



# OFFICE OF EVANGELIZATION & DISCIPLESHIP

ROMAN CATHOLIC ARCHDIOCESE OF ATLANTA

## Youth Ministry Quick-Start Guide

On behalf of the Office of Evangelization and Discipleship (OED), welcome to Youth Ministry in the Archdiocese of Atlanta!

This quick start guide will help you get started in youth ministry at your parish. There are some guidelines that need to be followed to make sure you are in compliance with Safe Environment, and some best practices for youth ministry.

There is more information on all of these subjects on the [www.atlyouth.org](http://www.atlyouth.org) website. That is the official website for Youth Ministry in the Archdiocese of Atlanta.

### Getting Connected

There are a few ways for you to get connected to other youth ministers in Atlanta and beyond. Your fellow youth ministers can be a wealth of information, and may even be able to share resources and coordinate events with you. Here's how to get started:

- Atlanta Youth Ministers Facebook Group- a place for local YMs in the Archdiocese of Atlanta to share ideas and questions (<https://www.facebook.com/groups/atlantaym>)
- Catholic Youth Ministers Facebook Group- a national group of Catholic YMs sharing ideas (<https://www.facebook.com/groups/CatholicYM>)
- Catholic Youth Ministry Discussion (from ProjectYM) (<https://www.facebook.com/groups/cymdiscussion>)
- Subscribe to monthly OED Newsletter (and any other Archdiocesan newsletters you may be interested in) <https://mailchi.mp/archatl/signup-4-newsletter>
- Monthly PCL Check-in Call via GoToMeeting—usually happens on the 2<sup>nd</sup> Tuesday of the month at 10am (see the calendar on [OED Now](#) for more information).

From your computer, tablet or smartphone: <https://global.gotomeeting.com/join/815608901>

**You can also dial in using your phone.** United States: [+1 \(571\) 317-3122](tel:+15713173122) Access Code: 815-608-901

### Important Resource Websites:

- [www.atlyouth.org](http://www.atlyouth.org) All things Youth Ministry in the Archdiocese of Atlanta, including resources, forms, Confirmation information, YM Directory, etc.
- [www.nfcym.org](http://www.nfcym.org) (**National Federation for Catholic Youth Ministry**) This is the national organization that provides webinars and other resources to assist youth ministers. It is also the organization that puts on **NCYC** (National Catholic Youth Conference) for teens and **Holy Fire** for middle schoolers. NCYC happens every other year right before Thanksgiving; Holy Fire happens each year in the summer.
- [www.usccb.org](http://www.usccb.org) (**United States Conference of Catholic Bishops**) See the [Youth and Young Adult Ministries webpage](#) for resources specific to youth ministry, young adult ministry, and pastoral juvenil hispana.
- <https://www.catholic.com/> Catholic Answers will answer all your questions about the Catholic Faith

## Rules to Know

1. You and your adult volunteers/chaperones must be Safe Environment cleared **before** interacting with any middle or high schoolers. This is a two-step procedure:
    - **Background screening** through Sterling and a **Motor Vehicle Report (MVR)** so you can be driver cleared (in case you or your chaperones will ever be driving teens)  
**Background checks are good for 5 years; MVR is good for 3 years.**
    - In-person 3-hour **Virtus** training (the first time); online renewal every 5 years.
  2. You must have written consent to communicate with a child by any means (email, text, social media), and parents must be copied on all communication, or the information must be made available to parents. Click [here](#) for the form.
  3. You need permission and waiver forms for any trip taken outside the parish property. These forms can be found on the atlyouth.org website: <https://www.atlyouth.org/waivers-forms>
  4. Ratios that need to be maintained:
    - Middle School – 2:16 (1 adult for 8 students, but there always needs to be at least 2 adults present)
    - High School – 2:20 (1 adult for 10 students, but there always needs to be at least 2 adults present)
    - **ONE ADULT SHOULD NEVER BE ALONE WITH A YOUTH OR A GROUP.**
  5. The responsibility of the Youth Minister is not complete until all youth are in the care of the parent, guardian, or parent-designee.
  6. Adult chaperones must be at least 21 yrs. old. There should be at least 5 years difference in age between your chaperone and the oldest teen in your group. For example, you should not have a 21 yr. old chaperoning a group of juniors or seniors in high school because there is not 5 years difference in age between the kids and the chaperone.
  7. You should be familiar with the two latest documents concerning youth ministry:
    - a. [Renewing the Vision](#)- the latest framework for Catholic Youth Ministry published by the USCCB.
    - b. [Christus Vivit](#)- Pope Francis' latest exhortation on young people and the church.
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# Office of Evangelization & Discipleship (OED) Directory

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Main Number: 404-920-7620/Fax: 404-920-7621 Email: [-oed@archatl.com](mailto:-oed@archatl.com)

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# Quick Guide to the Archdiocese of Atlanta Offices

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## Archives and Records Office

<https://archatl.com/offices/archives/>

This office helps parishes organize and maintain records. They are available to consult about and help with parish records storage and retention.

## Communications Office

<https://archatl.com/offices/communications/>

Main Number: 404-920-7340 Email: [communications@archatl.com](mailto:communications@archatl.com)

The Communications Office is responsible for all external communications on behalf of the Archdiocese of Atlanta. The following documents are found on their webpage:

- Media Release Form & Social Media Policy PDFs - <https://archatl.com/offices/communications/>
- [Movie License Information](#)
- [Weekly Communique](#)

To be added to the weekly Communique, email [clergymailing@archatl.com](mailto:clergymailing@archatl.com) and ask to be included in the weekly email.

## Human Resources

<https://archatl.com/offices/human-resources/>

Main Number: 404-920-7480 Email: [chanceryhr@archatl.com](mailto:chanceryhr@archatl.com)

- Benefits information and forms
- Employee Policy Manual <https://archatl.com/offices/human-resources/employee-resources/>

## Office of Child and Youth Protection (OCYP)

<https://archatl.com/offices/child-and-youth-protection/>

Main Number: 404-920-7550 Email: [ocyp@archatl.com](mailto:ocyp@archatl.com)

The Office of Child and Youth Protection helps parishes establish and maintain a safe environment for children and youth. They manage volunteer screening and training.

## Office of Evangelization and Discipleship (OED)

<https://archatl.com/offices/evangelization-and-discipleship/>

Main Number: 404-920-7620 Email: [oed@archatl.com](mailto:oed@archatl.com)

OED Supports parish catechetical ministries including faith formation, youth ministry, campus and young adult ministries, RCIA, evangelization, senior ministry, and family and marriage ministries.

## Office of Life, Dignity and Justice

<https://archatl.com/offices/office-of-life-dignity-and-justice/>

Main Number: 404-920-7350 Email: [irichard@archatl.com](mailto:irichard@archatl.com)

The Office of Life, Dignity and Justice provides support in the following areas:

- Disabilities Ministry
- Respect Life Ministry
- Justice and Peace Ministry

## Metropolitan Tribunal

Main Number: 404-920-7500 Email: [Tribunal@archatl.com](mailto:Tribunal@archatl.com)

The Office of the Metropolitan Tribunal deals with marriage issues (annulments).

## Parish Directory

<https://archatl.com/parishes/find-a-parish/>

This link provides a list of all parishes in the Archdiocese of Atlanta with links to their websites.

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## Whom to Call at the Archdiocese

### Catholic Mutual

Alex Hagan 404-920-7377 [ahagan@catholicmutual.org](mailto:ahagan@catholicmutual.org)

- *Driver requirements/Trip Insurance*

### Divine Worship

Pat DeJarnett 404-920-7339 [pdejarnett@archatl.com](mailto:pdejarnett@archatl.com)

- *RCIA/Rite of Election*

### Finance

Susan Shirley 404-920-7408 [sshirley@archatl.com](mailto:sshirley@archatl.com)

- *ParishSoft*

### Human Resources

Rosa Montano-Parker 404-920-7486 [rmontano-parker@archatl.com](mailto:rmontano-parker@archatl.com)

- *Health Insurance*

### Metropolitan Tribunal

Christine DeMartino 404-920-7486 [cdimartino@archatl.com](mailto:cdimartino@archatl.com).

- *Marriage Issues*

### Office of Child and Youth Protection

Jenni Weldin, Director 404-920-7553 [jweldin@archatl.com](mailto:jweldin@archatl.com)

Gina Garcia 404-920-7552 [ggarcia@archatl.com](mailto:ggarcia@archatl.com)

- *Volunteer Screening*

Sue Stubbs 404-920-7554 [sstubbs@archatl.com](mailto:sstubbs@archatl.com)

- *Victim Assistance* **24 Hour Reporting Hotline 888-437-0764**

### Office of Life, Dignity and Justice

Kat Doyle, Director 404-920-7897 [kdoyle@archatl.com](mailto:kdoyle@archatl.com)

- *Rice Bowl, Food Fast, Ethical Trade Sales, Helping Hands, Social Justice Issues*

Jayna Hoffacker 404-920-7898 [jhoffacker@archatl.com](mailto:jhoffacker@archatl.com)

- *Starve Wars at EC*

Joey Martineck 404-920-7362 [jmartineck@archatl.com](mailto:jmartineck@archatl.com)

- *Pro-Life, Theology of the Body Training*

Maggie Rousseau 404-920-7682 [mrousseau@archatl.com](mailto:mrousseau@archatl.com)

- *Disabilities Ministry*

Current job openings <https://archatl.com/offices/human-resources/job-openings/>

# YOUTH MINISTRY RECORDS RETENTION

## Retention for Non-Permanent Records

### Field Trip Permission Slips/Forms:

- No Incident: Current Year
- With Incident: 6 Years After Settlement

### Permission to Contact Youth:

- Current Year; Supplant annually until child is 18

### Sign-in Sheets:

- Sign-in sheets for VIRTUS training: 3 years in digital or paper form
- Sign-in sheets for other administrative uses: keep as long as useful

### Annual Medical Release:

- Supplant Annually, retain most recent until child is 20

### Annual Media Release:

- Supplant Annually, retain most recent until child is 20

## Permanent Records for Archives

### Newsletters

### Publications

### Event Programs

### Photos

- Ideally a representative sample, meaning a selection of the best photos (in focus, not a bunch of the backs of people's heads, etc.).
- Context is key, so clearly labeled with event name, date, and people's names.

### Audio/Video Materials

- Podcasts, event videos, etc.
- Context is key, so labeled with event name, date, and people's names is helpful.

**\*\* For the full records retention schedule, see**

**<https://archatl.com/offices/archives/records-management/>**