



OFFICE OF LIFELONG FAITH FORMATION  
ROMAN CATHOLIC DIOCESE OF PORTLAND

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# Catholic Youth Leadership Team Application Packet

Application for Youth Representatives to the  
Catholic Youth Leadership Team 2017-2018

**DEADLINE FOR ALL COMPLETED PAPERWORK IS: APRIL 7<sup>TH</sup>, 2017**

**All paperwork may be delivered, mailed, faxed or e-mailed to:**

**Maureen Provencher, Coordinator for Youth & Young Adult Ministry**

**Mail:** Office of Lifelong Faith Formation  
Attn: Maureen Provencher  
510 Ocean Ave.  
Portland, ME 04103

**Phone:** 207-321-7813

**Fax:** 207-773-0182

**E-mail:** [maureen.provencher@portlanddiocese.org](mailto:maureen.provencher@portlanddiocese.org)

## SECTION 1: OVERVIEW

### Participation in the Winter Regional

During the Winter Regionals, parishes of youth and adults gathered will nominate eligible youth who exemplify 1 Timothy 4:12, exemplify leadership responsibilities, and who have been gifted so as to contribute in a meaningful way to the work of the CYLT.

Prior to the Winter Regionals, identify and encourage one or two young people from your parish to consider becoming a Youth Representative to the CYLT. All those involved should keep in mind that the candidate's primary commitment is to serve as a leader within his/her parish community and then fulfill their role as a representative of all the young people of their respective parishes within their vicariate.

1 TIMOTHY 4:12

*Do not let anyone look down on you because you are young, but set an example for the believers in your speech, conduct, love, faith and purity.*

### The primary responsibilities of CYLT members are three-fold:

1. Serves as a Christian leader among their peers with a commitment to being a disciple of Jesus Christ in word and in deed.
2. Works together with Diocesan staff to plan and execute the annual Journey Retreat, Winter Regionals, Middle School Rallies and Catholic Youth Ministry Convention.
3. Works closely with his/her parish Coordinator of Youth Ministry and team(s) in exercising leadership for ministry on the parish level.

### The structure and work of the CYLT:

1. Major responsibilities of the CYLT will be determined by the executive direction of the Diocesan Youth & Young Adult Ministry Coordinator, on a year-to-year basis. Events center around the annual Journey Retreat, Winter Regionals, Middle School Rallies and the Catholic Youth Ministry Convention.
2. Two youth will be discerned to serve as the facilitators for the year's term.

## SECTION 2: YOUTH QUALIFICATIONS

Please reflect on the following qualifications prior to submitting an application:

- Is of high school age, entering into grades 11 or 12 for the next year.
- Demonstrates leadership ability and must have attended N.E.W. at least once.
- Is a practicing Catholic in good standing with his/her parish and must possess a willingness to serve.
- Has family support and encouragement (i.e. transportation to pick-up and drop off points, some minor traveling & food expenses, and an understanding of the commitment their son/daughter has made to their parish and diocese).

- Possesses a responsible attitude and performance record.
- Is willing to sacrifice some extracurricular activities, when appropriate, for the sake of commitment to the leadership team.
- Is willing and able to make a firm commitment to the duties of the CYLT.

## **SECTION 3: STRUCTURE AND RESPONSIBILITIES OF CYLT**

### **Guidelines for Nominees:**

- We are a Catholic community of disciples of Jesus Christ.
- We all respect the Bishop and show loyalty to his teachings as model leaders.
- We are all active members of our local Catholic faith communities.
- We have all agreed to follow 1 Timothy 4:12-16 in our daily lives.

## **SECTION 4: IMPORTANT DATES**

### **Important Dates to Give to Interested Youth & Their Parents**

All CYLT youth and adults are expected to reserve the following dates and plan on attending the following events as part of their commitment to the CYLT (exceptions will be made for unforeseen situations/circumstances). Please make sure that these dates are given to youth and their parents prior to discerning/submitting this application.

### **Five Events:**

- **New Evangelization Week (scholarships available)**  
Location: St. Joseph's College, Standish, ME  
Dates: July 24-28, 2017
- **Journey Retreat: Weekend-long (scholarships available)**  
Location: St. Dominic Academy, Lewiston  
Dates: October 27-29, 2017
- **Middle School Rallies (choose closest one, no cost for CYLT)**  
Location: Presque Isle and Augusta  
Dates: March 3, 2018 and March 4, 2018 in separate areas of the diocese, yet TBD
- **Winter Regionals (no cost)**  
Location: 3 separate areas of the diocese, yet TBD  
Date: March 24, 2018
- **Convention 2018 (discounted cost for CYLT)**  
Location: Holiday Inn by the Bay, Portland, Maine.  
Dates: April 13-15, 2018

(CYLT youth and adults arrive the Thursday afternoon prior to Convention (April 12<sup>th</sup>) for practice and setup).

### **Five Meetings:**

- **Meeting 1: Weekend-long (required)**  
**Topic: Convention & Journey**  
Location: Sky-Hy Retreat Center  
Topsham  
Dates: August 25-27, 2017
- **Meeting 1: Weekend-long (required)**  
**Topic: Journey & MS Rallies**  
Location: Sky-Hy Retreat Center  
Topsham  
Dates: September 22-24, 2016
- **Meeting 2: Overnight (required)**  
**Topic: Journey & MS Rallies**  
Location: Sky-Hy, Topsham  
Dates: October 21-22, 2017
- **Meeting 3: One-day (required)**  
**Topic: Convention**  
Location: Portland, Bangor & Caribou Video Conference Sites  
Date: Saturday, Jan. 13<sup>th</sup>, 2018
- **Meeting 4: Weekend-long (required)**  
**Topic: Convention**  
Location: Christian Life Center, Frenchville, Maine  
Dates: March 16-18, 2018

## **SECTION 4: LENGTH & TERMS OF COMMITMENT**

The length and terms of commitment (always subject to the discretion of the Diocesan Coordinator):

- Youth serve a one (1) year term (August 1 – June 30).
- If a youth chooses recommitment, reapplication is required.
- Representatives are expected to attend all meetings unless excused by the Diocesan Coordinator of Youth and Young Adult Ministry, with at least 48 hour notice. Only excused absences will be allowed other than in the case of an emergency. **Unexcused absences will forfeit membership to the CYLT.**
- Transportation is arranged through the volunteer adult representatives. Parents must be willing to drive youth to and from transportation pick-up points for meetings/events.
- It is recommended that no youth under twenty-one (21) years of age drive themselves to or from diocesan events, for safety reasons. Diocesan liability insurance does not allow for a driver under the age of 21 to transport anyone else under the age of 21 or to drive during a diocesan gathering/event/meeting. It is best practice to avoid underage driving all together.

## SECTION 6: DEADLINES

All paperwork due on:	April 7 <sup>th</sup> , 2017
Youth & Adult Representatives to the CYLT announced:	April 12 <sup>th</sup> , 2017
Youth & Adult Representatives to the CYLT installed:	CYM Convention, Closing Liturgy with Bishop Deeley, April 23, 2017

**ALL PAPERWORK MUST BE RECEIVED BY THE OFFICE OF LIFELONG FAITH FORMATION NO LATER THAN APRIL 7<sup>th</sup>, 2017.**

**Applications are considered complete with each of the following submitted:**

1. **Parent Form:** Please complete, sign and date the form.
2. **Candidate Form.** Please complete, sign and date the form.
3. **Pastor Form:** Please ask the Pastor to provide a recommendation telling us about the qualities he has witnessed in you that will benefit the youth of our Diocese if you are chosen to serve as a representative, and to provide specific examples.
4. **Youth Ministry Coordinator/PCL Form:** Please ask your parish Coordinator of Youth Ministry, or your Parish Catechetical Leader (if the parish does not have a YM Coordinator) to provide a recommendation telling us about the qualities s/he has witnessed in you that will benefit the youth of our Diocese, if you are chosen to serve as a representative, and to provide specific examples.

### **Important Note:**

**All applicants need a reference from their Pastor AND their Youth Ministry Coordinator or PCL. Both are necessary.**

## SECTION 9: PARENT FORM

We are pleased that your son/daughter is seeking to represent the youth of your parish and vicariate on the Diocesan Catholic Youth Leadership Team. By signing this form, you admit to having read through the commitment required by youth who serve on the CYLT and ensure that you support this endeavor.

***Any and all questions can be directed to:***

Maureen Provencher, Youth & Young Adult Ministry Coordinator

207-321-7813

[Maureen.Provencher@portlanddiocese.org](mailto:Maureen.Provencher@portlanddiocese.org).

I have discussed and understand the commitment my son/daughter \_\_\_\_\_ is making to the Roman Catholic Diocese of Portland Catholic Youth Leadership Team. I support my child in this endeavor and understand my responsibility in supporting his/her participation.

\_\_\_\_\_  
(parent)

\_\_\_\_\_  
(date)

# SECTION 10: CANDIDATE FORM

**Please print legibly.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Grade: \_\_\_\_\_

Male/Female: \_\_\_\_ Date of Birth: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Parish: \_\_\_\_\_ City: \_\_\_\_\_

Parents' Names: \_\_\_\_\_

Address (if different from youth): \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

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Social/Community Activities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parish Activities: (Extraordinary Minister of the Eucharist, Lector, Altar Server, Parish Council, Catechist, Music Ministry, Social Justice activities, YM leadership, retreat team member, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Diocesan Activities: (N.E.W. participant, Journey Retreat, Winter Regionals, Right to Life, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please complete the essay portion of this form on other side/next page.*

# YOUTH APPLICANT FORM

**Candidate:** In a few paragraphs, please tell us about yourself, your leadership experiences and personal qualities, as well as why you believe God is calling you to serve on the Diocesan Catholic Youth Leadership Team (use additional pages if necessary).

\_\_\_\_\_

(Signature) \_\_\_\_\_ (Date)

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OFFICE OF LIFELONG FAITH FORMATION FOR VERIFICATION AND APPROVAL.**

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# PASTOR FORM

Candidate's Name: \_\_\_\_\_

Pastor's Name: \_\_\_\_\_

Parish: \_\_\_\_\_ City/Town: \_\_\_\_\_

**Pastor:** In a paragraph or two, please tell us about the candidate, your relationship the candidate, and **specific examples** of the gifts/talents/skills you've witnessed for him/her to be an effective leader on the Diocesan Catholic Youth Leadership Team (use additional pages if necessary).

\_\_\_\_\_

(Pastor)

\_\_\_\_\_

(Date)

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## COORDINATOR OF YOUTH MINISTRY/PCL FORM

Coordinator's Name: \_\_\_\_\_

Phone: \_\_\_\_\_

I, the Coordinator of Youth Ministry/PCL at \_\_\_\_\_ Parish  
in \_\_\_\_\_, have prayerfully encouraged \_\_\_\_\_ to  
apply to serve as a youth representative on the Diocesan Catholic Youth Leadership Team.

**Coordinator of Youth Ministry/PCL:** Please tell us about the qualities this young person possesses and **specific examples** of their leadership ability that will benefit the youth of our diocese (use additional pages if necessary).

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

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