

APPENDIX ONE – Parish Assessment

Youth Ministry Effectiveness Tool

As stated in Section Three of this manual:

3.5 Every parish must complete the Youth Ministry Effectiveness Tool once every four years or as part of the Diocesan Religious Education Accreditation Process, whichever comes first.

The following tool is designed to assess the effectiveness of youth ministry in your parish. Please complete the assessment as accurately and honestly as possible. During this process please be sure to keep in mind the environment and realities of the parish as they currently exist--not as they may/could/should exist at some point in the future.

Please note that this instrument is designed as a resource to assist your youth ministry team discover where your parish's ministry to, with, and for young people could be enhanced. It is not intended as an indictment against parish leadership or as a means of demeaning ministry efforts currently underway.

Your parish assessment is not complete until it is returned to CYM and the staff reviews your results. The CYM staff will meet with your parish YMLC to review the results and make recommendations for improving the effectiveness of your parish youth ministry.

Please refer to Section Three for complete instructions on how to use this tool.

Thank you for your continued commitment to ministry to and with the Young Church of today.

Part 1 - Becoming a “Youth Friendly” Parish Community

Parishes with effective youth ministry support young people and include youth throughout the life of the parish.

In their document, *Renewing the Vision*, the Catholic Bishops of the United States call parish to become “youth friendly communities in which youth have a conspicuous presence” (RTV, p. 13). These communities have the following characteristics:

A Youth Friendly Parish:

Values youth

- Makes youth feel welcome
- Listens to youth
- Responds to the needs of youth with age appropriate programming
- Supports youth with “prayer, time, facilities, and money”

Sees youth at resources

- Empowers gifts of youth
- Provides meaningful roles for youth in the community
- Acknowledges and affirms the efforts and contributions of youth

Provides for intergenerational relationships

- Connects youth to role models and mentors
- Includes youth in the life of the parish: prayer, learning, serving and celebrating
(Adapted from RTV, p. 13)

Please check all that apply. Then total your checkmarks at the end.

A. Creating A “Youth Friendly” Parish

<input type="checkbox"/>	1. Our parish community understands youth ministry
<input type="checkbox"/>	2. Youth are involved throughout parish life
<input type="checkbox"/>	3. Youth are involved in leadership and decision making in our parish
<input type="checkbox"/>	4. Our parish encourages and affirms youth's involvement in parish life
<input type="checkbox"/>	5. Our parish staff and leadership have a common vision for youth ministry and this vision is shared in written form with the parish community
<input type="checkbox"/>	6. Our parish staff and leadership are familiar with our parish's youth ministry efforts.
<input type="checkbox"/>	7. Our parish staff members collaborate with each other (which include the Coordinator of Youth Ministry attending regular staff meetings with other parish leaders).
<input type="checkbox"/>	8. Youth ministry leaders involve the pastor in youth ministry and keep him informed about youth ministry efforts.
<input type="checkbox"/>	9. Clergy are involved and are present in ministry to and with young people

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| | 10. Our parish provides a written budget for youth ministry. |
| | 11. Our parish provides a location to host meetings/activities. |
| | 12. Our parish provides resources (supplies, etc.) for ministry programs. |
| | 13. Our parish assists YM in utilizing the resources of the community. |
| | 14. There is a "needs assessment" of young people conducted at least once every four years according to the models outlined in this manual. |
| | 15. Parish leadership (especially youth ministry leadership) is present where the young people are present (i.e., sporting events, school events, graduations, etc.) |
| | 16. Our parish community regularly celebrates milestones in the lives of its young people (i.e., blessing of new drivers, graduation celebrations, blessing for athletes, etc.) |
| | 17. Our parish regularly honors its youth ministry leaders (Diocesan Recognition Dinner, parish blessing on Catechetical Sunday, etc.) |

B. Family Friendly/Intergenerational

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| | 1. We consider the impact of youth ministry on family life, especially when we plan events |
| | 2. Our parish provides programs and resources to support families of adolescents |
| | 3. Programs and/or events are designed to welcome and encourage participation by families of young people |
| | 4. Provisions are made to welcome members of various ages from the parish community (elderly, young adults, etc.) into relationship with young people (i.e., the parish sponsors events for young people to work with elderly, there are events where young adults are involved as mentors, and the like). |

C. Prayer and Worship

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| | 1. Young people are invited to participate in, prepared for, and are regularly involved in liturgical ministries of the parish |
| | 2. Youth ministry leaders collaborate with other parish leaders to create a plan for ways to promote youth participation in liturgy |
| | 3. Opportunities for prayer exist on an ongoing basis for young people within the parish community (i.e., prayer partners, exposure of young people to various models/types of prayer experiences, etc.) |

D. Leadership Development Opportunities

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| | 1. Our parish has identified ministries and aspects of parish life in which youth can become involved in leadership, ministry or teaching roles |
| | 2. Our youth ministry leadership works with parish staff and ministry leaders to prepare for youth involvement |
| | 3. Young people play an active role on the Parish Pastoral Council |
| | 4. Young people play an active role on the parish's Youth Ministry |

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| | Leadership Committee |
| | 5. Young people in the parish participate in leadership roles during the parish's youth group. |
| | 6. Young people from the parish participate in the biennial National Catholic Youth Conference |
| | 7. Young people from the parish are nominated annually to serve on the Diocesan Youth Leadership Team |
| | 8. Our adult leaders regularly attend diocesan training opportunities |
| | 9. Opportunities are provided for skill-based formation for adult leaders |
| | 10. Opportunities are provided for spiritual/personal development for adult leaders in youth ministry |

E. Communication

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| | 1. Our parish connects with all young people by reaching out and sending ministry to them in the form of a newsletter, email, or phone calls |
| | 2. All young people in the parish are included in non-gathered communication |
| | 3. Regular communication exist between parish youth ministry leadership and parents/guardians |
| | 4. The parish is kept informed (via the Sunday bulletin or parish newsletter) of how the parish is responding to the needs of the young people |
| | 5. A written schedule of youth ministry events and activities is published regularly and made available to young people and their families at least two months in advance |

Total number of check marks

Part 2 - Flexible and Adaptable Programming

Catholic Youth Ministry is defined as “the response of the Christian community to the needs of young people and the sharing of the unique gifts of youth with the larger community” (RTV, p. 1)

For this ministry to be effective programming must be flexible and adaptable. Gone are the days when one “youth group” model meets all the needs of young people and gone is the assumption that young people are all available at the same time.

Comprehensive youth ministry must include a diversity of program settings (for further explanation of these types of diverse programming, see Section Two):

- Age-specific programs for young and older adolescents
- Family-centered programs for the entire family: parents, foster parents, grandparents raising children, and parents and adolescents
- Intergenerational parish programs
- Community-wide programs

Comprehensive youth ministry must include a balanced mix of programs, activities, and strategies that address the eight components of ministry.

Comprehensive youth ministry includes a variety of approaches to reach all adolescents and their families, including:

- Gathered (organized and assembled) parish, school, and community-wide programs
- Small group programs and small ecclesial community experiences
- Home-based programs, activities and resources
- One-on-one and mentoring programs and activities (i.e., Confirmandis and their sponsors meet regularly within the framework of the FSGC guidelines)
- Independent or self-directed programs

Comprehensive youth ministry includes a variety of scheduling options and program settings to respond to the reality of the busy lives and commitments of adolescents and their families.

(Adapted from RTV, p. 25)

Please check all that apply. Then total your checkmarks at the end.

F. Youth Ministry Programming

1. Young people can count on a regular time and place to gather as members of the parish community
2. There is a weekly, bi-weekly or monthly meeting of young people on a regular basis
3. Parents are regularly encouraged to make these gatherings part of the family pattern

	4. Special events are held that go beyond regular gatherings (day long, evening, extended programs, weekend or longer) These may include social events, retreats, service experiences, trips and conferences
	5. Our parish provides opportunities for youth with different interest to actively participate
	6. Our parish provides opportunities for youth to grow deeper in their faith
	7. We deliver ministry through a variety of non-gathered ways to connect to young people
	8. Youth ministry leaders make a concerted effort to avoid a "one size fits all" approach to youth ministry
	9. Young people who have already been confirmed are active in youth ministry efforts of our parish
	10. Activities are scheduled over a range of days of the week and times of day to maximize participation by young people from the entire parish community
	11. At least one of the regularly scheduled events is a consistent meeting/ gathering at a standard time and location that includes planned activities
	12. A diversity of approaches is employed (i.e., gathered and non-gathered) in planning youth ministry in our parish
	13. Programming encourages cooperation among and between various elements of the parish community
	14. Programming is open to all young people of the parish regardless of affiliation (i.e., catholic school/public school/religious education program)
	15. There is an annual assessment of youth ministry programming
	16. Service experiences are offered to young people
	17. Service experiences incorporate theological reflection before and after such events or in a timely manner (i.e., if a parish plays weekly bingo at a nursing home, for instance, regular reflection would seem unreasonable. Monthly reflection on lessons learned and discussions about why this service is necessary would be appropriate)
	18. Opportunities for extended trips are offered
	19. Opportunities for retreats are offered
	20. (6 th) 7 th and 8 th graders attend diocesan jr. high programs annually
	21. 9 th through 12 th graders attend diocesan sr. high programs annually
	22. Diocesan gatherings (rallies) are not a required part of Confirmation prep

G. Permeable Program Boundaries

	1. The Athletic Association President (if applicable) and the CYM meet on a regular basis.
	2. Scouting Leaders and the CYM meet on a regular basis
	3. The DRE or CRE and the CYM enjoy permeable boundaries and meet on a regular basis to work together for the good of the young people

Total number of check marks

Part 3 - Leadership in Youth Ministry

One person cannot do it alone. Comprehensive youth ministry demands that all members of the parish community recognize their role as youth ministers.

"This approach (to youth ministry) involves a wide diversity of adult and youth leaders in a variety of roles. Many will be involved in direct ministry with adolescents; others will provide support services and yet others will link the ministry effort to the resources of the broader community" (RTV, p. 40)

Comprehensive youth ministry requires a team of dedicated adults and young people to identify the needs of young people and develop a vision of youth ministry for the parish community.

The Coordinator is the *animator* of youth ministry in a parish community. He/She literally coordinates the response of the *entire* Christian community to the identified needs of the young people. He/She should be a professional, trained and well qualified, contracted and compensated according to diocesan guidelines.

Please check all that apply. Then total your checkmarks at the end.

H. Youth Ministry Leadership Committee (YMLC)

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| <input type="checkbox"/> | 1. A YMLC is in place |
| <input type="checkbox"/> | 2. YMLC is a subcommittee of the Christian Formation Committee (CFC) |
| <input type="checkbox"/> | 3. The CFC reports to the Parish Pastoral Council (PPC) |
| <input type="checkbox"/> | 4. The YMLC membership is fixed (for the program year) |
| <input type="checkbox"/> | 5. The YMLC meets at least 4 times per year |
| <input type="checkbox"/> | 6. Parish Ministries are represented on the YMLC (*if applicable, otherwise representation is required) <ul style="list-style-type: none">▪ Athletics (CYM or other local athletic organization)*▪ Scouting*▪ Religious Education▪ Catholic Schools*▪ Public Schools▪ Home Schools*▪ Youth Representatives▪ Parish Liturgy Team |
| <input type="checkbox"/> | 7. A clear vision of youth ministry is communicated to the parish staff and parish community (i.e., written and published mission statement) |

I. Youth Ministry Parish Leadership

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| <input type="checkbox"/> | 1. There is a Parish Contact Person for Youth Ministry |
| <input type="checkbox"/> | 2. The Parish Contact Person is employed full time as a Coordinator of Youth Ministry (CYM) |
| <input type="checkbox"/> | 3. The Parish Contact Person is employed part time as a CYM |

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| <input type="checkbox"/> | 4. This CYM is under contract using the approved Diocesan Contract |
| <input type="checkbox"/> | 5. The CYM's job description is modeled on the job description provided by the Office for Catholic Youth Ministry |
| <input type="checkbox"/> | 6. This CYM's job description is sent annually to the Diocesan Director of Catholic Youth Ministry |
| <input type="checkbox"/> | 7. A budget is provided for the CYM |
| <input type="checkbox"/> | 8. The parish follows the recommended salary scale as published by the Office for Catholic Youth Ministry |
| <input type="checkbox"/> | 9. The CYM is considered a peer among parish staff |
| <input type="checkbox"/> | 10. The CYM actively collaborated with fellow parish staff members |
| <input type="checkbox"/> | 11. The CYM reports to the Pastor/(an) Associate Pastor |
| <input type="checkbox"/> | 12. The CYM has regular communication with the Pastor/Associate Pastor |
| <input type="checkbox"/> | 13. The CYM takes part in personal (including spiritual) and professional development |
| <input type="checkbox"/> | 14. The CYM networks with other Coordinators in the diocese and regularly attends the Association of Youth Ministers (AYM) Meetings |
| <input type="checkbox"/> | 15. There is an annual review of the CYM by the pastor |

J. Other

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| <input type="checkbox"/> | 1. An annual conversation takes place in your parish about effective youth ministry. This conversation includes youth, parents, youth ministry leaders and parish staff (this conversation could certainly take place as part of an end of the year YMLC meeting that is open to others or it could be a special event where anyone with interest in serving young people are welcomed) |
| <input type="checkbox"/> | 2. The Diocesan Youth Ministry Effectiveness Tool is completed once every four years and submitted to the Office for Catholic Youth Ministry |
| <input type="checkbox"/> | 3. Our parish utilizes local and national resources for developing responsive youth ministry |
- Total number of check marks

Part 4 - Adolescent Catechesis

Adolescent catechesis is at the heart of comprehensive youth ministry. Certainly everything that happens under the umbrella of parish youth ministry should include a catechetical component, but intentional catechesis to, with, and for young people is essential. Effective catechesis, however, must not be limited to a classroom. Rather, it is integrated and developed within a comprehensive approach to ministry with youth.

Recognizing that adolescent catechesis is one phase of a lifelong process of continuous faith formation frees catechetical leaders from the unrealistic expectation that young people must complete all of their religious formation by the time they graduate from high school. Adolescent religious education programs that reflect these principles will have a greater chance of fostering the spiritual growth of young Catholics and empowering them to live as disciples of Jesus Christ.

Please check all that apply. Then total your checkmarks at the end.

K. Adolescent Catechesis

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| | 1. There are at least 30 hours of intentional catechesis offered to all young people of the parish |
| | 2. A curriculum has been developed and is in use |
| | 3. Religious education and sacramental preparation are distinct elements of youth ministry. That is, Adolescent Catechesis occurs within the framework of comprehensive youth ministry |
| | 4. One of the models of Adolescent Catechesis suggested by the diocese is in use (or a model approved by the diocese) |
| | 5. We provide informal teachable moments as well as intentional faith learning experiences |
| | 6. Young people who have been confirmed are encouraged to return as teachers' aides and/or catechists |
| | 7. Our catechists regularly participate in diocesan training |
| | 8. Textbooks that are used are in conformity with the USCCB's ad-hoc committee on the catechism |

L. Confirmation Preparation

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| | 1. A separate Confirmation Preparation Program is offered to young people (apart from youth ministry). That is, youth ministry does not equal Confirmation prep and vice versa |
| | 2. Confirmation Prep is at least 8 weeks in length |
| | 3. Confirmation Prep employs a curriculum and written outline of all sessions and meetings |
| | 4. Confirmation Prep includes a retreat |
| | 5. Confirmation Prep does NOT include required service hours |

	Total number of check marks
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Part 5 - Relationship with the Diocese

Youth ministry that is effective and comprehensive begins on the parish level. Attention must be given, however, to the mandates of the universal church, in this case, the diocese. Using the *Charter for the Protection of Children* as a guide, youth ministry leaders must be familiar with of the Diocese of Wilmington's response, specifically, the *For the Sake of God's Children* manual and requirements. Special attention must be given to section three of the manual: Safe Environments.

Please check all that apply. Then total your checkmarks at the end.

M. Diocesan Policies

<input type="checkbox"/>	1. Youth ministry leaders have a complete, up to date copy of <i>For the Sake of God's Children</i> (FSGC) and <i>Keeping Our Promises</i> (KOP) on hand
<input type="checkbox"/>	2. The YMLC has been oriented to the FSGC and KOP documents
<input type="checkbox"/>	3. All parish staff have completed a Background Check and have a signed Covenant on file with the parish office
<input type="checkbox"/>	4. All parish youth ministry volunteers have completed a Background Check and have a signed Volunteer Covenant on file with the parish office.
<input type="checkbox"/>	5. Covenants are reviewed annually with parish volunteers
<input type="checkbox"/>	6. FSGC Form B (Event-Specific Consent and Release) for youth ministry activities and programs are utilized when needed
<input type="checkbox"/>	7. FSGC Form B (Event-Specific Consent and Release) for youth ministry activities and programs are kept on file for 2 years
<input type="checkbox"/>	8. FSGC Form G (Code of Conduct for Youth) for youth ministry activities and programs are utilized and reviewed annually
<input type="checkbox"/>	9. Our parish YMLC has been given copies of or has access to <i>Empowering Disciples: A Work in Progress</i> and is familiar with policies of the Office for Catholic Youth Ministry
<input type="checkbox"/>	Total number of check marks

Your parish assessment is not complete until it is returned to CYM and the staff reviews your results. The CYM staff will meet with your parish YMLC to review the results and make recommendations for improving the effectiveness of your parish youth ministry.

Youth Ministry Effectiveness Tool Score Sheet

Total Number of Check Marks	Section Number
	Section 1
	Section 2
	Section 3
	Section 4
	Section 5
	Grand total

What Does Your Score Indicate?

Number of Points Earned	Rating
85-100	Congratulations. Your parish is effective in ministering to and with young people in the parish community. Remember, though, that the process is ongoing and involves a continual investment of time and resources to retain this status and to strive for continual improvement.
70-85	Your parish is somewhat effective in ministering to and with young people in the parish community. Please review the areas that are weak and examine how you may become better.
55-70	Your parish is a little more than half way there. Some positive elements are in place, but there is potential for much more to happen. Please review the tool and focus on 2 or 3 key areas to target for improvement over the next six months
Less than 55 points	Your parish is not very effective in ministering to and with young people in the parish community. You may sense the beginnings of good things, but these seeds of goodness must be encouraged to grow. The young people of the parish are not currently viewed as a priority in a consistent manner. A significant level of investment of time and talent is needed to address this issue and to make young people a priority. See the document Leading Change: Creating Effective Youth Ministry in Your Parish as a tool to help you develop an effective response to the needs of your young people.

