

Letter to Parents of Youth Board Applicants

Dear Parent:

Your son/daughter has applied, or is in the process of applying, to the Diocesan Youth Board. If accepted to the Board, he/she will be taking on various responsibilities and commitments. I want you to be aware of what those commitments are and what it will require of you.

The primary responsibility of each Board member is to attend all meetings. Please read the "General Information" and "Rationale" sections of the Application Form. Missed meetings diminish the effectiveness of the Board. Please help your teen seriously consider whether or not three weekends a year are possible now and in the coming year. Since our diocese is so geographically large, transportation to meetings can be challenging. Your help may be needed to get your teen to weekend meetings. So, you are committing too.

As your teen gets involved in youth ministry activities, he/she may become interested in various conferences offered here and on regional and national levels. Also retreat options will be available. While these activities are optional, be aware that your teen may choose to invest time participating.

At this time you need to seriously discuss with your teen if she/he can balance a Youth Board commitment with his/her other responsibilities (academics, sports, jobs, hobbies, etc...). While we don't ask that the Youth Board be the number one and only priority in a teen's life, we do ask that it be a priority when it comes to meetings and tasks.

Through the years we have seen the Youth Board become a very important part of the lives of the youth who have participated. They seem to grow in faith in Christ and the Church, and many times they develop lasting friendships with other Board members. While sometimes it involves work, it almost always becomes a labor of love. Almost all of our departing seniors say, "I don't want to leave!"

Please take a few moments to discuss with your teen his/her impending commitment and seriously consider whether he/she can balance it with other commitments. If you want further information before you make a decision, you may call one of the current or departing Board members on the enclosed list, or call me at (304) 233-0880 ext. 332.

Thank you and God bless.

Sincerely,



Bob Perron

Director, Office of Youth & Young Adult Ministries

**DIRECTIONS FOR COMPLETING THE
YOUTH BOARD MEMBER
APPLICATION PROCESS**

1. Read carefully the enclosed information sheets. Reflect seriously and prayerfully on why you are applying for the Youth Board and if you are willing to commit totally to the requirements. Total individual commitment is crucial if the Youth Board is to function effectively.
2. Complete fully the enclosed application form. Filling out an application doesn't guarantee acceptance to the Board; your application will be considered with the others received.
3. After completing the form please take it to your pastor, associate pastor, youth ministry coordinator, or DRE to sign.
4. Request that your pastor, associate pastor, youth ministry coordinator, or DRE fill out the enclosed recommendation form. Ask him/her to send the recommendation form ASAP.
5. Have a parent/guardian fill out and sign the consent form & liability waiver and return it ASAP to: Office of Youth & Young Adult Ministries, Diocese of Wheeling-Charleston, PO Box 230, Wheeling WV 26003.
Also ask your parent to read the enclosed "Letter to Parents".
6. Wait patiently! You will be contacted soon concerning your application status.
7. If you have any questions, write to the Office of Youth & Young Adult Ministries or call Bob Perron at 304-233-0880, ext. 332.

GENERAL INFORMATION

The Diocesan Youth Board will be comprised of Catholic youth representing different geographical regions of the Diocese (State).

The initial meeting will be held at a site to be named.

Two subsequent weekend long meetings will be scheduled for later in the year through mutual agreement by Board members. If needed, a shorter meeting may be convened. All meetings are mandatory. The Office of Youth Ministry will pay all expenses incurred in conducting the meetings and housing the membership.

If accepted to the Youth Board, be aware that you are making a commitment to attend all meetings and be involved occasionally at various youth ministry functions. Nonparticipation and missed meetings by individual Board members is detrimental to the overall function of the Youth Board and may merit dismissal from the Youth Board. If you currently are over-involved in extra curricular activities, you might reconsider your application to the Youth Board. If you are overextended now, you don't need the extra stress, and we don't need a Board member too busy to fulfill his/her commitments.

RATIONALE

The purpose of the Youth Board is to: provide a youth perspective to Diocesan planning of youth events; critique existing Diocesan youth and youth ministry programs as to their effectiveness and value with regards to meeting the needs of youth and youth ministers; assist in implementation of youth activities on a Diocesan level, particularly the senior high and junior high convention; provide youth representation at local, Diocesan, regional and national events; to facilitate inter-parish communication, programming and support within the region of the Diocese; provide a role model of youth leadership in the Church.

CRITERIA FOR MEMBERS

1. Parish or high school leadership ability.
2. Responsible, dedicated--evidence of follow-through on commitments.
3. Able to fulfill the time commitment involved.
4. Recognizes responsibilities as a representative for their area/schools.

ELIGIBILITY AND REQUIREMENTS

1. Catholic youth beginning their sophomore or junior year of high school in September 2011 may apply.
2. Board members will serve a term of two years. Sophomores may be invited to serve a third year. Service on the Board will officially begin January 2012 and end August 31, 2013.
3. A Recommendation Form from the pastor, associate pastor, youth ministry coordinator or DRE must be submitted in support of the applicant.

4. The application must be completed with all necessary signatures and returned to: Office Youth & Young Adult Ministries, Diocese of Wheeling-Charleston, PO Box 230, Wheeling WV 26003.
5. Before final selections are made, candidates will be required to be interviewed by a member of the Youth Board Committee. If practical, the interview will be conducted at a site as close as possible to the candidate's home area, or by phone.
6. The candidates chosen to serve on the Youth Board are required to attend three weekend- long Board Meetings each year. The other two meetings will be held throughout the year on dates and at sites mutually determined by the Youth Board members. In addition, the Youth Board members will be expected to participate when possible in Diocesan youth functions, particularly the senior high and junior high conventions.
7. The review and selection of candidates will be determined by the Youth Board Adult Advisors, the Diocesan Coordinator of Youth Ministry, and youth currently serving on the Board.

Thank you! Good luck!

Office of Youth &
Young Adult Ministries
P. O. Box 230
Wheeling WV 26003

PARENTAL/GUARDIAN CONSENT FORM & LIABILITY WAIVER

[This consent form must be submitted prior to the youth's participation in the Youth Ministry event]

Participant's Name _____

Birth Date: _____ Sex: _____

Parent/Guardian's Name: _____

Home Address: _____

Home Phone: _____ Business Phone: _____ Cell Phone: _____

I, _____, grant permission for my child, _____
Parent or Guardian's Name Child's Name

to participate in this Youth Ministry event. This activity will take place under the guidance and direction of volunteers from the Office of Faith Formation, Youth Ministry. A brief description of the activity follows:

Type of Event: Youth Board Meetings

Destination of Event: Determined by Office

Individual in Charge: _____

Estimated time of departure and return: _____

Mode of transportation to and from event: parent or Youth Ministry staff/volunteers. As parent/and or legal guardian, I remain legally responsible for any personal actions taken by the above named minor (participant).

I agree on behalf of myself, my child named herein, or our heirs, successors, and assigns, to hold harmless and defend the Office of Youth and Young Adult Ministries, its' officers, directors and agents, and the Diocese of Wheeling-Charleston, chaperones, or representatives associated with the event, arising from or in connection with my child attending the event or in connection with any illness or injury or cost of medical treatment in connection therewith, and I agree to compensate the parish, its officers, directors, and agents, and the Diocese of Wheeling-Charleston, chaperones, or representative associated with the event for reasonable attorney's fees and expenses arising in connection therewith.

Signature: _____ Date: _____

MEDICAL MATTERS: I hereby warrant that to the best of my knowledge, my child is in good health, and I assume all responsibility for the health of my child. (Of the following statements pertaining to medical matters, sign only those that are applicable.)

EMERGENCY MEDICAL TREATMENT: In the event of an emergency, I hereby give permission to transport my child to a hospital for emergency medical or surgical treatment.

I wish to be advised prior to any further treatment by the hospital or doctor. In the event of an emergency, if you are unable to reach me at the above numbers, contact:

Name and Relationship: _____

Phone: _____ Family Doctor: _____ Phone: _____

Family Health Plan Carrier: _____ Policy#: _____

Signature: _____ Date: _____

Other Medical Treatment: In the event it comes to the attention of the Office of Faith Formation/Youth Ministry, its officers, directors and agents, and the Diocese of Wheeling-Charleston, chaperones, or representatives associated with the activity that my child becomes ill with symptoms such as headache, vomiting, sore throat, fever, diarrhea, I want to be called collect (with phone charges reversed to myself).

Signature: _____ Date: _____

No medication of any type, whether prescription or non-prescription, may be administered to my child unless the situation is life threatening and emergency treatment is required.

Signature: _____ Date: _____

I hereby grant permission for non-prescription medications such as (aspirin, throat lozenges, cough syrup) to be given to my child, if deemed appropriate.

Signature: _____ Date: _____

Specific Medical Information: The Office of Faith Formation/Youth Ministry will take reasonable care to see that the following information be held in confidence.

Allergic reactions (medications, foods, plants, insects, etc.): _____

Immunizations: Date of last tetanus/diphtheria immunization: _____

Does child have a medically prescribed diet? _____

Any physical limitations? _____

Is child subject to chronic homesickness, emotional reactions to new situations, sleepwalking, bedwetting, fainting? _____

Has child recently been exposed to contagious disease or conditions? If so, which disease and date of exposure: _____

You should be aware of these special medical conditions of my child: _____

**CATHOLIC YOUTH BOARD
APPLICATION
DIOCESE OF WHEELING-CHARLESTON**

NAME: _____ AGE: _____ SEX: _____

ADDRESS: _____

PHONE: _____ YEAR OF H.S. GRADUATION: _____

PARISH: _____ VICARIATE: _____

E-MAIL: _____ CELL PHONE: _____

PARENTS NAME AND E-MAIL: _____

HIGH SCHOOL: _____

List the parish, school, diocesan organizations or clubs you are involved with:

Have you held any leadership positions in any of the above organizations? If so, explain:

List any awards or special recognitions earned:

Would you be able to serve a full two year term on the Diocesan Youth Board?

Yes No

If no, explain:

Please describe why you are interested in the Youth Board and what abilities and ideas you would bring to the position:

Are you willing to attend faithfully, barring unforeseen emergencies, all Youth Board meetings? _____

Comments: _____

Applicant's Signature _____

Date _____

Signature of Pastor _____

To be completed by parent or guardian:

I realize that involvement on the Diocesan Youth Board will require periodic meetings and attendance at occasional diocesan functions. I will support my son's/daughter's participation, including providing, when practical, transportation to such meetings and functions.

Parent/Guardian Signature _____

Please return completed application form ASAP to:

Diocese of Wheeling-Charleston
Office of Youth & Young Adult Ministries
P. O. Box 230
Wheeling WV 26003

Diocesan Youth Board Recommendation Form

_____ is interested in serving as a representative to the Diocesan Youth
(Applicant's Name)

Board. Each committee member will represent an area of parishes or Catholic high schools. Your appraisal of this student will be helpful in our choice of youth representatives. Thank you for completing the following:

Name _____ Title _____
PARISH/SCHOOL _____

I have known the applicant for _____ (length of time).

	Excellent	Good	Fair	Poor	No Basis for Judgment
1. Motivation	-----	-----	-----	-----	-----
2. Self-expression	-----	-----	-----	-----	-----
3. Dependability	-----	-----	-----	-----	-----
4. Maturity	-----	-----	-----	-----	-----
5. Dedication (evidenced by follow-through on projects)	-----	-----	-----	-----	-----
6. Relates well with peers	-----	-----	-----	-----	-----
7. Leadership abilities	-----	-----	-----	-----	-----
8. Extent of church involvement	-----	-----	-----	-----	-----

Please comment on any strengths and/or weaknesses of the applicant:

Would you recommend this applicant as a representative to the Diocesan Youth Board?
 _____ Yes _____ No Please comment:

 (Signature) (Date)

Please send this completed form as soon as possible to:

Diocesan Youth Board
 Office of Youth & Young Adult Ministries
 PO Box 230
 Wheeling WV 26003