

Youth And Young Adult Ministry **DEANERY RESPONSIBILITY LIST**

The Dean is the supervisor and administrator for Youth and Young Adult programs and events. If there is a Deanery Coordinator, the Coordinator is accountable to the Dean. The Coordinator can be appointed or elected.

- Deanery Coordinator
 - Background Screening (Mandatory) - \$50.00 fee paid by the Deanery
 - Safeguarding God's Children (Mandatory)
 - Multicultural Training (Recommended)

- Plan Youth and Young Adult Programs/Events

- Implement Youth and Young Adult Programs/Events

- Advise Mary Cobiella of:
 - Coordinator Contact Information
 - Event Dates

- Accountable for all funds requested/dispersed by the Diocese:
 - Fund Request form
 - File Post Event Profile
 - File End of the Year Report
 - Back-up for Events (receipts, etc)

- Insure that all events are properly insured
(Gail McShane)

- Insure that all adult staff have:
 - "Safeguarding God's Children" certification (Mandatory)
 - Background Screening (Recommended)
 - Multicultural Training (Recommended)

- Events open to all parishes.

- Obtain all contracts (if needed) for locations

- Registration and Forms for Events

- Advertisement for Events
(Mary Cox: Grapevine and Net)