

(Name of Catholic Parish) Youth Ministry Activity Leaders

Activity leaders take responsibility for planning and implementing one of the monthly events held as a part of youth ministry. These activities might include socials, sports events, service projects, retreats, special youth liturgies, sports teams, fundraisers, and diocesan events (Youth Day, Pilgrimage, National Catholic Youth Conference, Service Projects).

Activity leaders have the following responsibilities:

- Check calendar dates with the youth ministry coordinator.
- Recruit a team of youth and adults at the youth ministry activities (if necessary).
- Meet with the planning team to review tasks and responsibilities (Create and follow a youth ministry Event Planning Form).
- Arrange for publicity, permission slips (if an off campus activity), transportation, registration fees (if needed), etc.
- Make the necessary contacts with the parish calendar, diocesan Office of Youth Ministry or other sites as needed.
- Follow up with the planning team to assure that all tasks are handled.
- Conduct some form of evaluation after the event.

Activity leaders have the following qualities:

- Like being with young people.
- Ability to plan, implement and evaluate activities.
- Ability to work with a planning team.
- Ability to enable young people to use their skills, work together, and foster their input and participation.
- Ability to communicate with young people.
- Ability to really listen to young people.

Activity leaders communicate with the youth ministry coordinator, who provides resources and support.

Term: Activity leaders serve for the length of time needed to plan, implement and evaluate their activity. The term is renewable.

Support: Activity Leaders are supported by the coordinator for youth ministry and the Youth Ministry Planning Team.