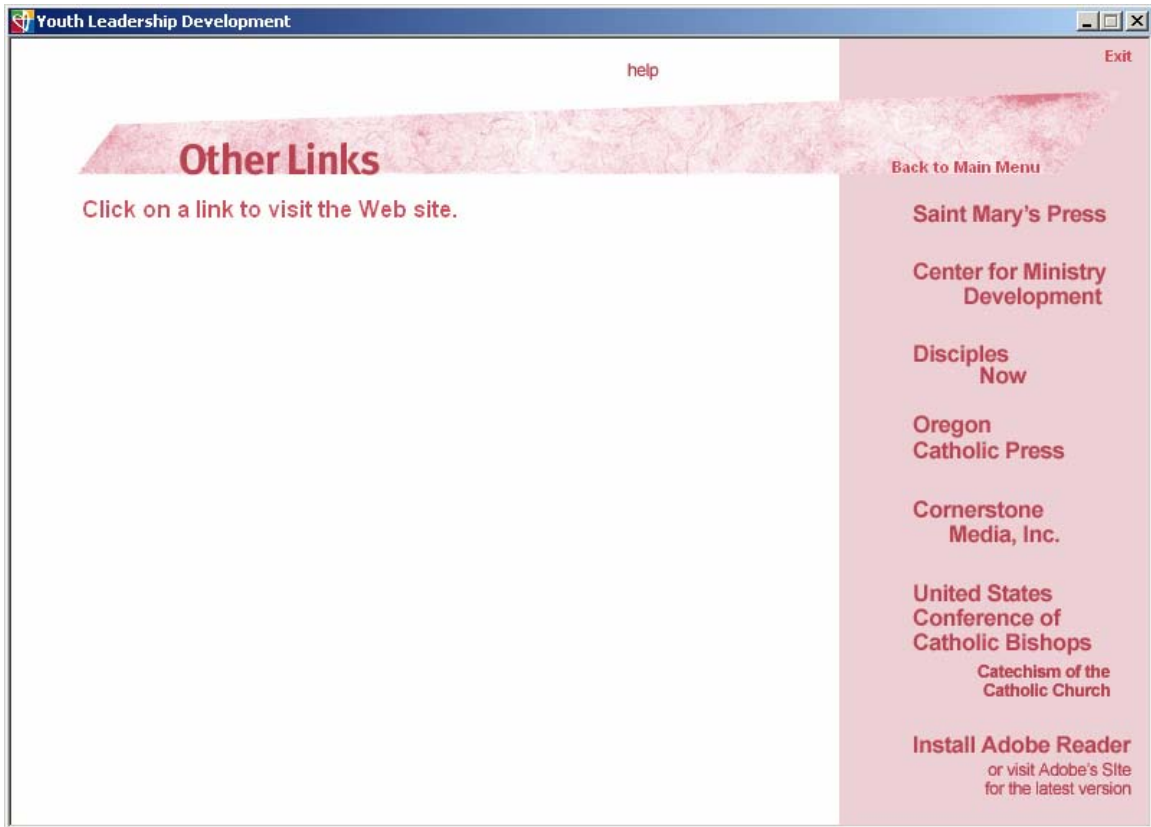


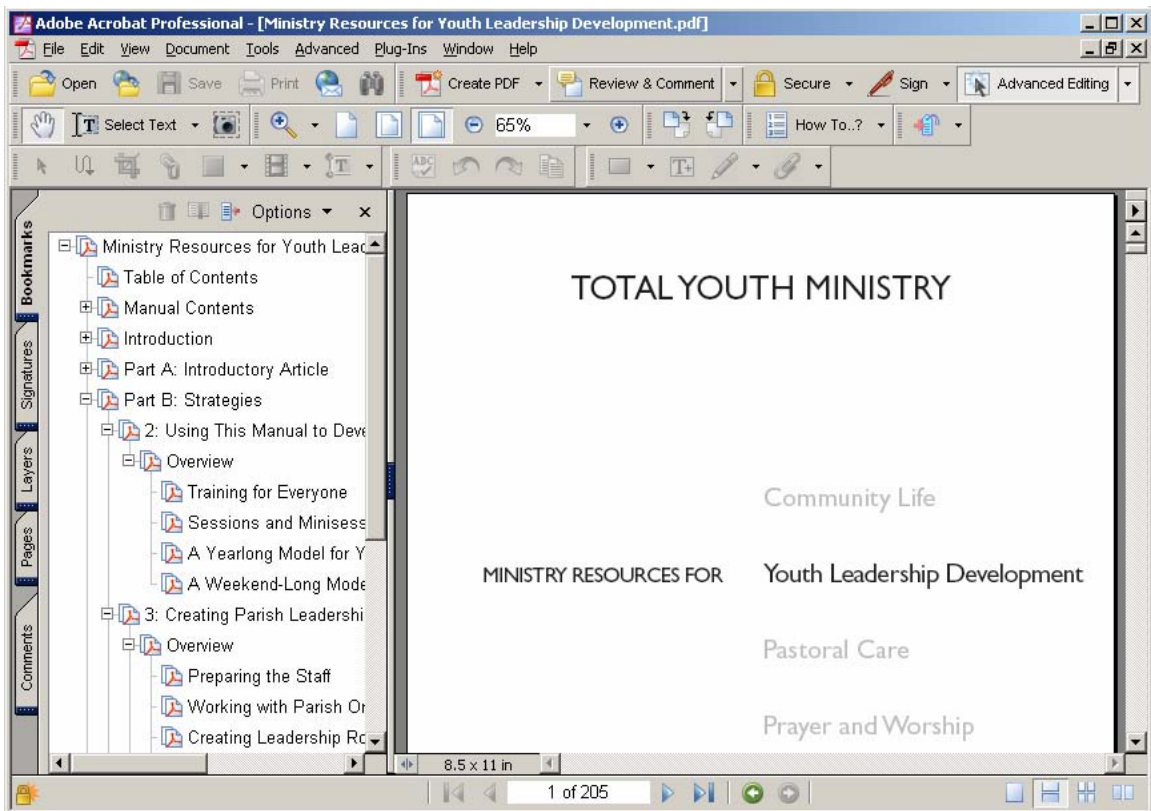
This PDF contains screen shots of the "Ministry Resources for Prayer and Worship" CD-ROM. It is not a working program. On the actual CD-ROM, clicking on links open different options.

The screenshot shows a window titled "Youth Leadership Development". At the top right, there are "help" and "search" buttons, and an "Exit" button. The main heading is "Ministry Resources for Youth Leadership Development". Below the heading is a paragraph of text: "Ministry Resources for Youth Leadership Development" offers faith communities the program resources and strategies to develop youth as leaders within youth ministry programs and parishes. The manual includes four foundational sessions on Christian leadership, ten sessions and minisessions on leadership skills, and two minisessions to help prepare youth and adults for working together. The manual also offers strategies for using the activities, sessions, and minisessions to create daylong, weekend-long, and yearlong training programs for youth; for creating leadership roles within the parish; for inviting youth to leadership; and for working with the parents of youth leaders. At the bottom, there is a link: "Click here to read about the Total Youth Ministry series". On the right side, there is a vertical menu with the following items: "manual content", "handouts in pdf", "handouts in rtf", "other links", and "other resources".

The screenshot shows a window titled "Youth Leadership Development". At the top right, there are "help" and "Exit" buttons. The main heading is "Handouts in pdf". Below the heading is a paragraph of text: "Click on a chapter to view a list of handouts and resources included in that chapter. Then click on the handout to open it in Adobe Reader." On the right side, there is a vertical menu with the following items: "Back to Main Menu", "Chapter 1", "Chapter 2", "Chapter 3", "Chapter 4", "Chapter 5", "Chapter 6", "Chapter 7", "Chapter 8", "Chapter 9", "Chapter 10", "Chapter 11", and "additional chapters".



This screen shot shows the "manual content." It contains the same text as the printed manual (minus the sidebars) in an electronic, searchable format.



About the Total Youth Ministry Series

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This six-manual series builds on the bishops' vision of youth ministry as outlined in "Renewing the Vision: A Framework for Catholic Youth Ministry" (United States Conference of Catholic Bishops, 1997). Offering a rich and challenging vision for Catholic youth ministry, the bishops urge the Church to guide young people toward a life of fullness in Jesus Christ, and to give them the tools to live out that fullness as Catholic Christians.

Whether your parish has five teens or five hundred, this series provides a strong foundation for a year-round, total youth ministry program that aims to empower young people to be disciples of Christ and to bring them fully into the life of the Church.

The following six manuals make up the Total Youth Ministry series:

- "Ministry Resources for Community Life"
- "Ministry Resources for Evangelization"
- "Ministry Resources for Justice and Service"
- "Ministry Resources for Pastoral Care"
- "Ministry Resources for Prayer and Worship"
- "Ministry Resources for Youth Leadership Development"

The manuals contain numerous ideas for gatherings, projects, prayer services, and retreats for high school youth. Each manual also includes an explanation of the component that is its focus, along with practical strategies for connecting youth with their communities and for helping youth connect faith with life.

The following are examples of PDF handouts found on the CD-ROM. Handouts are also available in a rich text format so you can customize them to meet your needs.

Youth Interest Finder

Name: _____

Address: _____

Phone number: _____ E-mail address: _____

Leadership Opportunities in Youth Ministry

Community or Society

- Welcome others into the community.
- Minister to peers by listening to them and referring them to resources.
- Plan and organize youth ministry events and projects.
- Plan and organize fund-raising projects.
- Help plan and conduct social events such as dances, lock-ins, and movie nights.
- Help plan and conduct sports events such as volleyball, basketball, and baseball games.
- Help plan and conduct outdoor events such as skiing, canoeing, and camping experiences.
- Help plan and conduct trips.

Service

- Plan and conduct service projects.
- Organize and implement fund-raisers for people and projects in need.

Spirituality

- Help lead and present retreats for youth.
- Help prepare other youth for the sacrament of Confirmation.
- Help plan prayer opportunities for youth.

Worship

- Help plan and implement special youth liturgies.
- Help plan and implement a youth Reconciliation service.
- Serve on the parish worship committee.
- Share musical talents: (List specific musical talents.)

Communication

- Write articles for the youth newsletter.
- Help edit and produce the youth newsletter.
- Help with artwork for the youth newsletter and flyers.
- Help with photography at events.
- Write news releases for local papers.

- Help design flyers and do publicity.
- Help get the word out at your school.

List other skills, gifts, and interests that you could offer to the community:

Leadership Opportunities in the Parish Community

Community

- Welcome others into the community.
- Plan and organize junior high ministry events and projects.
- Participate in and share leadership in parish fund-raising projects.
- Help plan and share leadership in parish community-building events, such as a picnic or a festival.

Service and Outreach

- Assist in service projects of the parish outreach team.
- Assist in fund-raising projects of the parish mission team.

Spirituality

- Help plan and staff junior high retreats.
- Help prepare children for sacraments.
- Help plan and prepare for parish spirituality projects, such as the parish mission and Lenten and Advent programs.

Worship and Liturgy

- Help prepare and implement a children's liturgy of the word.
- Serve as a liturgy commission representative.
- Serve as a Eucharistic minister.
- Serve as a lector.
- Serve as a minister of hospitality.
- Assist with art and environment needs.
- Participate in the choir.
- Serve as a cantor.
- Serve as a Eucharistic minister to people who are homebound.
- Help write the prayers of the faithful for Mass.
- Write a brief article for the bulletin, reflecting on Sunday Scripture readings.
- Play musical instruments for parish functions: (List the instruments.)

Religious Education

- Serve as a teacher.
- Serve as a teacher's aide.
- Serve as a coteacher for junior high or high school faith formation.
- Serve as a religious education or youth ministry board member.
- Help in the office with administrative tasks.
- Assist with nursery or preschool programs.

Communication

- Help with photography at parish events.
- Write articles for the church bulletin.
- Write news releases for local papers.
- Help design flyers and do publicity for parish events.
- Assist with the development or ongoing support of a parish Web site.

A Checklist for Effective Meetings

Review this checklist to ensure that you have thought through all the necessary elements of the meeting.

- The facilitator prepares an agenda before the meeting.
- The participants have an opportunity to contribute to the agenda.
- The facilitator provides notice of the meeting start time, end time, and location, and gives a copy of the agenda to each participant.
- Meeting facilities are confirmed and are comfortable and adequate for the number of participants.
- Beverages and food are available when appropriate. Water is always available.
- The meeting begins on time.
- The meeting has a scheduled ending time that is honored.
- The facilitator or timekeeper monitors time throughout the meeting.
- Everyone has an opportunity to present their viewpoints.
- No one dominates the discussion.
- Everyone has a voice in decisions made at the meeting.
- The meeting ends with a summary of accomplishments.
- The group defines and delegates follow-up tasks, and sets dates for completion.
- The recorder ensures that each participant receives minutes of the meeting.
- The facilitator stays in touch with the participants, following up on actions agreed upon during the meeting.
- The decision-making process used is appropriate for the purpose and the size of the group.

(The material on this handout is adapted from *Effective Meeting Skills—A Practical Guide for More Productive Meetings*, by Marion E. Haynes [Menlo Park, CA: Crisp Publications, 1988], page 3. Copyright © 1988 by Crisp Publications. Permission applied for.)