

*Re-Certification Application*  
*Youth Ministry*  
ARCHDIOCESE of DETROIT



**OFFICE FOR YOUTH MINISTRY**  
**305 Michigan Avenue – 5<sup>th</sup> Floor**  
**Detroit, MI 48226-2631**

**Phone: 313-237-5812**

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**Email: [YouthMinistry@aod.org](mailto:YouthMinistry@aod.org)**

**Website: [www.detroityouthministers.com](http://www.detroityouthministers.com)**

*Re-Certification Application - Youth Ministry*  
ARCHDIOCESE of DETROIT

**OFFICE FOR YOUTH MINISTRY**  
**305 Michigan Avenue – 5<sup>th</sup> Floor**  
**Detroit, MI 48226-2631**

**NAME:** \_\_\_\_\_  
**Last** **First** **Middle Initial**

**HOME ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_  
**Home** **Work**

**ATTENDED PROTECTING GOD'S CHILDREN ON:** \_\_\_\_\_

**PGC LOCATION:** \_\_\_\_\_ **CITY:** \_\_\_\_\_

PLEASE NOTE: We must have **official transcripts** for all college work you would like to have considered for the certification or re-certification process. (The official transcript is sent to us directly from the Registrar's office of the college(s) attended.)

1. List below all workshops or courses taken since your original certification. Use separate sheet of paper if needed.

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2. List all Archdiocesan programs, meetings, etc., that might pertain to your re-certification enrichment (indicated date, time, place of workshop or meeting).

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3. Enclose a current letter of reference from your present employer.

4. List present position in youth ministry and parish being served.

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5. Fill out a copy of the competency based standards below and send along with your certification papers.

6. List the date and place you attended the Protecting God's Children workshop.

Date \_\_\_\_\_ Place \_\_\_\_\_

**DATE:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Application received on: \_\_\_\_\_

Renewal granted: Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_

If no list reasons: \_\_\_\_\_

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\_\_\_\_\_ has been granted renewal of Youth Ministry Certification in the Archdiocese of Detroit. This certification is in effect until \_\_\_\_\_. After evaluation of this person's credentials he/she is granted a Level \_\_\_\_\_ youth ministry certification.

**DATE:** \_\_\_\_\_ **SIGNED:** \_\_\_\_\_

Interviewed (if necessary) on: \_\_\_\_\_

## 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 For Youth Ministry 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.

<b>Spirituality and Prayer of the Minister</b>	<b>Beginner</b>	<b>Practitioner</b>	<b>Expert</b>	<b>Expert</b>	<b>Expert</b>
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
<b>TOTALS</b>	_____	_____	_____	_____	_____

NOTE: \_\_\_\_\_

<b>Ministry in the Church</b>	<b>Beginner</b>		<b>Practitioner</b>		<b>Expert</b>
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
<b>TOTALS</b>	_____	_____	_____	_____	_____

NOTE: \_\_\_\_\_

<b>Communication Skills</b>	<b>Beginner</b>		<b>Practitioner</b>		<b>Expert</b>
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
<b>TOTALS</b>	_____	_____	_____	_____	_____

NOTE: \_\_\_\_\_

<b>Ministry Management Skills</b>	<b>Beginner</b>		<b>Practitioner</b>		<b>Expert</b>
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

TOTALS

NOTE: \_\_\_\_\_

<b>Legal Concerns</b>	<b>Beginner</b>	<b>Practitioner</b>	<b>Expert</b>		
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
TOTALS	_____	_____	_____	_____	_____

NOTE: \_\_\_\_\_

<b>Adolescent Development</b>	<b>Beginner</b>	<b>Practitioner</b>	<b>Expert</b>		
27. Understand the stages of adolescent development	1	2	3	4	5
in early, middle, and late adolescence:	1	2	3	4	5
28. Physiological	1	2	3	4	5
29. Psychological	1	2	3	4	5
30. Intellectual	1	2	3	4	5
31. Emotional	1	2	3	4	5
32. Moral	1	2	3	4	5
33. 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
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
TOTALS	_____	_____	_____	_____	_____

NOTE: \_\_\_\_\_

<b>Principles of Youth Ministry</b>	<b>Beginner</b>	<b>Practitioner</b>	<b>Expert</b>		
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
TOTALS	_____	_____	_____	_____	_____

NOTE: \_\_\_\_\_

<b>Components of Youth Ministry: Evangelization and Catechesis</b>	<b>Beginner</b>	<b>Practitioner</b>	<b>Expert</b>		
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 <sup>1</sup> 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
TOTALS	_____	_____	_____	_____	_____

NOTE: \_\_\_\_\_

<b>Worship and Prayer</b>	<b>Beginner</b>	<b>Practitioner</b>	<b>Expert</b>		
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
TOTALS	_____	_____	_____	_____	_____

NOTE: \_\_\_\_\_

<sup>1</sup> Rite of Christian Initiation of Adults

<b>Community Life</b>	<b>Beginner</b>		<b>Practitioner</b>	<b>Expert</b>	
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
TOTALS	_____	_____	_____	_____	_____

NOTE: \_\_\_\_\_

<b>Leadership Development</b>	<b>Beginner</b>		<b>Practitioner</b>	<b>Expert</b>	
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
TOTALS	_____	_____	_____	_____	_____

NOTE: \_\_\_\_\_

<b>Advocacy</b>	<b>Beginner</b>		<b>Practitioner</b>	<b>Expert</b>	
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
TOTALS	_____	_____	_____	_____	_____

NOTE: \_\_\_\_\_

<b>Justice and Service</b>	<b>Beginner</b>	<b>Practitioner</b>	<b>Expert</b>		
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
TOTALS	_____	_____	_____	_____	_____

NOTE: \_\_\_\_\_

<b>Pastoral Care</b>	<b>Beginner</b>	<b>Practitioner</b>	<b>Expert</b>		
81. Understand potential problem areas for young people:	1	2	3	4	5
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
TOTALS	_____	_____	_____	_____	_____

NOTE: \_\_\_\_\_

<b>Family Perspective</b>	<b>Beginner</b>		<b>Practitioner</b>		<b>Expert</b>
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
TOTALS	_____	_____	_____	_____	_____

NOTE: \_\_\_\_\_

<b>Theology and Spirituality</b>	<b>Beginner</b>		<b>Practitioner</b>		<b>Expert</b>
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
TOTALS	_____	_____	_____	_____	_____

NOTE: \_\_\_\_\_

98. Ability to design and implement programs and learning experiences for youth including:	1	2	3	4	5
- 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
TOTALS	_____	_____	_____	_____	_____

NOTE: \_\_\_\_\_

<b>Resources in Youth Ministry</b>	<b>Beginner</b>	<b>Practitioner</b>	<b>Expert</b>		
99. Understand resources available in the field of youth ministry.	1	2	3	4	5
100. Ability to:	1	2	3	4	5
- 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 Sheet*** 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 Coordinator of Youth Ministry.

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Self Evaluation Scoring Sheet<sup>2</sup>**

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: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<sup>2</sup> 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

*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 Crouner Drive, Lansing Michigan 48918-1540. Mail request to: Michigan Department of State, Record Lookup Unit, 7064 Crouner 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](http://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 – 5<sup>th</sup> Floor  
Detroit, MI 48226

To obtain a copy of your driving record, contact the Michigan Department of State at [www.michigan.gov/sos](http://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 Crouner 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](http://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 leaders<sup>1</sup>. 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.

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<sup>1</sup>This 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: \_\_\_\_\_

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