

2016 Diocesan Youth Convention

Parish/School Group Leader **Planning Manual**



THANK YOU, Adult Group Leader, for taking the time to review this information so that teens from your parish or school might be involved in the biennial Diocesan Youth Convention. In the past, this event has been helpful to local youth and campus ministries by giving the teens an experience of the larger Church while providing prayer, education, service projects, and fun to supplement your ongoing efforts. We anticipate the same outcomes for 2016!

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When and Where:

Sunday, November 6, 2016

12:30 PM – 7:00 PM

St. Michael Parish, Canton, OH

3430 St. Michael Blvd. NW, 44718 (near corner of Whipple and Fulton)

BASIC DRIVING DIRECTIONS: Exit I-77 at Fulton Road. Go west onto Fulton Rd., State Route 687, veer right. Church campus will be on the right. (If you reach the light at Whipple, you just missed it.)

General Information:

- Remember to turn your clocks back—Daylight Savings Time ends November 6 at 2 a.m.
- The Diocesan Youth Convention is designed and intended for high school age youth only (grades 9-12).
- Handicapped access is limited. However, we welcome youth of all abilities, and thus request that the Group Leader please contact the OY&YAM if special arrangements need to be made for participants with mobility or other concerns. You will need to provide an aide for any participant who may need one.
- All registration check-ins will take place in the main church gathering space.
- Please note that a parish Mass will be ending at noon, so registration will not open until 12:30 p.m.
- The DYC will be utilizing a large area at St. Michael's, so comfortable shoes are a must!
- Food will include a mid-afternoon supper (pasta bar and salad, as it was well received in the past.) Water coolers will be set up in a couple of locations. (*Eat lunch prior to check in!*)
- Each participant will receive a DYC water bottle and string backpack. Please note that we will NOT be providing t-shirts. Instead, we invite you to work with your group to create a parish/school/collaborative youth ministry shirt or to pick a color for your group to wear, as this will help you to supervise your members.
- The Sunday Mass will be celebrated at the convention at 5:30 p.m. with the Most Reverend George V. Murry, S.J., Bishop of Youngstown. Prior to that, he will facilitate a Conversation with the teens.

- Participants will have the opportunity to celebrate the Sacrament of Reconciliation during supper.
- Workshops will be offered on a number of topics of interest to teens, facilitated by a variety of talented adults from around the diocese. A tentative list of topics will be posted on the DYC webpage by October 1st. Please encourage your participants to review the options prior to arrival. Workshops may fill to capacity and the doors closed – teens must then go to their next choice of topic/speaker.
- **“Mercy in Motion”** will be our Interactive Area this year which includes games, hands-on learning activities and service projects. These have become a highlight for the teens. Due to the limited time allotted, teens may need to be reminded not to stay at one station too long!

All participants are asked to bring items for our Catholic Charities Regional Offices/Harriett’s Cupboard. The following items are most needed:

Hand Soap,	Shampoo,	Conditioner
Bath Soap	Toothbrushes	Tooth paste
Personal Hygiene items	Deodorant	Dental Floss
Q-Tips	Lotion	Razors

These donations can be dropped off at stations near registration in the morning. Later in the day, we hope teens will learn more about the ministries of Catholic Charities as they help sort and box the donation for the agencies.

Role of the Group Leader (Administrative):

- ❑ Read this packet thoroughly so that you are well prepared for your tasks. Hopefully, this does not seem overwhelming as it is intended to ‘map out the journey’ towards the DYC.
- ❑ Promote the Diocesan Youth Convention (DYC) utilizing all the means you have available – bulletins, newsletters, websites, social networking, announcements, and PERSONAL INVITATIONS!
- ❑ For school administrators, decide if you will organize a group from your school OR encourage the teens to connect with their parish. (Note: as not all teens are registered at a parish and not all parishes coordinate a group for DYC, you may do well to find one or two youth ministers who will welcome additional teens to their group so that your students have a place to go! This can easily be done by connecting with your Deanery Representative for parish ministry or contacting Cindee at OY&YAM).
- ❑ Print and copy all the necessary forms for the teens, parents and chaperones.
- ❑ Collect forms and monies from your group participants.
- ❑ Set your local deadline for October 5 or 10 (about a week before October 17th) so that you have time to have incomplete forms completed, make the copies, and type the information into the DYC Group Excel sheet.
- ❑ Double check all forms for completion BEFORE sending the originals to the diocesan office.
- ❑ Be sure to keep a copy of all the forms for your use during the event and to file until the youngest attendee turns 21 years of age.
- ❑ Type in the excel worksheet for your group and email it to ccase@youngstowndiocese.org, or burn it to a CD or flash-drive and mail it with your forms and payment.
- ❑ If you are unable to attend the DYC, you may designate an “Onsite Group Leader” who would then need to carry a copy of all release forms for your group. This person should be known to the chaperones and teen attendees.
- ❑ Plan the transportation to/from St. Michael’s, provided by safe and reliable drivers over 21 years of age. As the group leader, you should have a copy of each driver’s license and insurance card. If a group is meeting at St. Michael’s, be sure that a clear meeting point is established and a chaperone is the first to arrive.
- ❑ Pray for the hearts of the teens to be touched by our Lord in a special way during the DYC experience!

Role of the Onsite Group Leader:

If the group leader on November 6th is also the one who completed all the administrative tasks, thank you for also taking this Sunday to be with the teens and chaperones. IF THE ADMINISTRATIVE PERSON IS UNABLE to be at DYC on November 6th, then please be sure the Onsite Group Leader is aware of any special needs your group members may have, bring any outstanding monies or corrected forms, etc. for check-in onsite.

- ❑ Carry copies of the Youth and Adult forms for your group with you all day.
- ❑ Check-in all your group participants at the DYC Registration Table in the Church lobby. Submit any “Early Dismissal” forms you may have collected.
- ❑ Encourage your chaperones to volunteer for one of the task areas, or to check the schedule if they volunteered on their registration form. (*Note: the planning team is working to recruit several volunteers so we may not need as much help as in the past, but still best to be prepared! Thanks.*)
- ❑ The day begins with music and mingling in the Church, followed by our first General Session. (Note: Breakfast/lunch is NOT included, so eat prior to coming.)
- ❑ Assist, as necessary, with directing traffic as we move around to different locations at St. Michael’s, and check in at the General Sessions to make sure all your participants are with us.

Chaperones:

- Chaperones must be at least 21 years old and must be in full compliance with the Diocesan Child Protection Policy by October 1st. By submitting the adult forms for the chaperones, the Group Leader affirms that all adults are in full compliance. *All chaperone names WILL be double checked in the diocesan database and only permitted to attend if found to be in full compliance.*
- Each group must provide adequate chaperones for their youth. The ratio of chaperones to youth must be at least 1 chaperone for every 6 youth (1:6). However, to keep in compliance with the Diocesan Child Protection Policy, each group should start with two chaperones – preferably of both genders if attendees are of both genders.

Number of Teens Attending:

1 – 12
13 – 18
19 – 24
25 – 30
31 – 36
37 – 42
43 – 48

Minimum Number of Chaperones Required:

2
3
4
5
6
7
8

And so on. More adults are permitted so long as they pre-register, pay and are in full-compliance.

- Groups MAY combine with a neighboring parish to achieve these requirements, with all attendees made well aware of this situation.
- Chaperones are asked to sign-up for volunteer duties for a brief time period at the convention: hall monitor, activity assistant or food distribution, as needed (See the adult registration form).
- Chaperones are responsible for helping the teens comply with the Code of Conduct, and thus should review the Code and use it as a guide for personal behavior as well.
- If you have a priest coming as one of your chaperones, he must remain all day. If a priest is only available for part of the day, please ask them to come as a guest (his registration is complementary and should be noted on your Group Summary Form.)

Registration Process:

- A **Parish/School Group Registration Summary Form** is provided. Each parish or school should register as one group (or a combined group with another parish). A **YOUTH Registration/Medical Permission Form** or an **ADULT Registration/Medical Release Form** must be completed for every participant and submitted with your group registration form. Information from these forms should be entered into the Group Excel Spreadsheet.
- Group leaders should send the original copy of the release to the Office of Youth and Young Adult Ministry (OY&YAM) and keep a second copy to carry during the day and to later keep on file. This is to ensure quick and easy access to necessary information in the event of a medical emergency. **Do not forget to keep copies for your files.**
- All participants are to pre-register. No Walk-Ins are permitted. Early registration is appreciated. Please make note of the deadline dates. **No registrations will be accepted after October 26.**
- Please keep a blank copy of the registration form in case of late or additional registrations or substitutions. You may also want to print out your Excel file with registration information.
- Teens over 18 coming as participants must still submit the YOUTH Registration Form. However, as with any youth program at the parish, they should read and sign off on the DCPD booklet just so they are aware that they are now legally an adult and need to be extra careful about their behavior with minors.
- Once your registration is received, you will receive an email confirmation from the OY&YAM. If you do not receive the confirmation within 10 days of sending in your registration, please call Cindee at (330) 744-8451 ext. 280 or email ccase@youngstowndiocese.org.

Cost and Deadlines:

- The Registration fees are the same for youth and for chaperones.
- The registration cost is only **\$25** per person by the **October 19 deadline**. Note: this 2014 price continues as the lowest price since the turn of the century as the Planning Team has been working to receive sponsorships to help offset the costs!
- If space permits, late registrations will be accepted until 3:00 p.m. on Wednesday, October 26. The late fee is \$40 per person. No registrations will be accepted after October 26.
- Cancellations by October 19 will be refunded in full, although substitutions are strongly encouraged. After October 19, there will be **no** refunds. There will be no refunds for no-shows.
- The cost of the day covers all speakers, materials, string backpack, water bottle and supper.
- Some parishes pay a portion of the registration fee. Consider having a fundraiser such as a car wash, leaf rake, pancake breakfast, spaghetti dinner, sale, etc., to help cover a portion of the registration fee for your participants.
- A limited amount of financial assistance is available. Please share the DYC scholarship form with a youth that may need financial assistance and encourage the youth to apply.

Tentative Event Schedule: (Subject to change) –*Be sure to eat lunch before coming*

12:30 p.m. – 12:45	Registration in the foyer near Main Doors/ Pre-session music
12:45 – 1:45	General Session #1 (Prayer, Keynote Speaker Ben Walther)
1:50 – 2:35	Workshop 1
2:35 – 2:40	Change rooms
2:40 – 3:25	Workshop 2
3:30 – 4:00	Dinner 1 or “Amazing Connections” 1 as assigned
4:05 -- 4:35	Dinner 2 or “Amazing Connections” 2 as assigned
4:35 – 4:45	Break, move to Church
4:45 -- 5:30	“A Conversation with the Bishop”/ Mass prep
5:30 – 6:45	Mass with Bishop George V. Murry, S.J. Go in peace to love and serve the Lord!

Keynote speaker is Mr. Ben Walther

Ben is a songwriter, worship leader and speaker with OCP (Oregon Catholic Press) Spirit and Song. He has spoken at the National Catholic Youth Conference, Los Angeles Religious Education Congress and the National Catholic Singles Conference. Originally from Texas, he and his wife and 6 children live in North Canton and participate at St. Paul Parish.

Publicity:

- A flyer and a customizable brochure have been provided for you to copy. Please utilize whatever will be most efficient for you to get the word out to your teens. A poster is available upon request.
- Consider providing incentives to encourage participation, such as:
 - subsidizing the cost for youth involved in liturgical ministries;
 - granting “extra credit” for religion class;
 - make participation in the Diocesan Youth Convention a prerequisite for attending the 2017 National Catholic Youth Conference in Indianapolis, your summer mission trip, One Bread-One Cup at St. Meinrad, Franciscan University Summer Conference, ND Vision at Notre Dame, or other large youth ministry/campus ministry events.
- Invite high school teens from all four grade levels. Do not forget to reach out to the freshmen!
- Make sure this is on the parish/school calendar, and post reminders in the newsletter, weekly bulletins, etc. See announcement samples on the diocesan website at:
<http://youngstownoyyam.weebly.com/dyc-youth-convention.html>
- Post pictures from previous youth conventions in the parish vestibule or hall. Be sure to include information for registering for the 2016 Youth Convention.
- If you use an online social networking site, and have permission, post pictures and comments for teens to see glimpses of the event. Feel free to adapt the Bulletin Announcements to post.
- You can also connect to the Facebook group DYU’16,
<https://www.facebook.com/Youngstown-Diocesan-Youth-Convention-DYU-138163429550366/>
and link to the OY&YAM resources on the diocesan webpage,
<http://youngstownoyyam.weebly.com/dyc-youth-convention.html>
- Have youth who attended previous youth conventions make announcements inviting participation in the Diocesan Youth Convention.
- E-mail or text reminders to youth/parents of youth about the day and parish/school registration deadlines, as permitted.
- Utilize the “Bulletin Announcements” for any type of promotion you choose.
- Post copies of the fliers or posters wherever you think teens and their parents may see them.
- Please keep in mind that the DYU is a biennial event, and so the youth of your parish or Catholic school only have one or two opportunities to participate in this experience as a Diocesan Church. Please consider making every effort to invite your youth.

REMINDERS:

- Be sure to double check all registration forms to make sure the information is complete.
- Make sure the adults are in full compliance with the Diocesan Child Protection Policy, as they will NOT be allowed to participate if they are NOT verified by the diocesan database.
- Be sure to contact Cindee at the OY&YAM if you have anyone with a special need that the Planning Team will need to address.
- Make copies of all forms for your use at the DYU and parish files (hold until 2024).
- Remind your group members to bring items to donate to the Catholic Charities agencies (see page 2 of this packet.)

Paperwork Overview for Group Leader:

Use these checklists to assist in creating packets of information for your parish/school potential participants:

For teens and their parents:

- ☐ DYC Brochure (with your contact information and local price)
- ☐ Form 6: Code of Conduct
- ☐ Form 5: Scholarship Request, if applicable
- ☐ Form 4: Youth Individual Registration Form
- ☐ Form 8: Parent Information Sheet

For adult chaperones:

- ☐ DYC Brochure
- ☐ Form 7: Chaperone Guidelines
- ☐ Form 3: Adult Individual Registration Form
- ☐ A copy of the Diocesan Child Protection Policy and “Treasured Gifts from God” In-service dates for any adult who is not yet in full compliance with the Diocesan Child Protection Policy (DCPP), but can be by October 1st.

What you need to submit to the OY&YAM:

- ☐ One copy of each registration form for each teen and adult attending (Forms 3 and 4)
- ☐ ONE CHECK covering the \$25 registration costs for EACH participant, except priests, payable to “The Diocese of Youngstown.” (\$40 per person for late registration.)
- ☐ Form 1: The Group Registration Summary Sheet
- ☐ Form 2: Excel form with all registration information (via email to ccase@youngstowndiocese.org or on CD or flash-drive mailed with the above items.)

Lastly, please remember that all of this paperwork and time will be worth it when the teens increase their enthusiasm for the Lord by praying, playing, learning and celebrating at the DYC’16! THANKS for your work on making their participation possible!

2016 Diocesan Youth Convention Core Planning Team:

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