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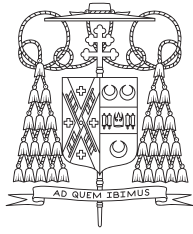
GUIDELINES AND POLICIES

*For Parish Catholic Youth Ministry
in the Archdiocese of New York*



ARCHDIOCESE OF NEW YORK

The Archdiocese of New York would like to acknowledge and thank the archdioceses of Cincinnati, Galveston-Houston and Seattle, and the dioceses of Columbus and Dallas, for their assistance and the permission to use many of their policies for our guide. Our adaptation of the Code of Ethics for Youth Ministry Leaders is used with permission from the National Federation for Catholic Youth Ministry.



OFFICE OF THE CARDINAL
1011 FIRST AVENUE
NEW YORK, NY 10022

March 2, 2020

Dear Partners in Youth Ministry,

My sincere gratitude for investing your time, talent, and treasure in our young people!

You often hear that “youth are the future of the Church.” However, they are not just the *future*, they are also the *present* Church! You are keenly aware of this reality, and for that I thank you.

As we seek to foster the spiritual growth of our young people, we must remain readily aware of our responsibility to also ensure their safety. This safety includes their physical, spiritual, and emotional well-being. Thus, I am pleased to present the *Guidelines and Policies for Parish Catholic Youth Ministry in the Archdiocese of New York*. The policies and procedures contained herein are designed “to assist adult leaders in forming sound practices and judgments in the various aspects of their ministry [and] to ensure the safety of the young people in their groups and activities and to minimize risks to their well-being.” In this manual you will find both policies (required) and best practices (suggestions) for your ministry, which will help guide you and all those who work with you in creating fruitful opportunities for encounter and formation in ways that ensure all aspects of the young person’s safety.

This manual is the result of countless hours of work, and the collaboration of the Departments of Youth Faith Formation, Safe Environment, Catholic Mutual Insurance, and Legal Affairs, as well as practitioners in the field of youth ministry. I am confident that the successful implementation of these policies and guidelines will help to ensure the safety and well-being of all young people in our parishes.

My hope is that this proves to be a valuable handbook for every aspect of your ministry by, with, and to youth in our great archdiocese.

With gratitude for all you do, and prayerful best wishes, I am,

Faithfully in Christ,

† Timothy Michael Cardinal Dolan
Archbishop of New York

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OVERVIEW OF POLICIES AND PROCEDURES

The policies and guidelines contained in this handbook have been written to provide information and guidance to youth ministry leaders of the Archdiocese of New York. It is a resource to assist adult leaders in forming sound practices and judgments in the various aspects of their ministry. The policies and procedures are not intended primarily to limit activities; rather, they direct youth ministry leaders to develop and take necessary measures to ensure the safety of the young people in their groups and activities and minimize risks to their well-being.

This manual is in no way a replacement for the archdiocesan Safe Environment Policy Manual. It is a supplement. The Safe Environment Policy Manual needs to be read first, in its entirety. This handbook contains both archdiocesan policies, such as those related to safe environment, and guidelines. Policies in this manual are highlighted in red while best practices are highlighted in blue. Adult leaders ministering under the auspices of the Catholic Church in this archdiocese must comply with all policies regardless of what program they are running (for example, LifeTeen, YDisciple) or what ministry/order (for example, CYFM, PTAF, Salesian) the parish might be affiliated with. Addenda and updates to policies will be distributed directly to the

pastors who are responsible for adult leaders ministering to youth.

By following these provisions and the spirit in which they are written, adults who lead youth ministry demonstrate their good faith and their intention to minister ethically, responsibly and within the bounds of the law.

WHY THIS IS IMPORTANT

The archdiocese's primary concern is the safety of everyone involved in our youth ministry programs. This concern takes many forms: clear communication of information on the nature of anticipated activities and any associated risks; adequate adult supervision, including any necessary training; proper maintenance of facilities to reduce the possibility of injury; and more.

These guidelines and policies may seem overwhelming at first, but planning for the safety of our youth is an act of caring. Many experienced youth ministry leaders have found that after a short while, these practices become second nature.

At all times, the Safe Environment Program of the Archdiocese of New York must be followed. For questions about the provisions of this program, please call the Safe Environment Office at 646-794-2807.