

## MEMORANDUM

TO: Deans, Pastors, Parish Life Coordinators, Youth Ministry Coordinators  
and all other adults involved in ministry to youth in our Archdiocese

FROM: Kay Scoville  
Director of Youth Ministry  
Office of Catholic Education in the Archdiocese of Indianapolis

RE: Applications for Archdiocesan Youth Council 2012-2013

DATE: Thursday, December 15, 2011

Greetings!

It is time once again to begin the application process for young people who are interested in being part of the Archdiocesan Youth Council for 2012-2013.

These young people are high school students and are chosen through a selection process which includes completing an application, obtaining a reference letter from a Parish Priest, Parish Life Coordinator, Youth Ministry Coordinator, Catechist, Teacher, Campus Minister, or another adult, and interviewing with previous Council members and Youth Ministry staff persons. They are called to share and further develop their leadership gifts with the entire Archdiocesan community by representing the "voice" of the young persons in our communities and advocating for the importance of parish Youth Ministry throughout our 11 Deaneries

The purpose of the Archdiocesan Youth Council is the following:

- To develop leadership skills, and to share these talents with the larger Church.
- To grow in Catholic identity, personal faith, and to be good Christian examples.
- To be youth advocates in the advancement of Youth Ministry in the Office of Catholic Education of the Archdiocese of Indianapolis.
- To encourage participation and help in the organization of parish, deanery, and Archdiocesan programs, especially with the Indianapolis Catholic Youth Conference and the National Catholic Youth Conference.
- To be visible on the parish, deanery, and Archdiocesan levels.
- To have open communication with youth ministers of the Archdiocese

We plan to commission our new Archdiocesan Youth Council members in the spring of 2012, so application forms, questionnaires, and reference forms must be returned to our office **NO LATER than March 1, 2012**. We ask your help to target youth who have displayed leadership within your communities, and to provide them with this application packet and to encourage them to apply. If you need additional application packets, feel free to obtain a copy on our website: [www.archindy.org/youth](http://www.archindy.org/youth). Thank you for your assistance with this important process.

**Youth Ministry  
Office of Catholic Education  
1400 N. Meridian Street  
Indianapolis, IN 46202**

**APPLICATION PACKET**  
**ARCHDIOCESAN YOUTH COUNCIL REPRESENTATIVE**  
**ARCHDIOCESE OF INDIANAPOLIS**

*Greetings from Youth Ministry in the Office of Catholic Education! We are excited that you are interested in serving on the Archdiocesan Youth Council. The following outlines the roles and expectations of being an Archdiocesan Youth Council member:*

**ROLES**

As a youth of high school age (grades nine through eleven) you may apply to serve on the Archdiocesan Youth Council (AYC). The AYC will have three discerned positions for the term. These positions will be discerned at the General Assembly Gathering each year. Those positions are: Moderator of the Council, Council Secretary, and Council Communications.

- The Moderator of the Council will lead the meetings in cooperation with Youth Ministry in the Office of Catholic Education and the Adult Coordinator of the AYC.
- The Council Secretary will record the minutes at each meeting and submit them to Youth Ministry in the Office of Catholic Education for review before being passed on to Council Communications.
- The Council Communications person will be responsible for communicating with the Council members as well as Youth Ministry in the Office of Catholic Education.
- All remaining council members not discerned for one of these positions will serve as General Members.

**EXPECTATIONS**

- All members of the AYC are expected to attend all regular session meetings. Please see the finalized AYC Calendar for meeting dates.
- All members of AYC are expected to attend the AYC Leadership Retreat (July) as well as at least 2 Archdiocesan events (i.e. Indianapolis Catholic Youth Conference (ICYC), the National Catholic Youth Conference (NCYC), March for Life, Senior Retreat, Consumed, Confirmation Day of Reflection, Homeland Mission).
- All members of AYC are expected to notify the Administrative Coordinator for Youth Ministry should they not be able to attend a general session meeting or event gathering. We do recognize that conflicts do arise (family commitments, sports tournaments, musical performances, etc.). Members will be excused from one meeting and one required event if proper notification was given.
- All members of AYC are expected to remain involved with parish and deanery youth ministry programs and serve as an advocate and leader within those settings. It is encouraged that members also participate in a parish youth council, participate in some other parish or deanery committee, or participate in Parish Councils as deemed appropriate by individual youth ministers and pastors.

**HOW TO APPLY**

Enclosed you will find an application, a questionnaire, and a reference page. Please have the following person complete your reference page: Parish Priest, Parish Life Coordinator, Youth Ministry Coordinator, Catechist, Teacher, Campus Minister, or another adult of your choice. Please return this material to our office as soon as possible and **NO LATER than March 1, 2012.**

Interviews will be conducted **March 17, 2012.** *If a candidate lives more than an hour from Indianapolis, a phone interview can be arranged.* Candidates are notified by letter if they have been selected as an Archdiocesan Youth Council Member for 2011-2012. If you have any questions regarding the application process, please contact Youth Ministry in the Office of Catholic Education at 317-236-1477 or 800-382-9836 ext.1477 or email Jackie VandenBergh at [jvandenbergh@archindy.org](mailto:jvandenbergh@archindy.org).

In His Name,

Kay Scoville  
Director of Youth Ministry  
Office of Catholic Education

**ARCHDIOCESAN YOUTH COUNCIL REPRESENTATIVE  
ARCHDIOCESE OF INDIANAPOLIS  
APPLICATION FORM**

(Please Print)

NAME: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

YOUTH EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY & STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

BIRTHDATE: \_\_\_\_\_ AGE: \_\_\_\_\_ SEX: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ GRADE (CURRENT): \_\_\_\_\_

PARISH: \_\_\_\_\_ DEANERY: \_\_\_\_\_

NAME OF PARENT(S) OR GUARDIAN(S): \_\_\_\_\_

PHONE # OF PARENT(S) OR GUARDIANS):

(H): \_\_\_\_\_ (ALT) \_\_\_\_\_

PARENT EMAIL: \_\_\_\_\_

Parent(s) or guardian(s) agrees to their child's participation on the Archdiocesan Youth Council. \_\_\_\_\_

(Parent/Guardian Signature)

This application is completed by: \_\_\_\_\_  
(please sign) (date)

Return the completed application form, the applicant questionnaire  
and reference form to:

Youth Ministry/Office of Catholic Education  
1400 N. Meridian Street  
Indianapolis, IN 46202

**ARCHDIOCESAN YOUTH COUNCIL REPRESENTATIVE  
ARCHDIOCESE OF INDIANAPOLIS  
APPLICATION QUESTIONNAIRE**

*Please type the answers to these questions on a separate sheet of paper.*

- 1) Why do you want to be a member of the Archdiocesan Youth Council?
- 2) What skills do you possess that will enable you to be an effective Youth Council member?
- 3) Illustrate how you have previously demonstrated these skills.
- 4) What does “making a commitment to be on the Archdiocesan Youth Council” mean to you?
- 5) Describe your involvement in the Catholic Church.  
(List all activities that you do: Altar Server, Cantor, Youth Commission, Participant in Youth Ministry Activities, etc.)
- 6) What are the other involvements you have outside the Church?
- 7) What goals would you hope to achieve as a Youth Council member?

**ARCHDIOCESAN YOUTH COUNCIL REPRESENTATIVE  
ARCHDIOCESE OF INDIANAPOLIS  
REFERENCE FORM**

*Please have the following person complete and return this reference form:* Parish Priest, Parish Life Coordinator, Youth Ministry Coordinator, Catechist, Teacher, Campus Minister, or another responsible adult of your choice.

**NAME OF APPLICANT:** \_\_\_\_\_

Name of Reference: \_\_\_\_\_ Position: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

What qualities does the applicant have that would make them an ideal candidate for the Archdiocesan Youth Council?

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How does this person handle responsibilities?

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Is this applicant someone you would identify as the best to represent the youth of his/her parish, deanery, and Archdiocese by serving on the Archdiocesan Youth Council? Please explain.

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Additional Comments:

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I will support (name of applicant) \_\_\_\_\_ in his/her ministry with the Archdiocesan Youth Council.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Mail completed form to:  
Youth Ministry/Office of Catholic Education  
1400 N. Meridian Street  
Indianapolis, IN 46202