



PARTICIPANT'S PACKET

SESSION 3: Planning Skills and FAIR

Thank you for joining us for "A Taste of CLI"! We hope this will be valuable to you, not only in your work at your parish and/or school, but also in your life! This packet has the worksheets you need for the second session: Planning Skills and FAIR. Your Youth Minister will schedule a time(s) to do this first session with you. This session should be completed prior to joining in our online session on August 3rd, 2020.

I WANT TO IMPROVE

AREA OF NEED	SATISFIED	WANT TO IMPROVE	NOT IMPORTANT
Athletic Ability			
The Arts (Music, Drama, Dance, Etc.)			
Communication Skills			
Family Relationships			
Grades			
Using Money Wisely			
Social Life			
Temper			
Use of My Free Time			
Writing Skills			
Prayer & Faith Life			

Among the items I said I want to improve, which ones are my top 3 needs?

1 _____

2 _____

3 _____

NEEDS? WANTS? What's the Difference?

Need: *something required or desirable; a necessity or obligation*

Want: *to desire greatly; wish for*

I need food....I want candy

I need air....I want perfume

I need exercise...I want to go swimming

I need community... I want our Youth Ministry to be awesome



How to Write Goals and Objectives

Need: *One of the Eight Components of Youth Ministry*

~ Advocacy, Catechesis, Community Life, Evangelization, Justice- Peace, and Service, Leadership Development/ Enablement, Pastoral Care/Guidance, Prayer and Worship

Goal: *The purpose toward which effort is directed*

~Goals are the dreams we dream, ideals for which we strive, and promises of what could be

Parameters: *The rules, procedure one needs to go through, the non-negotiables*

~When working within groups there are many more parameters, than personal goals. However, there may be household rules that might need to be observed!

Objective: *The way to meet to goal is*

~it helps people understand, what they have to develop in terms of ideas and actions

~ it provides a basis for evaluating the success of those actions.

***S**pecific*

***M**easurable*

***A**chievable*

***R**ealistic*

***T**ime Sensitive*



Meetings Made FAIR



Facilitator: A facilitator accepts responsibility to help the group accomplish a common task: to move through the agenda in the time available and to make the necessary decisions and plans for implementation. A facilitator uses Situational Leadership (S1, S2, S3, or S4 depending on the situation).

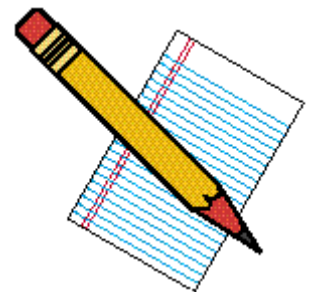
Agenda: a list, plan, outline, or the like, of things to be done, events to plan, matters to be acted or voted upon, etc.



Information Sharing : all participants need “to be on the same page.” Parameters need to be shared, examined, and acted upon. It is hard to run a meeting when important information is withheld.



Recorder: One who takes notes during meetings, keeps track of important information, records who will be doing things on the action plan, what resources are needed and keeps records for the future evaluations. Keeping Action Plans from year to year is helpful for a beginning point for planning the same basic event next year.



Planning Sheet

Need: _____

Goal (s) (That will help you meet the need you identified)

Parameters, Non-Negotiables, Details you need to know:

- Safe environment policies (VIRTUS, fingerprinting, etc.) must be followed during all ministry planning, events, or other activities
- Archdiocesan and Parish/School Guidelines for ministries due to of COVID-19 must be followed
- Parish/school guidelines for approving events and/or using facilities must be followed
- An adult must be responsible for any money handling (This can include supervising youth who are handling money at an in-person activity)

- _____
- _____

Objective(s) (That will help you attain the Goal named above. Make these SMART – Specific, Measurable, Achievable, Relevant, Time-Bound)

Brainstormed ideas: (After discussing the ideas, circle the one chosen)

Action Plan

Steps	Date due	Who is responsible?
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Materials Needed:

Evaluation of the Event: (What happened, what was good, bad, what do you need to improve for next time? etc.)
