

**Archdiocese of Philadelphia
Office for Youth and Young Adults
Vicariate Youth Advisory Board Description
2008-2009**

Application Process:

Each candidate and parent/guardian is required to read the Youth Advisory Board (YAB) Description. In addition, they must complete the Application Form and return it to the Vicariate Coordinator listed on their form **by April 1, 2008**. After applications are received, interviews will be scheduled during the month of April. Size of each Vicariate team is limited. The Office for Youth and Young Adults is looking for a cross-section of representation for each Vicariate including representation from varying parishes and high schools, public as well as parochial. All teens will be notified by the Vicariate Coordinator as to their selection status by May 1, 2008.

If selected, a Code of Conduct, Permission and Medical Form must be completed. To ensure that parent(s) or guardian(s) understand the complete impact of the commitment, **there will be a parent's meeting during the Leadership Overnight, August 6-7**. If a parent is not able to attend this meeting, he/she must contact the Vicariate Coordinator to set up another date for sharing the information. OYYA staff strongly encourages communication with parent(s) or guardian(s) throughout the teens term.

Purpose:

The Vicariate Youth Advisory Board (YAB):

- Assists OYYA in realizing our vision: *Youth & young adults actively participate in the life of the church through the sacraments and have a burning desire to know, love and serve God and neighbor.*
- Presents the voice of youth to OYYA through input on Vicariate & Diocesan initiatives.
- Serves as a model which exemplifies the capacity of young people to collaborate with adults as parish leaders.

Qualifications:

- Entering sophomore, junior or senior year in high school
- Student in good academic standing
- Dependable, with own transportation for commitments
- Committed to their personal faith formation
- Previous participation in leadership training program or summer service program is recommended
- Recommended by pastor or youth minister (as shown by signature on application)
- Recommended by teacher or supervisor (as shown by signature on application)
- Final approval of Assistant Director of Parish Youth Ministry and Vicariate Coordinator

Term:

1 year. Each candidate must reapply each year.

Responsibilities:

Parish

As a member of a parish youth ministry program, s/he is responsible for full participation within the parish community:

- Participating in parish youth ministry on a regular basis, where available
- Serving as a communication link between the parish community and OYYA, both on the vicariate and diocesan level.
- Generating enthusiasm and involvement of parish in vicariate & diocesan events

Vicariate

As a member of the Vicariate YAB, s/he works in conjunction with fellow members as directed by the Vicariate Coordinator. This includes:

- **Communication:** Maintaining contact with adult and youth representatives in the vicariate through mailings, phone calls, newsletters, etc.
 - Members are responsible for staying in contact with the Vicariate Coordinator and fellow Vicariate YAB members.
 - Members will give 24 hour notice if they will miss a meeting and immediate notice for Special Events that they will be unable to attend.
 - Members will assist in spreading the word to youth and adults in the vicariate about upcoming vicariate and diocesan events and programs.
- **Collaboration:** Working closely with fellow members of the YAB, Vicariate Coordinator and Youth Ministers in the vicariate to help strengthen youth ministry.
- **Participation & Visibility:** Being present at designated meetings and events and assisting with all facets of the program.
 - Members will attend and actively participate in monthly Vicariate YAB gatherings held in the vicariate and overseen by the Vicariate Coordinator.
 - Members will help to plan and execute various vicariate events
 - Planning these events may require meetings in addition to the regularly scheduled gatherings.
- **Spokesperson:** Willing to speak out and share their voice and ideas with parishes, schools, youth ministry programs and faith communities in the vicariate.
- **Balance:** A YAB Member must be able to balance school, work, home life, parish responsibilities and personal time while maintaining position.

Archdiocesan

- **Collaboration:** Providing insight and suggestions for diocesan programming at vicariate gatherings. The Vicariate Coordinator will bring this information to Archdiocesan level planning.
- **Visibility and Participation:** Being present at designated events and assisting with assigned facets of the program.

Time

In addition to monthly gatherings (2-4 hours/month), time commitments will revolve around vicariate and diocesan events.

- **Diocesan responsibilities will include:**
Leadership Training – Part 1: August 6-7
Leadership Training – Part 2: November 1
- **Diocesan responsibilities will also include the following events:**
(Dates will be provided at Leadership Training in August)

High School Youth Event	Saturday in Fall
Operation Santa Claus	Dec 8 – 24
Junior High Youth Event	Saturday in Spring
Recognition Mass 2009	Evening in May
Closing Event	April or May
- **Additional Vicariate responsibilities as created**

Youth Mass	Fall
OSC Wrapping Center	Dec 7
MLK Day of Service	Jan 19

Training

It is mandatory that the Team gather for leadership training:

- Leadership Training – Part 1: August 6-7
- Leadership Training – Part 2: November 1