

Updated: Oct. 9, 2017

# Catholic Youth Coalition Board 2017-2018 Handbook



**#1 *Legendary Lodge***

August 25-27, 2017

**#2 *East Helena***

October 6-8, 2017

**#3 *Hamilton***

December 1-3, 2017

**#4 *Butte***

February 23-25, 2018

**#5 *Helena***

March 8, 2018

***CYC Convention in Helena (Carroll College)***

March 9-11, 2018

# Intro

The CYC Board *might* be for you...

It is important for youth and parish pastors/administrators to know what kind of commitment this board will require. Not only will we grow in community and personal spirituality, but we will mature in our desire to serve. This board is designed to listen to the young people of the Church, participate fully in parish and diocesan ministry, and ignite a fire in all of our Catholic faith communities.

All youth are welcome, but many struggle making the necessary commitment to their parish liturgy, youth ministry programs and local deaneries. CYC Board is a yearlong diocesan leadership development program. If you are in grade 9-12 and are willing to commit to a powerful year of formation and enrichment register for CYC Board right away!

Please read through this handbook thoroughly and encourage youth in your parish seeking a leadership role among the young people of the Church.

CYC Board is not just for Leadership Camp youth only. Please extend the invitation to all high school youth willing to make this very serious commitment to taking an active role in youth ministry development throughout the Diocese of Helena.

“

**WE RUN THE RISK**  
*of becoming museums of young people*  
**THAT HAVE EVERYTHING**  
**but without knowing what to do with them**

(Pope Francis' message to the youth in the University of Sto. Tomas, Jan. 18, 2015)



”

# What is it?

## A Definition

CYC Board is a collective of youth from parishes all over the Diocese of Helena who are willing to engage in the active planning of and participation in all parish and diocesan youth ministry endeavors. CYCB is for youth looking for a creative outlet in youth ministry. Youth interested in being a part of the CYCB must be aware of its five weekend (including CYC Convention) time commitment, the need to have an adult sponsor (this can be your youth minister, pastor or an adult member of your home faith community). Your sponsor may not be your parent. Sponsors help hold the CYC Board member accountable all year long.

All youth participating in their parish youth programs (9th-12th grade) are invited to be a part of the CYC Board for 2017-2018. The CYC Board will assist with junior high rallies/Quest throughout the diocese, create prayer experiences for teens, sponsor the annual Kickball Tournament, advise the diocesan youth events coordinator, participate at both the annual Son Light Youth Celebration and help coordinate the CYC Convention in the spring of 2018. They will meet five times throughout the year (including CYC Convention) in the various deaneries of the Diocese of Helena, whereupon they will receive consistent Catholic discipleship formation and parish leadership development. Are you interested yet?

**Dedication  
to formation  
&  
discipleship**



**"Lukewarm Christians  
are those who  
want to build a church  
to their own  
specifications, but it  
is not the  
Church of Jesus"**

# Details

## Registration and more...

Again this year the Diocese of Helena will use [showmyevent.com](http://showmyevent.com) online registration service. We encourage all youth coordinators to register their CYC Board applicants.

If you are a youth ministry coordinator: go online to [www.dohyouth.org](http://www.dohyouth.org) and click the CYC Board 2017-2018 link. Follow the online registration instructions. Payment is required at the time of registration: \$295 per participant (before August 20, 2017; \$315 after).

*Onsite registration is not available at any CYC Board meeting.  
All participants must be pre-registered online.*

### **Cost and Payment:**

CYC Board is a five meeting/gathering, yearlong commitment of high school Catholic youth from around the entire state of Montana. Diocese of Helena staff assumes responsibility for appropriate adult-to-youth chaperone ratio and all ministry programming. Parents or youth ministers assume responsibility for transportation to and from each meeting. Read through the following important information carefully. It will help you be a part of a successful CYC Board experience!

**Total Cost** = \$295 per person for the whole year! That's five weekend retreats, T-shirt and extras for an incredible price! This is an amazing value and an awesome leadership development opportunity. We are in for one unbelievable year!

### **Parish leaders should make note of the following information regarding cost and payment:**

Payment in the form of credit or debit card is required at the time of registration. Parishes or schools are encouraged to consider paying a portion of the fee for CYC Board youth. This helps keep the youth accountable to the parish and especially the pastor or youth minister.

### **CYC Board Sponsors:**

Youth interested in being a part of CYCB need to have an adult sponsor. This can be your youth minister, pastor or an adult member of your home faith community; your sponsor may not be your parent. The primary role of the sponsor is to help hold the CYC Board member accountable all year long, including praying/worshiping together regularly, ensuring the youth attends meetings, assisting youth with fulfilling both parish and CYCB responsibilities, etc.

# Parish

## Your Parish and the CYC Board...

Parishes are expected to know who their CYC Board youth are and encourage their participation at both a parish and diocesan level. Parishes should hold their CYC Board youth accountable and ask for constant updates on their formation and participation. If a parish's leaders are disappointed in their CYC Board member's participation and or behavior, they should immediately contact Kevin Molm in the Office of Youth and Young Adult Ministry (406.442.5820 or kmolm@diocesehelen.org).

NOTE: CYC Board participants who do not attend regular parish liturgy and participate regularly in their parish faith formation programs will be dismissed from CYC Board. Remember, the purpose of CYC Board is to help enrich *both* parish *and* diocesan youth ministry efforts.

### Mass Journal...

All CYC Board members will keep a journal throughout the year. Some have journals from past years and will continue to use them as an instrument of remembering experiences and organizing thoughts. **All CYC Board members will be asked to bring their journal to Mass with them at their local parish.** After Mass has concluded CYC board members are asked to take some time to write in your journal. This is a challenge to all CYC Board members to be faithful participants in their local parish communities and to be better "full and active" participants in the source and summit of faith. A Catholic Mass journal can be transformative. If something doesn't happen at Mass worth writing down, then participants weren't fully engaged. CYC board members are called to meet this challenge head on and be a witness to their faith community!

Parish first.

CYC Board  
second!



# Meetings

## A typical meeting and requirements...

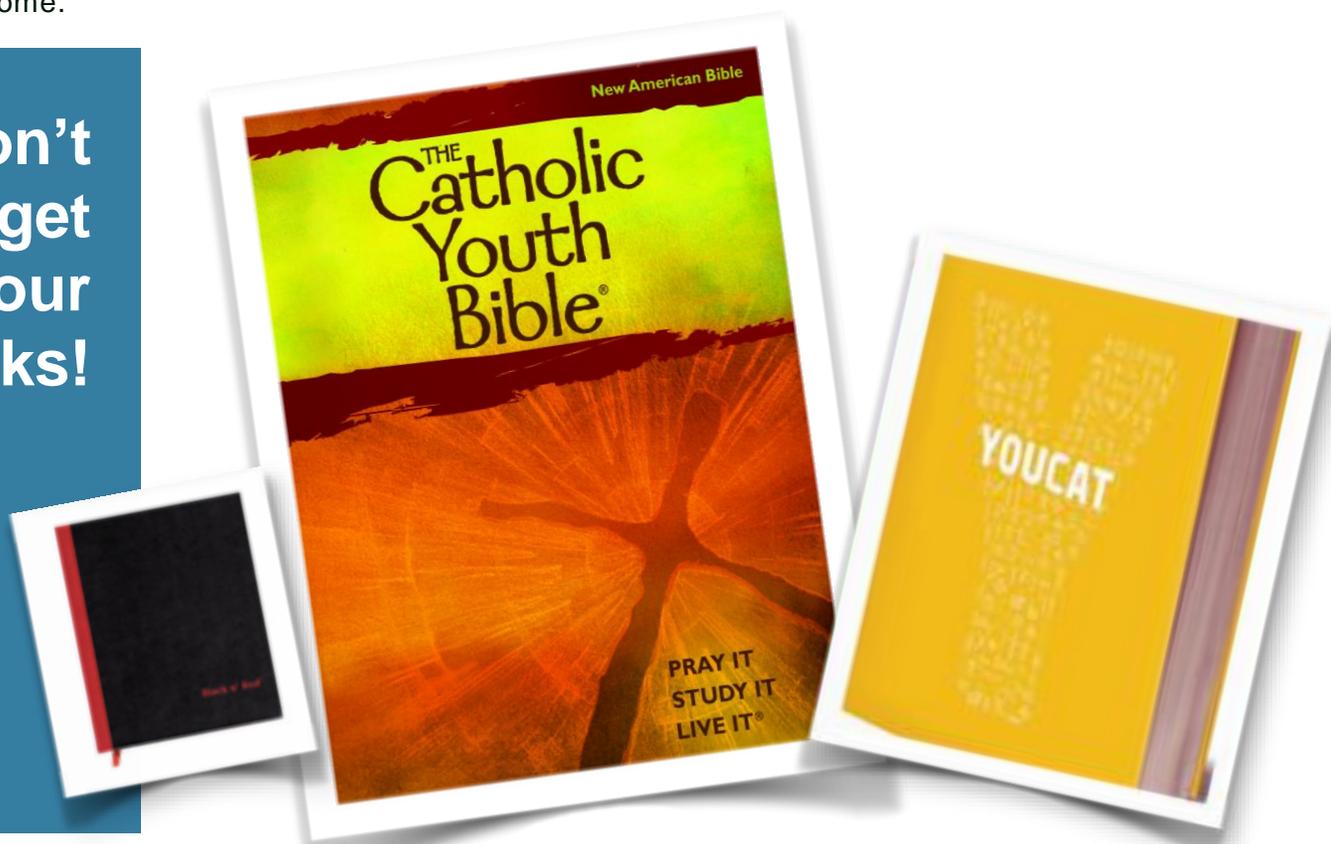
The CYC Board is led by four CYC Board Officers. The officers are discerned to their positions by the participants at the annual CYC Leadership Camp. All CYC Board participants are broken into three major management committees: Communication, Operations, and Marketing. The officers run these committees. The committees are responsible for everything from event promotion to T-shirt design to new ministry development. Every task in every committee has a task committee chairperson and multiple volunteers. CYC Board meetings are both efficient and extremely busy as a result of this completely youth-run structure. See the diagram on the next page for details.

- All CYC Board members are responsible for their transportation to and from a meeting. Youth under the age of 18 may not drive themselves.
- All CYC Board members should bring with them the usual overnight necessities: sleeping bag, sleeping pad, pillow, towel, toiletries, change of clothes, etc.
- CYC Board members should also have their journal, YouCat and Bible with them at all gatherings.

All CYC Board members are expected to participate in the entire meeting. Late arrivals and early departures are strongly discouraged. Allowances are always made to make CYC Board compatible with students involved in school extracurricular activities, however, the same commitment is expected.

Most CYC Board meetings begin at 6 p.m. on Friday evening and end at noon on Sunday. Most CYC Board meetings this year (see schedule on back of handbook) are three-day, two-night affairs. All meals are provided at a board meeting; however, healthy snacks are always most welcome.

Don't  
forget  
your  
books!



# Structure

## How does it all work?

Task committees are formed when an idea is generated either from the entire board, in a steering committee, or in another task committee. Task committees are simply formal ways of making sure things get done. A task committee chair reports to the steering committee chair. The steering committee chair reports to the CYC President and the OYYAM Manager.

- Everybody reports back to the main group and all decisions on major Board endeavors are made by consensus of the main body of the CYC Board and its officers.
- Adult volunteers are also voting members of the Board.
- The OYYAM Manager will have final say on all major Board decisions.

## Why all the fuss?

First, we must be as efficient as possible. The amount of work that this board will face in the coming year is staggering. Our hope is for complete success on all fronts. The need for clear leadership channels and discussion models is imperative to the efficiency of any group. The CYC Board will be as efficient as any community in the Church. Plus, learning this structure will help you in your adult life. Most committee gatherings are run in a similar way.

Second, we don't want any ideas to get lost. Traditionally in open forum type discussions, a lot of data gets dismissed when it is not given a proper channel to develop. It is the same for CYC Board. The hope is that no good idea gets forgotten, and it always be given a place to be developed.

# REGISTRATION

Diocese of Helena CYC Board  
2017-2018

Total cost for this event is \$295 per participant (\$315 if registered after Aug. 20, 2017).

This is an ACA funded event.



GO ONLINE TO [SHOWMYEVENT.COM](http://SHOWMYEVENT.COM) AND REGISTER BY AUG 20, 2017.

## ADULT DIOCESAN POLICY STATEMENT (Required of all adult participants)

I hereby attest that I have read or been informed of and agree to comply with the provisions of the Diocese of Helena's Policy Regarding Child Abuse, Sexual Misconduct, and Sexual Harassment, I have fulfilled or will enroll in the diocesan **VIRTUS** Protecting God's Children training prior to CYC Board participation, and have submitted to a background check through my parish or Catholic school.

\_\_\_\_\_  
Adult Participant Signature

\_\_\_\_\_  
Date

FIRST NAME:		LAST NAME:	
NAME ON NAMETAG:			
ADDRESS:			
CITY/STATE/ZIP:			
PARTICIPANT EMAIL:			
D.O.B. / /		PHONE ( ) -	
PARISH/SCHOOL/MINISTRY:			
T-SHIRT SIZE:	GENDER: F / M	GRADE IN SCHOOL (2017-18):	
PARENT/GUARDIAN FULL NAME			
PARENT/GUARDIAN EMAIL:			
PHONE 1: ( ) -		PHONE 2: ( ) -	
ADULT SPONSOR NAME (SEE PAGE 3):			
PHONE ( ) -		EMAIL:	
<b>MEDICAL INFORMATION:</b> Health Conditions/illnesses we should know about? Dietary restrictions or medically prescribed meals? Any specific activities limited by a physician?			
Do you have a peanut allergy?      Yes      No			

## PARTICIPANT CONDUCT & MEDICAL CONSENT RELEASE STATEMENTS

I, the undersigned hereby grant permission for my son/daughter (circle one) to attend and participate in the 2017-2018 diocesan CYC Board at Legendary Lodge, East Helena, Hamilton and Butte, MT during the 2017-18 school year. In case of medical emergency, I understand that every effort will be made to contact the parents or guardian of the participant. If necessary, and in the event I cannot be contacted or respond, I hereby grant permission for myself/son/daughter (circle one) to be evaluated, diagnosed, and/or medicated in accordance with standard medical practice by licensed medical personnel. I relieve my parish/school and the Roman Catholic Diocese of Helena of all consequences that may arise as a result of treatment. I will hold harmless and indemnify parish/school and the Roman Catholic Bishop of Helena, the Diocese of Helena, chaperones, or representatives associated with the 2017-18 diocesan CYC Board from any liability in the event of injury. Furthermore, I agree to accept any and all financial responsibility as a result of scheduling treatment for such injuries. I/my child (circle one) agree/s to abide by all rules and regulations attached to this event. I also understand that if the participant violates any of the rules regarding possession or use of alcohol or other drugs, rules related to activity code of conduct, or rules governing personal and private property, the participant may be required to leave the activity at the participant's own expense. I understand that the Diocese of Helena will not be held liable if I/my child (circle one) fails to cooperate with such regulations.

Participants also understand and agree that fighting, obscene language, and the use and/or possession of tobacco, alcohol, illegal drugs, and weapons of any kind is not acceptable behavior. If participants should be found in such behavior or in possession of and/or using such substances and/or items, participant also understands that parents/guardians may be notified and that participant may be sent home at participant's own expense. Event directors have the authority to prohibit video camera or other forms of image-recording devices, as appropriate to prevent distractions or to protect against violating the privacy of participants. Violation of this policy may result in confiscation of such equipment for the duration of the CYC Board, and/or dismissal from said event. By signing this form I understand that a picture of myself/my child and/or work or projects created by myself/my child (e.g. still pictures, motion pictures, audio recording, or video recording, or other reproduction of your/your child's image) may be published by the Catholic Parish, Catholic School, Legendary Lodge, Diocese of Helena, or Foundation for the Diocese of Helena, to advance the mission and purpose of the Catholic Church.

Participant (Youth/Adult ) Signature

Date

Parent/Guardian Signature

Date