Guardian Angels Church 215 West Second Street Chaska, MN 55318 (952) 227-4000

POSITION DESCRIPTION – YOUTH LEADERSHIP TEAM MEMBER (YLT)

Position Title: YOUTH LEADERSHIP TEAM MEMBER
Date: AUGUST 2017 **FLSA:** VOLUNTEER
Reports to: Adult Mentors and Pastor
Accountable to: Adult Mentors, Pastor and Business Administrator on matters of finances and facilities
Direct reports: None
Provides advice/guidance to: Youth Parishioners, Community Youth, Pastor
Liaison to parish committees: Parish Leadership
Receives work direction from: Adult Mentors and Pastor

***NOTE**: The Youth Leadership Team (YLT) will include 6-10 members from the parish who will actively serve in outreach ministry to the parish. The YLT will begin as a pilot program in August 2016, with the 6-10 young people who will work with Fr. Fernando Ortega and various adults committed to assist in the program. Formal applications for new members will be taken in May-June of 2017 to form a new Team to serve in August 2017-June 2018 and so on.*

Schedule: This Leadership position requires approximately 15-20 hours per month, from August – June. Attendance at a Big Youth Event would be additional hours to be determined in advance
Requirements due to the nature of the work: This position must comply with Youth Essential Three: *Two Letters of Recommendation, Code of Pastoral Conduct, and Safety Lessons*

PURPOSE:

1. Assist the Pastor to teach and spread Faith, Hope and Love in the community, especially by following the *Corporal and Spiritual Works of Mercy and Social Justice of the Church*
2. Serve as a member of the YLT to change, influence and transform the community
    a. By actively participating in meetings and projects
    b. By achieving the goals set annually by the YLT
    c. By developing strategic projects that are directly aligned to YLT's vision and mission and include members of GA parish and community at large
    d. By accomplishing a Pastor's Project each year
    e. By fostering respect for each individual
3. Serve as a communication link between the Pastor and youth of GA parish
4. Serve as a role model for community youth

GENERAL RESPONSIBILITIES: *Church volunteers in leadership must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals, or laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal. This position does require that the Volunteer be a Roman Catholic. It is expected that all respect Catholic doctrine and religious practices. Reasonable accommodation for the religious practices of others not of the Roman Catholic faith will similarly be provided.*

DIRECT RESPONSIBILITIES:

1. Attend team meetings and every event determined as **All-Team** project
2. Follow through on assigned/accepted roles and duties to support the Team and its mission
3. Support other team members as a group
4. Support and help the Pastor in an annual project of his choice
5. Serve as a role model to other youth by living a committed faith life, by participating in projects, developing projects after the first year of training on the team, communicating well to each other and to parishioners (both youth and adults)
6. Be responsible to help with communication in the parish and school including upkeep of the Youth Leadership Team's website
7. Help recruit new team members each year
8. Serve as Senior Staff (if invited and prepared) to lead the team, after at least a year team experience

Note: Most YLT projects are eligible for confirmation service hour requirements

QUALIFICATIONS:

1. Parish young person grade 8-12
2. Active practicing Catholic, Confirmed or currently enrolled in Faith Formation program
3. Minimum one-year previous experience in volunteer leadership of some kind
4. Ability to assume leadership comfortably and to communicate with other team members
5. Team members from a previous year will have preference for continued membership. Applicants who are not accepted one year may apply again through the same process in another year
6. Each year in June, two Senior Staff will be selected for leadership of the YLT in the coming year
7. Reliable with independent work outside YLT meetings

TIME COMMITMENT:

1. This Leadership position requires approximately 15-20 hours per month
2. One YLT meeting per month on the second Wednesday from 7:30-9:00pm, August through June. More than one <u>unexcused</u> absence will be interpreted as resignation from the team
3. Occasional planning meetings with Adult Mentors or with the Pastor
4. Attendance at each parish All-Team Project
5. Leadership of some individual projects, and meetings to plan and execute those projects
6. Help in recruiting other team members from April - June, and occasionally in speaking to the parish at masses as needed and/or requested by the Pastor
7. Occasionally attend Archdiocesan Youth Ministry events as time permits

WHEN AND WHERE MINISTRY IS PERFORMED:

1. At the Parish
2. At times in the community at large

TRAINING PROVIDED:

1. Skills development for: leadership, teamwork, cross-collaboration, project management, planning, communication, and public speaking
2. Navigate GA Parish's organizational structure & culture
3. Faith development, prayer and teaching by the Pastor
4. Supervision training to Senior Staff

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Youth Leadership Team (YLT)
APPLICATION FORM

*Before you complete this application, please ensure to carefully review the **Youth Leadership Team Member Position Description**, which contains information about responsibilities, qualifications and time commitment associated to this volunteer position. Make sure to submit **two Letter of Recommendation** with this application.*

I. PERSONAL IDENTIFICATION

Date of Application: _____

Applicant's Name: _____

Best method of communication:
[ ] cell phone: _____ [ ] email: _____

[ ] other: _____

Address:_____City: _____

State: _____ Zip: _____

School/Home School: _____**Grade year 2017/18:** _____

What parish do you belong to? [ ] Guardian Angels [ ] Other _____

Do you regularly attend Mass? [ ] Yes [ ] No

Are you Confirmed? [ ] Yes [ ] No, but enrolled in Faith Formation program

Where did you hear about the Youth Leadership Team? [ ] Guardian Angels bulletin [ ] YLT website

[ ] YLT Member referral [ ] Other _____

"The Guardian Angels Youth Leadership Team strives to integrate all youth into our community by reaching out, educating, and assisting. We are the link to help youth feel that they have an input and are taken seriously. We hope for unity and to be successful in creating change. We will serve to the best of our abilities with integrity, faith, and dedication. The stronger this team is; the stronger Guardian Angels will be"

II. PERSONAL GOALS/LEADERSHIP EXPERIENCE

Why would you like to belong to the Youth Leadership Team? _____

_____

_____

What leadership experience have you had and for how long – at school, at church, sports, or with other organizations? (minimum 1 year)

_____

_____

_____

How do you work best? [ ] Alone [ ] In a small group [ ] In a large group. Explain:

_____

_____

_____

What Church activities do you participate in? How often do you participate in them?

_____

_____

_____

Is there an area(s) in which you feel called to make an impact in our GA community?

_____

_____

_____

Do you have any experience with the Spanish language or are interested in Hispanic culture?

_____

_____

_____

Do you have any special skills with technology? If so, what? If not, are there other skills you feel could benefit the YLT Team?

_____

_____

_____

III. PARENT/GUARDIAN AUTHORIZATION

I am aware of my child's application to GA Youth Leadership Team Program (YLT). I am also aware of the time commitment of this position and that YLT monthly meetings are held on Wednesdays from 7:30 – 9:00 pm at GA Parish Office. I approve and support my child's application.

_____ _____

PARENT/GUARDIAN'S NAME SIGNATURE

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Youth Leadership Team Application
LETTER OF RECOMMENDATION

To the volunteer applicant: Fill in the information below and give this form to an adult, such as a teacher, principal, coach, mentor, neighbor, or adult who you have worked or volunteered for or with- **who is not directly related to you**. This person should be familiar with you and be able to evaluate your suitability for the position for which you are volunteering. Please make sure you provide the person with our envelope to put this evaluation in.

APPLICANT NAME: _____

ADDRESS: _____

TELEPHONE: _____

APPLICANT SIGNATURE: _____DATE:_____

To the person supplying the referral: The person whose name appears above has applied to volunteer in our *Youth Leadership Team Program(YLT)* at Guardian Angels Church. We would appreciate your candid evaluation of the applicant on the following items in order to help us determine his/her suitability for the position. Please seal your response in the enclosed envelope and return it to our parish. Please feel free to use a separate sheet for any additional comments you may wish to make. Your comments are valuable and will be kept confidential. Thank you for your assistance.

Name of Individual Supplying Referral: _____

Relationship to applicant: _____

I have known the applicant for _____ years in the following setting: _____

_____

_____

I have known the applicant (circle one): **WELL** or **SLIGHTLY**

Please explain: _____

_____

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Please rate the applicant in the following areas:

RATING SCALE				
5 – Excellent	**4 – Good**	**3 – Fair**	**2 – Poor**	**1 - Unknown**

Maturity	5	4	3	2	1
Reliability	5	4	3	2	1
Leadership	5	4	3	2	1
Initiative	5	4	3	2	1
Adaptability	5	4	3	2	1
Trustworthiness	5	4	3	2	1

If you have any additional comments or information about the applicant, please add here:

_____

_____

_____

_____

Thank you!

Signature: _____ Date: _____