



# PARTICIPANT HANDBOOK

**Office of Youth Ministries**  
**Church of the Immaculate Conception**  
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[www.icglenville.com](http://www.icglenville.com)



Welcome to Youth Ministries! During your middle school and high school years, we hope to offer you many different opportunities to explore our catholic faith both spiritually and socially.

## **WHAT IS YOUTH MINISTRIES?**

*Comprehensive Youth Ministry*, is comprised of eight separate components: Advocacy, Catechesis, Pastoral Care, Community Life, Evangelization, Justice and Service, Leadership Development, and Prayer and Worship. These ministries address today's religious and spiritual needs for youth in junior and senior high school.

## **ENROLLMENT**

Annual enrollment in the program is required. Enrollment is typically held the Sunday and Monday following Labor Day. A parent or guardian must be present at enrollment to sign the required paperwork. Tuition payment is due at enrollment.

At enrollment all Youth Ministries Participants will select their catechetical tract **and** sign up for their community service choices for the year.

## **PROGRAM EXPECTATIONS**

**Each 7<sup>th</sup>-10<sup>th</sup> grader is expected to complete:**

- 1. two mini-courses each year**
- 2. workshops (2 prior to Confirmation)**
- 3. community service each year**

## **MINI-COURSES**

Mini-courses are grade level and topic specific, discussion based courses that meet over four consecutive weeks. Participants are required to complete two topics during the year. Attendance at all four gatherings for each topic is required. Participants must complete a one-page course reflection and evaluation at the end of each mini-course to receive course credit. Specific course topics as well as days and times are published annually on the Parish Website prior to enrollment.

## **WORKSHOPS**

Workshops are special programs (typically a one evening presentation) on various topics of Faith. Each participant is required to complete two workshops prior to Confirmation. Ideally, one workshop would be completed during middle school (7<sup>th</sup> -8<sup>th</sup> grade) and one during high school (9<sup>th</sup> -10<sup>th</sup> grade). However, families and participants are welcome to complete workshops on a schedule that works best for them. Workshops are often guest speakers that are sponsored by other ministries within the parish. Most workshops are open to teens and adults. Workshops are scheduled throughout the year on various dates and times and are announced on the parish website and bulletin. A workshop reflection form must be completed and turned into the Youth Ministries Office for each workshop attended.

## **MINISTRY & MISSION: COMMUNITY SERVICE**

Through Baptism we are called to be Disciples of Christ and to live the Gospel message of Christian Service in our lives. Each participant is expected to complete a minimum of two service opportunities each year ó one Ministry Service (formerly called ðinsideö service) and one Mission Service (formerly called ðoutsideö service).

**Ministry Service** directly benefits our Parish Community by volunteering alongside existing Parish Ministries.

**Mission Service** takes our young people out into the world completing service that benefits the community at large.

At the time of enrollment you will be asked to choose your service commitments for the year. If there is some other service that you wish to perform, please contact the Youth Minister.

## **CONFIRMATION – 11<sup>th</sup> GRADE**

Before receiving the Sacrament of Confirmation, candidates need to demonstrate that they desire to be Confirmed ó in both word and deed. Confirmation is offered to those 15 years of age and older, typically in the spring of the Junior year of high school.

Diocesan guidelines state that anyone who wishes to be confirmed needs to complete:

1. the previous year's catechetical requirements
2. catechesis for immediate sacramental preparation
3. a Confirmation retreat
4. a service opportunity, not project.

**To fulfill these guidelines, you will need to:**

1. Satisfactorily complete catechetical instruction, workshops, & service opportunities through the tenth grade year.
2. Attend immediate sacramental preparation including sessions, rituals and workshops.
3. Attend the Confirmation Commitment Ceremony.
4. Complete a Confirmation Retreat.
5. Complete individual and group community service.
6. Complete all the necessary paperwork.
7. Attend Confirmation Ceremony.

## **SENIOR GROUP**

Our newly-confirmed members of the parish meet monthly on Sunday evenings in the Youth Center. These facilitated sessions explore issues relevant to a graduating senior. They adopt a family for the holidays, plan their graduation liturgy and more. All high school seniors are welcome!

## **SAFE ENVIRONMENT TRAINING**

In compliance with the requirements of the Diocese of Albany and in an effort to ensure a safe environment for all enrolled in our programs, everyone is expected to attend safe environment training program, annually. Currently, this is being offered in the format of a 30 minute presentation and discussion. Teens will choose the day/time that works best for them. Parents have the right to opt their child(ren) out of the program, however, this opt out must be in writing and submitted to the Youth Ministries Office each year. To preview the materials please contact the YM Office.

## **CONDUCT**

**All participants are expected to conduct themselves according to Christian values in regard to attitude, behavior, language, and dress.** In the event your behavior results in your catechist asking you to leave the class, you must report to the office. You will be asked to call your parent/guardian to explain the situation and get immediately picked up. If you are sent to the office on a second occasion, you will only be allowed to return to class after a meeting with yourself, your parents/guardians, the catechist, the youth minister and pastor.

## **POLICIES**

- NO CELL PHONES or I-PODs (unless specifically to be used in your session or mini course and ok'd by your catechist in advance) ó inappropriate use of any electronics during session time will result in the device being held in the office until the end of the gathering
- Individual classroom rules are at the discretion of each catechist
- Any participant who exhibits signs of being under the influence of drugs and/or alcohol will not be permitted to participate in any parish/diocesan functions.
- Any of the above behaviors will be brought to the immediate attention of the Pastoral Associate for Youth Ministries, the pastor and the parents/guardians of the participant.

## **ATTENDANCE POLICY**

Ideally, there should be no absences during sessions or mini courses. Each group gathering is valuable. We do, however, recognize that everyone can get sick, or be pulled in more than one direction at a time, etc. If you know in advance that you will be absent, **please call** the Youth Ministries Office prior to that session. If we have not heard from you, out of concern for the safety and well-being of your child, a parent or guardian may be called. ***NOTE – missing more than 1 week of a mini course topic will result in needing to select a different topic.***

## **CANCELLATION OF SESSIONS**

From time to time inclement weather necessitates a cancellation of classes. *The cancellation of school does NOT necessarily mean the cancellation of evening sessions.* If road conditions are fine by late afternoon, sessions will be held. The cancellation of school is not an excuse for an absence. Please call the Youth Ministries Office at 399-9203 if you have questions as to whether or not classes will be held. A recording will indicate that classes have been cancelled.

### **CANCELLATION OF CLASSES WILL ALSO BE AIRED ON LOCAL TELEVISION & RADIO AND POSTED ON THE PARISH WEBSITE**

## **F.L.I.H.P. (Comprehensive Youth Ministries Team)**

This is a team comprised of teens and adults, who plan activities throughout the year. The team meets once a month to plan social and service activities for future months. This is a great way to become involved and share your thoughts and ideas.

## **YOUTH NIGHTS**

Keep your eyes open for many great social outings offered throughout the year. We have a variety of activities such as monthly movie nights, seasonal outings, laser tag, trampoline park and more! Your friends are always welcome to any event throughout the year. We are always looking for new fun ideas ó if you have an idea of an outing or an event that would be good for Youth Ministries please let us know.

## **QUESTIONS AND COMMENTS**

We are always interested in your feedback. Any questions or comments should be directed to the Pastoral Associate for Youth Ministries at (518) 399-9203 or [cicyouth@nycap.rr.com](mailto:cicyouth@nycap.rr.com)

## **CONTINUING COMMUNICATION**

Youth Ministries Events, Activities and Scheduling is constantly changing for a variety of reasons.

Participants are encouraged to regularly check the Youth Ministries page on the parish website [www.icglenville.com](http://www.icglenville.com) for the most up-to-date information

Like us on Facebook ðImmaculate Conception YMö

Send us an email to be added to the Youth Ministries Email Group Listing.

***Parents/Guardians are asked to read and review this handbook with their child(ren) and then please be sure to complete and return the Participant/Parent Contract.***