

SESSION PLAN: Goal Setting and Calendar Planning for the New Year

4 Hour Session

Materials needed:

- 30 sheets of post-it note paper (poster size)
- water color markers (at least one for every person attending – no yellow or really light colors)
- Last year's youth ministry schedule (one copy per person)
- an overhead slide of the Goals of Youth Ministry from the RTV
- an overhead slide of the 8 components of youth ministry from the RTV
- symbol that will be given to each youth ministry leader in the closing commissioning service
- a 2 pocket folder with the following hand-outs in it:
 - Goals of Youth Ministry
 - Components of Youth Ministry
 - 40 Developmental Assets
 - Program Planning sheets
 - List of Parish Resources available to leaders to use
 - Youth Ministry Team Model
 - Diocesan Schedule of Events for upcoming year
 - PR sheets for diocesan Events

Make a label for the 2 pocket folders that say:

Your parish name

Youth Ministry

Years you are planning for

(or whatever you want it to say)

Round 1 PROUDS AND SORRIES

Name the things that happened in youth ministry that you are **proud...**

- the activities
- the way the group responded to one another
- the growth in participation this past year
- etc.

Name the things that happened in youth ministry that you are **sorry about...**

- failures or almost failures
- lack of participation from teens/parents/volunteers
- not able to reach a goal that had been set
- etc.

Give everyone a 2003-2004 schedule of youth ministry hand-outs and a blank piece of paper to write down(brainstorm) their prouds and sorries (by themselves). Then give everyone a chance to share in the big group the key prouds and sorries from their list. Someone will write these on big post it note paper hanging on the walls.

Ask this question: WERE THE GOALS OF CATHOLIC YOUTH MINISTRY ADDRESSED IN Last Year's YOUTH MINISTRY SCHEDULE? IF YES, HOW? IF NO, WHAT WAS MISSING?

Put up a large sheet post-it note that says GOALS ADDRESSED 2003-4 and a second sheet that says GOALS NOT ADDRESSED (last year example: 2003-4). Have a discussion and write down what the group says how goals were addressed and not addressed.

Also, give everyone a copy of the 8 components and then put up a large post-it note sheet that says, COMPONENTS NOT ADDRESSED (Last year: 2003-4). Invite everyone to name the components of youth ministry that were not addressed at all or barely addressed last year. Write these on the large post-it note sheet.

Ask: What does the Youth Ministry program at St. Michael need to focus on during the next year? What is the priority? This should be reflected in your youth ministry programming.

Round 2: ADDS/DROPS/CHANGES TO THE SCHEDULE

Now invite everyone to talk in small groups about adds/drops/changes to the schedule that would accomplish 3 things:

1. Make the schedule address the 3 goals of Catholic Youth Ministry with special emphasis on the area the group chose to focus on.
2. Make the schedule fun
3. Make the schedule include all 8 components of Catholic Youth Ministry
4. Make the schedule doable

Do this at tables in small groups of 4 or 5. Each table has a piece of newsprint and a marker and they should create a draft calendar following the above criteria.

Round 3: CREATE THE NEW YEAR CALENDAR FOR YOUTH MINISTRY

Have a large post-it note sheet with one of the months named at the top of the sheet (one sheet per each month of the year – 12 sheets...year begins in whatever the next month is from your planning meeting and ends the month of your planning meeting next year). Hang these around the room. Invite each small group from round 2 to write up their plan for the New youth ministry year on the month that the activity should take place(each small group will have a different color marker). Mark an alternate month with the initial for the month next to the activity if it could be moved to another month or mark an X next to the activity if it can be moved to any month. Write nothing next to the activity if it can only be in that particular month.

When all of the small groups have put up all of their activities. Give each group a chance to answer any questions about any of the activities they put up. Once everyone is satisfied that they understand what each activity is, give each person a set of 24 green dots. Each person will be able to use their dots up to 2 per month on the activities of their choice (religious education and confirmation prep will not be included in the choosing because these are mandated...also if there is anything else that is mandated – must

happen it will not be included). Round 3 is concluded when all of the dots are up. People can take a break as soon as they have used up their dots.

Round 4: THE YOUTH MINISTRY TEAM MODEL

If we are going to be successful in making the calendar happen, we need many people to be involved and we need to have different levels of involvement – some deeply involved, some involved in a particular youth ministry effort some involved regularly but in a small way and some involved occasionally or in some kind of support role. Put up on the wall on a large sheet of paper the names of the 8 components of comprehensive youth ministry as your teams:

- Community life
- Evangelization
- Service, Peace and Justice
- Pastoral Care
- Catechesis
- Advocacy
- Leadership Development
- Prayer and Worship

or you can use existing groups within youth ministry for example:

- confirmation preparation team
- Bible Study group
- Seals
- RCIA for Teens
- Jr. High
- Community Life/Leadership Development team
- etc.

Make sure there is a space in the middle of all of these sheets. In the middle, place a large post-it note with the words: Youth Ministry Team on it.

Once all of the groups presently in youth ministry are up surrounding the youth ministry team, ask the group, “Where are the 8 components of youth ministry?” Make sure the group can find the components located in the groups (if you use the 8 components disregard this). If not all of the components can be located, add another team to coordinate those components.

Talk about a way that leadership can function within this model. Include the layers of involvement within this leadership model. Invite conversation about if this can work in the parish. Make changes until the group takes ownership of the leadership model.

Then ask each person to write their name on the team/group that they feel they have gifts and energy to work in (no one puts their name on the Youth Ministry Team yet). Once everyone has located themselves in a leadership role in youth ministry, explain that each

team/group will need to choose two people to serve as their team leaders. These people will also serve as representatives on the **Youth Ministry Team** which will meet once a month. All final decisions in youth ministry will be made through the Youth Ministry Team. For example, the final schedule will be approved by the YMT, schedule changes must be made through the YMT, budgeting decisions will be made through the YMT, etc. The work of carrying out the actual plans however will take place in the teams. Ask each group to choose their leaders/YMT representatives.

ROUND 5: DIVIDE UP RESPONSIBILITY FOR THE NEW YOUTH MINISTRY YEAR DRAFT CALENDAR

Using the draft calendar that was created in round 3, invite each team to choose the activities that they want to coordinate over the next year. Each team will have a different color marker and will circle the activities up on the large post-it notes. If 2 or more teams want a particular activity, they should all circle it.

When each group has finished choosing all of the activities that they believe they can coordinate. Have the entire group look over the remaining activities (if any).

Ask the following questions. *If the schedule included just the items circled by the different teams and no more, would this be:*

1. Respond to the Goals of Youth Ministry named earlier?
2. Is it a balanced schedule? Does it include all 8 components of youth ministry?
3. Is the schedule doable?
4. Will the schedule be fun for teens?

If the group is satisfied with their answers to the above questions, move to closure. If the group still has concerns, deal with the concerns before moving to closure.

What we have done today is:

1. Look at youth ministry over the past year
2. Name the things we are proud of in our youth ministry and those things that we are still challenged by.
3. We created a draft schedule for NEW YOUTH MINISTRY YEAR after looking at our prouds and sorries and the Vision for Catholic Youth Ministry.
4. We then created a leadership structure to implement the schedule and chose leaders for each team that will represent the teams on the Youth Ministry Team.
5. Divided up responsibilities for the NEW YOUTH MINISTRY YEAR schedule within this new leadership structure.

Make the following announcements:

1. The Youth Ministry Team members should huddle quickly to choose a first meeting date for their monthly meetings.
2. Each team should name their first meeting date/time/place before leaving.

3.All Youth Ministry leaders will receive a copy of the full schedule for the NEW YOUTH MINISTRY YEAR when it is approved.

Close with Commissioning of leaders

In the teams, give out symbols (a cross to represent being a disciple of Jesus, a towel to represent servant leadership, a fishing symbol to show discipleship or other symbol that names what you are commissioning leaders to) in the teams. Invite each person into the center of the team. The person in the middle of the group can ask anyone in the group to bless them for the ministry ahead. All members of the group extend their hands over the person in the middle as the one person prays for them/blesses them for the ministry ahead. This repeats until each person has been in the middle of the group and been prayed for.

Thank everyone for coming.