONAL BACKGROUND

SCHOOL	YEARS ATTENDED	MAJOR	DEGREE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

JOB EXPERIENCE list all jobs as well as those relating to youth ministry, volunteer experience is also helpful

BUSINESS NAME	SUPERVISOR	YEARS	YOUR JOB
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The applicant must be a Roman Catholic in good standing with the Church.

BAPTIZED AT

_____ City _____

Please enclose a copy of your baptismal certificate

Revised 1/06

NFYCM COMPETENCY-BASED STANDARDS FOR THE COORDINATOR OF YOUTH MINISTRY

Note: The Standards are formatted in three sections. This corresponds with the structure of the Archdiocese of Detroit's Office of Family and Youth process for certification in Youth Ministry.

To help you assess your present level of development, please follow these directions:

A. Read each competency. Circle the number for each competency that best represents your current level of development with regard to that competency.

1. Basic - you are new or unfamiliar with the information, understanding, or skill.
2. Practitioner - you are able to use the information, understanding or skill, yet have room for growth.
3. Expert - You are able to use the information and understanding or skill with great confidence. You can teach others this same information.

B. If you have received any training or education in any of the competencies please note it at the end of each section in the area marked note.

Spirituality and Prayer of the Minister	Beginner	Practitioner	Expert		
1. Understanding of one's gifts, personality, strengths, talents	1	2	3	4	5
2. Understanding of one's own emotional & physical limits	1	2	3	4	5
3. Understanding of the commitment required for Christian ministry as lifestyle and vocation.	1	2	3	4	5
4. Understanding of the importance of a personal prayer life and seeing God's redeeming activity in one's experiences, ministry, and lifestyle.	1	2	3	4	5
5. Ability to articulate one's faith experience and share it with others.	1	2	3	4	5
6. Ability to enable others to reflect upon their faith journey based upon their own faith commitment, understanding and faith experience	1	2	3	4	5
7. Ability to fulfill a regular commitment to a pattern of personal prayer and willingness to reflect with others on their individual faith journey.	1	2	3	4	5
8. Ability to be identified as a leader in the Christian community and to manifest personal belief in the Gospel in one's lifestyle.	1	2	3	4	5
TOTALS	—	—	—	—	—

NOTE:

Ministry in the Church	Beginner		Practitioner		Expert
9. Understanding of the individual's call to ministry and commitment to the Good News in all aspects of life.	1	2	3	4	5
10. Understanding of the role as a member of the parish pastoral staff.	1	2	3	4	5
11. Understanding of parish structures (commissions etc.).	1	2	3	4	5
12. Understanding of the relationship of the larger universal Church through a knowledge of the Church's structures, such as diocesan, regional, national, and global.	1	2	3	4	5
13. Ability to articulate one's call and commitment to ministry as vocation, and to invite youth and adults to various levels of ministry and vocation.	1	2	3	4	5
TOTAL	—	—	—	—	—

NOTE: _____

Communication Skills	Beginner		Practitioner		Expert
14. Understanding of effective communication skills:					
Active listening	1	2	3	4	5
Conflict resolution	1	2	3	4	5
Reflective listening	1	2	3	4	5
Problem solving	1	2	3	4	5
Assertiveness	1	2	3	4	5
Values discernment	1	2	3	4	5
Public speaking	1	2	3	4	5
TOTAL	—	—	—	—	—

NOTE: _____

Ministry Management Skills	Beginners		Practitioner		Expert
15. Understanding of appropriate managerial principles and ministerial skills for effective coordination of parish program: time management, delegation, supervision, evaluations, and objectives.	1	2	3	4	5
16. Understanding of the methods needed to work collaboratively with persons in the parish.	1	2	3	4	5

17. Understanding of opportunities available through the use of technology.	1	2	3	4	5
18. Ability to apply management and administrative skills	1	2	3	4	5
19. Ability to enable others to work collaboratively	1	2	3	4	5
20. Ability to recruit, train, supervise, and dismiss volunteers.	1	2	3	4	5
21. Ability to utilize available technology.	1	2	3	4	5
TOTAL	—	—	—	—	—

NOTE: _____

Legal Concerns	Beginner	Practitioner	Expert		
22. Understand the parameters and implications of legal issues pertinent to diocesan policy and practice.	1	2	3	4	5
23. Understand the liabilities pertinent to youth ministry including confidentiality, insurance, group outings and personal conduct.	1	2	3	4	5
24. Understand employment agreements including salary scale, benefits, vacation, sick days, and job descriptions.	1	2	3	4	5
25. Ability to take responsible action to insure the protection of self and the integrity of the program.	1	2	3	4	5
26. Ability to engage in an employment agreement.	1	2	3	4	5
TOTAL	—	—	—	—	—

NOTE: _____

Adolescent Development	Beginner	Practitioner	Expert		
27-33. Understand the stages of adolescent development in early, middle, and late adolescence:					
Physiological	1	2	3	4	5
Psychological	1	2	3	4	5
Intellectual	1	2	3	4	5
Emotional	1	2	3	4	5
Moral	1	2	3	4	5
Spiritual	1	2	3	4	5
34. Understand the impact of values, trends, and characteristics expressed by youth culture.	1	2	3	4	5
35. Understand the major societal trends that impact youth.	1	2	3	4	5

	Beginner		Practitioner		Expert
36. Ability to apply appropriate principles of adolescent development to a program of youth ministry.	1	2	3	4	5
37. Ability to utilize appropriate models of faith development within a program of youth ministry.	1	2	3	4	5
TOTAL	—	—	—	—	—

NOTE: _____

Principles of Youth Ministry	Beginner		Practitioner		Expert
38. Understand the vision of youth ministry including history, goals, purpose and principles.	1	2	3	4	5
39. Understand total Catholic Youth Ministry as articulated in the <i>Renewing The Vision, 1997</i> .	1	2	3	4	5
40. Understand the current theories, models, processes and methods of youth ministry.	1	2	3	4	5
41. Understand program planning methods.	1	2	3	4	5
42. Understand church documents regarding youth ministry.	1	2	3	4	5
43. Ability to educate others using the <i>Renewing The Vision</i> .	1	2	3	4	5
44. Ability to adapt and utilize appropriate theories etc.	1	2	3	4	5
TOTAL	—	—	—	—	—

NOTE: _____

Components of Youth Ministry:					
Evangelization and Catechesis	Beginner		Practitioner		Expert
45. Understand the scriptural and theological foundation of Evangelization, revelation, discipleship, and conversion.	1	2	3	4	5
46. Understand the use of mainstream and/or youth culture as a viable method in proclaiming the Good News.	1	2	3	4	5
47. Understand the aims, process, and principles of adolescent catechesis as developed in the <i>Challenge of Adolescent Catechesis; Maturing in Faith</i> .	1	2	3	4	5
48. Understand current Catechetical theories and trends.	1	2	3	4	5

49. Understand the RCIA ² as it applies to youth ministry	1	2	3	4	5
50. Ability to describe a contemporary theology of Christian revelation, faith, and Catholic identity and apply it to adolescent catechesis.	1	2	3	4	5
51. Ability to use a variety of learning formats in adolescent catechesis.	1	2	3	4	5
52. Ability to design and conduct learning experiences for youth that interweave the life experiences of youth with the Catholic tradition.	1	2	3	4	5
TOTAL	—	—	—	—	—

NOTE: _____

Worship and Prayer	Beginner	Practitioner	Expert		
53. Understanding of the history, development and basic principles of liturgy, with a knowledge of post Vatican II documents that impact worship.	1	2	3	4	5
54. Understanding the different forms and styles of prayer and various methods of enabling youth to pray.	1	2	3	4	5
55. Understanding of theological and psychological foundations of youth retreats including skills for designing retreats.	1	2	3	4	5
56. Understanding the Liturgical year, the flow of the liturgy in any celebration and the role of people as ministers in different aspects of liturgy.	1	2	3	4	5
57. Ability to be a leader of prayer, setting the mood and tone so as to make prayer experiences relate to the life experience of the participants.	1	2	3	4	5
58. Ability to design, implement, and coordinate a variety of youth retreat programs.	1	2	3	4	5
59. Ability to infuse spiritual formation into all aspects of programming.	1	2	3	4	5
60. Ability to advocate for youth when planning total parish liturgical celebrations.	1	2	3	4	5
TOTAL	—	—	—	—	—

NOTE: _____

² Rite of Christian Initiation of Adults

Community Life	Beginner	Practitioner	Expert		
61. Understand community building activities and techniques.	1	2	3	4	5
62. Ability to create an environment of hospitality and welcome	1	2	3	4	5
63. Ability to utilize relational skills and techniques to create community with youth.	1	2	3	4	5
64. Ability to plan and organize both indoor and outdoor activities.	1	2	3	4	5
TOTAL	—	—	—	—	—

NOTE: _____

Leadership Development	Beginner	Practitioner	Expert		
65. Understand models of faith and moral development	1	2	3	4	5
66. Understand and acknowledge need for ongoing spiritual formation.	1	2	3	4	5
67. Ability to determine needs of youth and adults appropriate to their developmental level and enable them to express and reflect on their faith experience.	1	2	3	4	5
68. Understand the necessity to affirm and call forth the giftedness of youth and adults.	1	2	3	4	5
69. Understand techniques of leadership development.	1	2	3	4	5
70. Understand various practices and theories of a group	1	2	3	4	5
71. Ability to implement diverse learning practices such as parent meetings, volunteer training, workshops.	1	2	3	4	5
72. Ability to identify leaders and call forth those individuals.	1	2	3	4	5
TOTAL	—	—	—	—	—

NOTE: _____

Advocacy	Beginner	Practitioner	Expert		
73. Understand local church structures.	1	2	3	4	5
74. Understand concerns and trends that affect youth.	1	2	3	4	5
75. Ability to identify these trends and interpret them.	1	2	3	4	5

76. Ability to actively influence social structures to enhance the role of youth in the church, community, and society.	1	2	3	4	5
77. Ability to engage the Church and community in responding to youth concerns and issues.	1	2	3	4	5
TOTAL	—	—	—	—	—

NOTE: _____

Justice and Service	Beginner	Practitioner	Expert		
78. Understand the major justice and peace themes in Scripture and Catholic Social Teaching.	1	2	3	4	5
79. Ability to use the process of social analysis and theological reflection to design and implement justice and peace programs, service/action programs, which include direct service and action for social change.	1	2	3	4	5
80. Ability to infuse justice and peace into all aspects of youth ministry.	1	2	3	4	5
TOTAL	—	—	—	—	—

NOTE: _____

Pastoral Care	Beginner	Practitioner	Expert		
81. Understand potential problem areas for young people:					
Suicide	1	2	3	4	5
Chemical dependency	1	2	3	4	5
Eating disorders	1	2	3	4	5
Problems in families	1	2	3	4	5
82. Understand resources that meet needs of youth with special needs.	1	2	3	4	5
83. Ability to refer youth to appropriate agency or person.	1	2	3	4	5
84. Ability to identify youth with special needs.	1	2	3	4	5
85. Ability to sensitize the larger Church community to the needs and concerns of youth.	1	2	3	4	5
TOTAL	—	—	—	—	—

NOTE: _____

Family Perspective	Beginner		Practitioner		Expert
86. Understand the concepts of family systems and how they impact youth.	1	2	3	4	5
87. Understand church and community resources that speak to, minister to and with families.	1	2	3	4	5
88. Ability to design and implement intergenerational programs.	1	2	3	4	5
89. Ability to utilize Church and community service resources in youth programs.	1	2	3	4	5
TOTAL	—	—	—	—	—

NOTE: _____

Theology and Spirituality	Beginner		Practitioner		Expert
90. Understanding of revelation, inspiration, historical development, and literary criticism.	1	2	3	4	5
91. Ability to design a learning experience to assist youth in understanding Scripture in light of Church teaching.	1	2	3	4	5
92. Understanding of Jesus' life, mission, death and resurrection.	1	2	3	4	5
93. Understanding of the development of theological thought about Jesus through the ages.	1	2	3	4	5
94. Ability to articulate the person and mission of Jesus.	1	2	3	4	5
95. Understanding of the mission of Jesus and the early Church.	1	2	3	4	5
96. Understanding of the nature of Church and ministry.	1	2	3	4	5
97. Understanding of the Theological and historical development					
-Of Catholic doctrine and belief	1	2	3	4	5
- Of the seven sacraments	1	2	3	4	5
- Of the moral teaching of the Church	1	2	3	4	5
-Of conscience formation	1	2	3	4	5
- Unique elements of Catholic belief and tradition	1	2	3	4	5
TOTAL	—	—	—	—	—

98. Ability to design and implement programs and learning experiences for youth including :					
- Openness among youth to persons of other faiths	1	2	3	4	5
- Learning experiences in area of morality	1	2	3	4	5
- Teach foundations of Catholic faith and doctrine	1	2	3	4	5
- The signs and symbols of the seven sacraments	1	2	3	4	5
- Liturgical experiences	1	2	3	4	5
TOTAL	—	—	—	—	—

NOTE: _____

Resources in Youth Ministry	Beginner	Practitioner	Expert		
99. Understand resources available in the field of youth ministry.	1	2	3	4	5
100. Ability to:					
- Utilize all types of media resources	1	2	3	4	5
- Educate others to use mainstream and/or youth culture as a resource	1	2	3	4	5
- Utilize individuals and groups from the parish and local community	1	2	3	4	5
TOTALS	—	—	—	—	—

NOTE: _____

Now that you have completed this self-evaluation; use the scores to help you understand your level of competency.

A Self Evaluation Score Sheet³ is enclosed in this packet to aid your scoring the areas you have selected. Add the columns down in each area. Record on the Score Sheet.

This sheet will help you set your goals for the coming year or several years until your next evaluation for youth ministry certification in the Archdiocese of Detroit. A copy of the self-evaluation score sheet must be forwarded to the Office For Youth Ministry along with your goal(s) and the application form. This must be received before your interview with the Director for the Office for Youth Ministry.

NAME: _____ **DATE:** _____

Self Evaluation Scoring Sheet³

TOTALS	Beginner	Practitioner	Expert
1. Spirituality and Prayer of the Minister	—	—	—
2. Ministry in the Church	—	—	—
3. Communication Skills	—	—	—
4. Ministry Management Skills	—	—	—
5. Legal Concerns	—	—	—
6. Adolescent Development	—	—	—
7. Principles of Youth Ministry	—	—	—
8. Components of Youth Ministry			
-Evangelization and Catechesis	—	—	—
-Worship and Prayer	—	—	—
-Community Life	—	—	—
-Leadership Development	—	—	—
-Advocacy	—	—	—
-Justice and Service	—	—	—
-Pastoral Care	—	—	—
-Family Perspective	—	—	—
9. Theology and Spirituality	—	—	—
10. Resources in Youth Ministry	—	—	—
TOTALS	—	—	—

I appear to be in the __Beginner, ___Practitioner, or ___ Expert category.

My goal for the coming term of certification will be: _____

³ Designed by J. Bellaire, D.Min.. To help the youth minister understand his/her level of competency.

Office for Youth Ministry, Archdiocese of Detroit
LETTER OF REFERENCE FORM

Name of Applicant: _____

Your Name: _____

Your Relationship to the Applicant: _____

Your Address: _____

City: _____ Zip: _____ Telephone: _____

Does this person possess the ability to design and implement programs and learning experiences for youth including :

- | | | | |
|--|---------|--------|------------|
| - openness among youth to persons of other faiths | yes ___ | no ___ | unsure ___ |
| - learning experiences in area of morality | yes ___ | no ___ | unsure ___ |
| - teach foundations of Catholic faith and doctrine | yes ___ | no ___ | unsure ___ |
| - the signs and symbols of the seven sacraments | yes ___ | no ___ | unsure ___ |
| - liturgical experiences | yes ___ | no ___ | unsure ___ |
| - utilize all types of media resources | yes ___ | no ___ | unsure ___ |
| - educate others to use mainstream and/or | | | |
| - youth culture as a resource | yes ___ | no ___ | unsure ___ |
| - utilize individuals and groups from the parish | yes ___ | no ___ | unsure ___ |

1. Describe some of the specific youth ministry tasks and responsibilities that you personally have observed this applicant carry out.
2. What are some of the applicant's strengths in youth ministry? Please be specific and provide some examples if possible.
3. How long have you known this person? _____ years

In conclusion would you:

- ___ 1. Highly recommend this individual for youth ministry certification.
- ___ 2. Recommend this individual for youth ministry certification.
- ___ 3. Have reservations about this individual. Please describe them.
- ___ 4. I do not recommend this person for certification in youth ministry. Please explain.

Signature _____ Title/ Position _____ Date _____

Office for Youth Ministry, Archdiocese of Detroit
LETTER OF REFERENCE FORM

Name of Applicant: _____

Your Name: _____

Your Relationship to the Applicant: _____

Your Address: _____

City: _____ Zip: _____ Telephone: _____

Does this person possess the ability to design and implement programs and learning experiences for youth including :

- | | | | |
|--|---------|--------|------------|
| - openness among youth to persons of other faiths | yes ___ | no ___ | unsure ___ |
| - learning experiences in area of morality | yes ___ | no ___ | unsure ___ |
| - teach foundations of Catholic faith and doctrine | yes ___ | no ___ | unsure ___ |
| - the signs and symbols of the seven sacraments | yes ___ | no ___ | unsure ___ |
| - liturgical experiences | yes ___ | no ___ | unsure ___ |
| - utilize all types of media resources | yes ___ | no ___ | unsure ___ |
| - educate others to use mainstream and/or | | | |
| - youth culture as a resource | yes ___ | no ___ | unsure ___ |
| - utilize individuals and groups from the parish | yes ___ | no ___ | unsure ___ |

1. Describe some of the specific youth ministry tasks and responsibilities that you personally have observed this applicant carry out.
2. What are some of the applicant's strengths in youth ministry? Please be specific and provide some examples if possible.
3. How long have you known this person? _____ years

In conclusion would you:

- ___ 1. Highly recommend this individual for youth ministry certification.
- ___ 2. Recommend this individual for youth ministry certification.
- ___ 3. Have reservations about this individual. Please describe them.
- ___ 4. I do not recommend this person for certification in youth ministry. Please explain.

Signature _____ Title/ Position _____ Date _____

Office for Youth Ministry, Archdiocese of Detroit
LETTER OF REFERENCE FORM

Name of Applicant: _____

Your Name: _____

Your Relationship to the Applicant: _____

Your Address: _____

City: _____ Zip: _____ Telephone: _____

Does this person possess the ability to design and implement programs and learning experiences for youth including :

- | | | | |
|--|---------|--------|------------|
| - openness among youth to persons of other faiths | yes ___ | no ___ | unsure ___ |
| - learning experiences in area of morality | yes ___ | no ___ | unsure ___ |
| - teach foundations of Catholic faith and doctrine | yes ___ | no ___ | unsure ___ |
| - the signs and symbols of the seven sacraments | yes ___ | no ___ | unsure ___ |
| - liturgical experiences | yes ___ | no ___ | unsure ___ |
| - utilize all types of media resources | yes ___ | no ___ | unsure ___ |
| - educate others to use mainstream and/or | | | |
| - youth culture as a resource | yes ___ | no ___ | unsure ___ |
| - utilize individuals and groups from the parish | yes ___ | no ___ | unsure ___ |

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- ___ 2. Recommend this individual for youth ministry certification.
- ___ 3. Have reservations about this individual. Please describe them.
- ___ 4. I do not recommend this person for certification in youth ministry. Please explain.

Signature _____ Title/ Position _____ Date _____

Office for Youth Ministry
Archdiocese of Detroit

Checklist of Requirements for Youth Ministry Certification—Level One

	<input type="checkbox"/> Application for Certification				
YM Specific Formation	<input type="checkbox"/> Foundations for Leadership in Youth Ministry: <i>Fundamentals for Comprehensive & Collaborative Youth Ministry:</i> <ul style="list-style-type: none"> • Mission, Vision, & Scope of Comprehensive Youth Ministry • Gifts and Collaboration <i>Working with Adolescents</i> <ul style="list-style-type: none"> • Adolescent Development 101 • Essentials for Interpersonal and Group Dynamics <i>Youth, Culture & Ministry</i> <ul style="list-style-type: none"> • Cultural & Family Dynamics of Postmodern Youth • Pastoral Care <i>Planning for Effective Youth Ministry</i> <ul style="list-style-type: none"> • Essentials of Component-Based YM Programming • Seasonal Models for Effective YM • Introduction to Leadership Systems <i>Special Issues Seminars</i> <ul style="list-style-type: none"> • Catechesis & Evangelization • Media & Ministry 	<u>OR</u>	<input type="checkbox"/> Advanced Youth Ministry Training (e.g., Certificate in Youth Ministry Studies)	<u>OR</u>	<input type="checkbox"/> College Level Coursework Equivalencies
Theological/Ministry Formation	<input type="checkbox"/> Foundational Topics for Lay Ecclesial Ministry: <ul style="list-style-type: none"> • Mission Community Ministry • The Bible • Church • Spirituality & Liturgy • Catholic Social Teaching <p style="text-align: center;"><u>PLUS</u></p> <input type="checkbox"/> 8 classes (16 hours) from the AOD Catechist Formation Topics (excluding topics 4, 8, 18, 19)	<u>OR</u>	<input type="checkbox"/> Intermediate Catechist Certification through the AOD	<u>OR</u>	<input type="checkbox"/> College Level Coursework Equivalencies
Spiritual Enrichment	<input type="checkbox"/> Youth Minister's Retreat	<u>OR</u>	<input type="checkbox"/> Other Spiritual Enrichment Participation <input type="checkbox"/> Personal Retreats		
	<input type="checkbox"/> Certification Interview				

Office for Youth Ministry
 Archdiocese of Detroit
Formation/Coursework Tracking Form for Youth Ministry Certification—Level One

Foundations for Leadership in Youth Ministry			
<i>Topic</i>	<i>Date</i>	<i>Location</i>	<i>Presenter(s):</i>
Fundamentals for Comprehensive & Collaborative Youth Ministry			Office for YM Staff
Working with Adolescents			Office for YM Staff
Youth, Culture & Ministry			Office for YM Staff
Planning for Effective Youth Ministry			Office for YM Staff
Special Issues Seminars:			Office for YM Staff
• Models of Catechesis & Evangelization			Office for YM Staff
• Media & Ministry			Office for YM Staff
Foundational Topics for Lay Ecclesial Ministry			
<i>Topic</i>	<i>Date</i>	<i>Location</i>	<i>Presenter(s)</i>
Mission Community Ministry			
The Bible			
Church			
Spirituality & Liturgy			
Catholic Social Teaching			
AOD Catechist Formation Topics (excluding topics 4, 8, 18, 19)--please include topic number & title			
<i>Topic # and Title</i>	<i>Date</i>	<i>Location</i>	<i>Presenter(s):</i>
1			
2			
3			
4			
5			
6			
7			
8			
Youth Minister's Retreat/Spiritual Enrichment			
<i>Name of Retreat/Enrichment Event</i>	<i>Date</i>	<i>Location</i>	<i>Presenter(s):</i>



**Volunteer & Church Personnel
Criminal Background Check
Authorization Form**

Archdiocese of Detroit

Hiring Entity: _____
(Address) (City) (State) (Zip)

As a church we value the safety of children in our care, our employees and volunteers and the people whom we serve. We want to take prudent measures to protect our human and material resources. Therefore, the Archdiocese mandates that criminal history background checks be conducted for all employees and volunteers who may have unsupervised contact with a child, the elderly or persons with disabilities. Please complete this form of basic information about you, which assures the best possible program and safety for all.

Please complete your responses to the following questions and return this form to the designated Administrator for Criminal Background Checks at your Parish or School.

Name:		*Date of Birth:		
Address:	City:	State:	Zip:	
Known by any other name(s):				

Place of Employment:	Work Phone:	Home Phone:
----------------------	-------------	-------------

Number of years in Michigan:	If less than 7 years, previous residence(s) outside of Michigan:				
	a. _____ Street	_____ City	_____ State	_____ Zip	_____ County
	b. _____ Street	_____ City	_____ State	_____ Zip	_____ County

Position(s) you are seeking, if volunteering:

Driver's license #:	State:	*Race:	*Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>
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Authorization:

I understand that investigative inquiries on my background are to be made on me, to assess whether any reason exists that would suggest that I not be accepted for the position. These inquiries will be made according to policies of the hiring entity and will consist of a criminal history background check and/or driving record check using the services of the Archdiocese of Detroit / Department of Human Resources or a designated outside firm. The information received will be kept confidential and will be used only to determine my suitability to volunteer for the above noted position.

I authorize without reservation, any party contacted to furnish any or all of the above-mentioned information. Further, I will allow a photocopy of this authorization to be as valid as the original for purposes conducting the necessary investigation.

In addition, I agree to abide by the policies, procedures and code of conduct that currently exist or may be amended in the future.

(Signature of Volunteer / Church Personnel) (Date)

*NOTE: Date of birth, sex, and race requested only for purposes of identification in obtaining accurate retrieval of records.
Application For Certification as a Youth Minister

If you have already completed this form, have parish staff forward letter to verify on parish letterhead.

Release of Information – Driving Record

Driver Requests Only

Driving records are not provided at Department of State branch offices. Contact our Commercial Lookup Unit by mail, telephone or email to make requests. Telephone or email requests are accepted only if using a MasterCard, VISA, or an established departmental account number. To request information by mail, a minimum of \$7.00 is required. You will be notified of any additional fees due. The Michigan Department of State provides copies of driving records for a fee of \$7.00 per individual record. There is an additional \$1.00 fee charge for each record certification, if requested. Driver records are maintained for seven years prior to the current date. Serious offenses are maintained for ten years. To ensure accuracy, you must provide the drivers license number and/or full name (first, middle, last) and date of birth. A Michigan driver's license number always starts with the first letter of the last name followed by twelve numbers. You may obtain a copy of your own record while you wait by making the request in person. Requests are accepted Monday through Friday from 8:00 a.m. to 5:00 p.m. in the lobby of the Secretary of State Office Building, Secondary Complex, 7064 Crowser Drive, Lansing Michigan 48918-1540. Mail request to: Michigan Department of State, Record Lookup Unit, 7064 Crowser Drive, Lansing, Michigan 48918-1540. In-person requests may be paid by cash, check, or money order. Mail requests may be paid for by check or money order. **DO NOT SEND CASH.** As a reminder, telephone or email requests are only accepted if using a VISA, MasterCard or an established account number.

For more information or to make a telephone or email request, you may contact the Record Lookup Unit by calling (517) 322-1624 or visit their website at www.michigan.gov/sos. *A **driving record check is also required as part of the application process.*** Click the forms button twice to obtain a copy of the Michigan Department of State – Requesting Your Own Record Form, you will need the complete Form BDVR-153. Complete Section 5. Special Mailing Instructions with the following information:

Archdiocese of Detroit
Attention: Office For Youth Ministry
305 Michigan Avenue – 5th Floor
Detroit, MI 48226

To obtain a copy of your driving record, contact the Michigan Department of State at www.michigan.gov/sos (Requesting a Driving Record or Vehicle Record) or contact them by telephone at (517) 322-1624 if you have a VISA or MasterCard to charge the fee of \$8.00 for a **CERTIFIED** copy of your driving records. Please note that only a **CERTIFIED** copy of your driving record will be accepted. You can also pay by check or money order made payable to “State of Michigan” by writing to:

Michigan Department of State
Record Lookup Unit
7064 Crowser Drive
Lansing, MI 48918-1540

When writing to request your driving record, you must include your full name, date of birth, and driver's license number. The fee of \$8.00 for a **CERTIFIED** record must accompany the request along with the reason for requesting the record, which is for “employment.” This record will cover the last five years.

We have enclosed a Guide to Requesting Driver Records Form BDVR-153. Again, you may use this form to mail in your request or the VISA/MasterCard option listed above or visit their website at www.michigan.gov/sos to obtain the form.

Code of Ethics for Youth Ministry Leaders

The National Federation for Catholic Youth Ministry has developed the following code of ethics for youth ministry leaders¹. The National Federation for Catholic Youth Ministry recommends that youth ministry leaders adopt this code by signing, dating, and placing it in their personnel file. This code of ethics is intended for youth ministry leaders regardless of employment status within the church. While this code may be used in conjunction with existing diocesan policies, protocols or codes, it is not intended to supersede them.

Professional Ethical Obligations

1. Ministerial Role

- a) Youth ministry leaders work collaboratively with the pastor (and/or other supervisors) and associates in ministry.
- b) Youth ministry leaders faithfully represent the teachings of the Catholic Church with integrity in word and action.
- c) Youth ministry leaders are competent and receive education and training commensurate with their role(s) and responsibilities (§ 231, Code of Canon Law).
- d) Youth ministry leaders respect the diversity of spiritualities in the faith community and will not make their personal form of spirituality normative.

2. Inclusion

- a) Youth ministry leaders recognize the dignity of each person and refrain from behaviors or words that are disrespectful of anyone or any group.
- b) Youth ministry leaders serve all people without regard to race, color, gender, creed, national origin, age, sexual orientation, marital status, socioeconomic status, or political beliefs.
- c) Youth ministry leaders ensure that all persons have access to the resources, services, and opportunities they require with particular regard for persons with special needs or disabilities.

3. Accountability

- a) Youth ministry leaders are accountable to the pastor or other duly appointed representative, under the authority of the (arch)diocesan (arch)bishop.
- b) Youth ministry leaders are called to serve the faith community, carrying out their ministerial functions "...conscientiously, zealously, and diligently" (§ 231, Code of Canon Law).
- c) Youth ministry leaders exercise responsible stewardship of resources while holding themselves to the highest standards of integrity regarding the fiscal matters placed in their trust.

¹This code of ethics pertains to lay ecclesial ministers serving as youth ministry leaders. These individuals may conduct ministry under a variety of titles, including but not limited to coordinator of youth ministry, director of youth ministry, parish youth minister, and/or campus minister. Some pastoral associates, parish coordinators and catechetical leaders may also share responsibility for youth ministry and as such may be considered "lay ecclesial ministers serving as youth ministry leaders."

4. Confidentiality

- a) Youth ministry leaders respect confidentiality, yet are not held to confidentiality in the same way as ordained ministers and licensed, certified counselors.
- b) Youth Ministry leaders adhere to civil and ecclesial law concerning the reporting of neglect, abuse or when physical harm could come to the person or to a third party.
- c) Youth ministry leaders support the rights and roles of parents while ministering to the needs and concerns of adolescents.

5. Conduct

- a) Youth ministry leaders are aware they have considerable personal power because of their ministerial position. Therefore, they will sustain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- b) Youth ministry leaders maintain appropriate professional boundaries (e.g. physical, sexual, relational, and emotional). Romantic, dating, or sexual relationships between a youth ministry leader and an adolescent are inappropriate and unethical.
- c) Youth ministry leaders model healthy and positive behaviors with adolescents.
- d) Procuring, providing, or using alcohol and/or controlled substances for or with, adolescents is inappropriate and unethical.

6. Referrals and Intervention

- a) Youth ministry leaders are aware of the signs of physical, sexual, and psychological abuse and neglect.
- b) Youth ministry leaders are aware of their limitations with respect to paraprofessional counseling and make appropriate referrals.
- c) Youth ministry leaders adhere to civil and ecclesial law, policy and procedure for reporting abuse, suspected abuse or neglect.

7. Parish/Diocesan Policies

- a) Youth ministry leaders are aware of and comply with all applicable parish, organizational and/or diocesan policies with special attention to sexual misconduct, safety, transportation, parental permission, and medical emergency policies.

I have read and understand the above code of ethics and commit to uphold this code in my ministry.

Signature: _____ Date: _____

References:

- Coriden, J., Green, T. & Heintschel, D, Editors, (1985). *The Code of Canon Law. A text and Commentary*. The Canon Law Society of America. New York: Paulist Press.
- Gula, Richard, (1996), *Ethics in Pastoral Ministry*. New York: Paulist Press.
- National Association for Lay Ministry Standards Code of Ethics*. Downloaded from the world wide web on October 16, 2002 at www.nalm.org/standards.html
- National Federation For Catholic Youth Ministry's Organizational Code of Conduct. March 2000.
- NALM, NCCL, and NFCYM, (September 29,2002). *Common Competency Project Core Certification Standards and Competencies*. Draft 3. Copyright © 2003 by the NFCYM. 415 Michigan Ave., NE, Washington, D.C. 20017. All rights reserved. The NFCYM grants permission to Catholic dioceses and parishes to reproduce and distribute this document for educational purposes.
- Approved by the NFCYM Membership January 2003