

**OFFICE OF YOUTH MINISTRY AND ADOLESCENT CATECHESIS
DIOCESE OF FORT WORTH**

All youth ministry leaders should gather in their deanery as named by the Diocese at least 2-4 times a year to share faith, provide support for each other and the ministry you are leading, and to network ideas, activities and resources for the good of all our youth. For this reason, each deanery should select a deanery representative for a two year term during the months of August/September. The selection of the deanery representative should be sent to the Office of Youth Ministry so that information can be sent to the deanery reps from the OYM/AC to share with the parish leaders during the deanery meetings.

**DEANERY REPRESENTATIVE DESCRIPTION
(updated February 2003)**

Purpose: To call together all youth workers and adolescent catechetical leaders on a quarterly basis within the deanery for networking resources, activities, ideas, and to provide support for one another in ministry.

Responsibilities:

1. Set up an initial deanery meeting and personally invite CYM, DRE and any other youth workers and adolescent catechetical leaders in the deanery. If there is no designated CYM or DRE please ask the Pastor to send someone.

2. Send a reminder e-mail or postcard to each parish contact(s) in the deanery one week prior to the meeting.

3. At the first meeting, agenda should include the following (but is not limited to):

Opening Prayer

Introduce each other

Discussion around the purposes of gathering quarterly

Discuss leadership style of meetings

Who will facilitate each deanery meeting? One person or rotating facilitation?

Who will take minutes of the meetings, e-mail them to everyone in the deanery and the OYM/AC?

Where will you meet? One parish or rotating parish sites?

What is the role of the deanery representative in regard to deanery leadership?

Example of basic responsibilities

Will the deanery representative be the liaison between the deanery and the OYM/AC; send out e-mail reminders/post cards for upcoming deanery meetings; take minutes at the meetings and send e-mail copies to everyone in the deanery as well as the OYM/AC; set agendas for each meeting and give deadlines to get items onto the upcoming agenda; etc.? **OR**

Will the above responsibilities be shared in some way by different people in the deanery? If responsibilities will be shared, name how (be specific).

What would meeting agendas consist of (how will items get on the agenda)?

Schedule 4 meetings throughout the year (generally: October, December, February,

and April though each deanery can choose a schedule that works for them).

Spend some time networking resources or activities that can be shared between parishes. The idea here is that if parish ministers come together looking for help, resources, invitations for your youth group etc. the deanery meetings will be successful.

Closing Prayer

4. Call or e-mail Kevin at the OYM/AC and let him know the decisions you made about your deanery leadership and deanery meeting dates for future meetings or send in a report to:

Kevin Prevou
817.560.3300 ext 261 or toll-free 1.888.560.3370 ext. 261
kprevou@fwdioc.org
Fax # : 817.244.8839

5. Possible agenda item/issues for quarterly meetings

- | | |
|----------|---|
| October | - Advent programs, ideas |
| | - training ideas for catechists and youth ministry volunteers |
| | - share calendars and network where possible |
| | - Lenten programs, ideas |
| | - confirmation round-table discussion |
| | - Diocesan Events |
| December | - Easter programs, ideas |
| | - ideas for spiritual growth for volunteer youth workers |
| | - ideas for service, peace and justice |
| | - share calendars and network where possible |
| | - Diocesan Events |
| February | - summer programs |
| | - youth ministry budget |
| | - Diocesan Events |
| | - share calendars and network where possible |
| April | - volunteer development |
| | - job descriptions |
| | - volunteer appreciation ideas |
| | - share calendars for next year and network where possible |
| | - Diocesan Events |

6. See the latest Youth Ministry Handbook and Directory from the OYM/AC to find parish contact people in youth ministry for everyone in your deanery as well as a listing of which parishes are in each deanery. Please update the OYM/AC if you know that a contact person has changed for a particular parish or an additional person has been added or someone on our list is no longer in a particular parish.

7. All 8 deanery representatives will be asked to meet with the Director of the Office of Youth Ministry once a year to talk about the state of each deanery in the Diocese. This meeting will take place in April or May and is the responsibility of the director of the OYM/AC to set up.