



Diocesan Information Packet for Parish Leaders
National Catholic Youth Conference
Indianapolis, IN November 16-18, 2017



NOVEMBER 16-18, 2017 • INDIANAPOLIS

Delegation Leaders:

Director of YM	Delegation Leader: Secretariat of Laity, Family and Life, Diocese of Orlando Position to be filled (407) 246-4881
Gayle Zambito	NCYC Leadership Team: Holy Family Catholic Church gzambito@holyfamilyorlando.com (407) 876-0057
Jennifer Chellberg	NCYC Leadership Team: Nativity Catholic Church jchellberg@nativity.org (407) 322-3961
Edna Quiñones	NCYC Home Team: Secretariat of Laity, Family and Life, Diocese of Orlando equinones@orlandodiocese.org (407) 246-4865

PLANNING CALENDAR for NCYC 2017

- **April 28, 2017**
 - Scholarship Request Form ([NCYC Scholarship Application](#))
 - Scholarship information can be found on the [NCYC website](#)
 - Email application to jchellberg@nativity.org by April 28.
- **May 31, 2017**
 - Parish Pre-Registration Form ([fill out online](#))
 - Parish Initial Deposit (non-refundable) \$150 per person
- **July 31, 2017**
 - Second Payment (non-refundable, may be transferred) \$210 person
- **September 1, 2017**
 - Final Payment (non-refundable, may be transferred) BALANCE due
 - Youth forms (hard copies due)
 - Liability Waiver and Permission Form *youth*
 - Image Release Form
 - Consent Form for Electronic Communication with Minors
 - Youth Code of Conduct
 - NFCYM Youth Waiver
 - Adult forms (hard copies due)
 - Liability Waiver and Permission Form *adult*
 - Image Release Form
 - NFCYM Adult Waiver
 - NFCYM Registration due (excel document)
 - Parish Shirt Order Form- emailed to gzambito@holyfamilyorlando.com
 - Rooming List- emailed to jchellberg@nativity.org
- **September 25, 2017 – Parish Leader Meeting** (Parish NCYC Coordinators)
 - St. James Cathedral: 215 N Orange Ave, Orlando, FL 32801
Parish Hall
6:00-7:00pm (just before the Adult Ministry Team Meeting)
- **September 25, 2017- Adult Ministry Team Meeting** (ALL adult pilgrims)
 - St. James Cathedral: 215 N Orange Ave, Orlando, FL 32801
Parish Hall
7:00-9:00pm
- **October 14, 2017- Pilgrim Retreat**
 - Pilgrim Retreat and Parent Gathering
 - (pilgrims include **youth** and **adult** ministry team members)
 - Nativity Catholic Church: 3255 N Ronald Reagan Blvd, Longwood, FL 32750
Parish Center
2:00pm - 5:00pm
- **November 16-18, 2017**
 - NCYC Pilgrimage to Indianapolis

What is NCYC?



NCYC is sacred, journey, pilgrimage, sacrament, prayer and a celebration of community. The National Catholic Youth Conference is the largest Catholic youth gathering in the U.S. NCYC is an exciting, biennial three-day experience of prayer, community, and empowerment for Catholic teenagers and their adult chaperones. The schedule includes general sessions and workshops addressing a wide variety of topics as well as opportunities for reconciliation, daily liturgy, and special activities such as concerts, a dance, and comedy club. The thematic park is a unique venue incorporating traditional exhibits with interactive educational and recreational activities.

NCYC began in 1983 following in the footsteps of its predecessor conference, the CYO biennial national convention. In its early days, NCYC was held regionally, one session for each coast. Combined attendance at the regional conferences was a few thousand. In 1991, the two conferences merged into one national event. In the mid 1990s, interest in NCYC began to increase. Today, NCYC draws 20,000+ youth and adults for three days of catechesis, prayer, service, and recreation.

The upcoming NCYC will be held Nov. 16-18, 2017 in Indianapolis, Indiana. The theme is "Called." More than 20,000 are expected to participate.

HOW is THIS CONFERENCE UNIQUE?

The National Catholic Youth Conference experience is a pilgrimage. What is a pilgrimage? A pilgrimage is a journey, especially a long one, made to some sacred place as an act of religious devotion. In addition to facilitating informational meetings designed to get the basic schedules and expectations across, your Diocesan Leadership Team will facilitate gatherings to help chaperones and teens prepare as pilgrims on a spiritual journey.

PLAN and PROMOTE

Who attends this conference? This conference is appropriate for teens that will be in high school during the fall of 2017. They are already engaged in their faith and are ready for a deeper experience of the larger church. The **NCYC Promo Videos** can be viewed at the [NFCYM website](#), or on YouTube:

- [NCYC: Bishop Caggiano promo](#)
- [NCYC: Catholic Youth Foundation USA promo](#)
- [Follow Joe to NCYC 2017](#)

Adult Ministry Team: All adults travel as 'adult ministry team members' and priests travel as spiritual companions on the pilgrimage. **Adult Ministry Team Members** are adults who have an appreciation for the gifts and talents that young people bring to the table and an understanding of adolescents. Adult Ministry Team Members will be supervising and guiding the youth pilgrims. Adult Ministry Team Members must be at least 21 years of age. All adult ministry team members must have completed the on-line [Safe Environment Training](#) and be FBI fingerprinted AND have cleared a background check through the diocese. This process can take up to 6 weeks, please plan ahead. Each parish will need to provide their own adult ministry team members. These adults are required to attend:

- **The Diocesan Adult Pilgrim/Leaders formation meeting on Monday, Sept. 25, 2017 at 7pm**
- **The Retreat Afternoon on Saturday, Oct.14, 2017 from 2pm through 5pm Mass.**

See the planning calendar for the location of these events.

PREPARE: Registration and Parish Participation

Participating in the NCYC experience requires that you register your parish's participants with the Diocese of Orlando's Delegation. You may contact any of the delegation leaders for further information.

- **Registration**

- Parish Pre-Registration form is [available online](#), and is due with a deposit by May 31, 2017
- NFCYM Registration form should be emailed to Edna Quinones by Sept 1, 2017
- Youth & Adult forms are due to Edna Quinones by Sept 1, 2017
 - Forms will be available for download on the [Diocese of Orlando website](#), as they are available.
- **CHECKS** should be made payable to the **DIOCESE OF ORLANDO**
 - Please indicate on the check that it is for NCYC
- Payment and hard copies of all completed forms mailed to:
Diocese of Orlando
Secretariat for Laity, Family, and Life/NCYC
P.O. Box 1800
Orlando, FL 32802

- **Conference Cost: Final Diocesan Package Cost: \$470.00** (travel not included, each group is responsible for making their own travel arrangements. Please note that lunches will be included this year)

- **Payment Due Dates**

- **May 31** - Parish Initial Deposit (non-refundable, may be transferred) ----- \$150 per person
- **July 31** - Second Payment (non-refundable, may be transferred) ----- \$210 per person
- **September 1** - Final Payment (non-refundable, may be transferred)----- BALANCE due

- **Diocesan Conference cost will include:**

- Conference Registration; full access to all NCYC pilgrimage programs and events sites (*not including late registration charges*)
- 3 nights at our Diocesan hotel – *The Hilton Indianapolis Downtown*
- Breakfast—at hotel on Friday and Saturday
- Lunches—box lunches provided on Friday and Saturday (pick up at breakfast)
- Diocesan Dinner—Saturday evening
- Mass one morning as a Delegation
- Teens receive – Diocesan zip-hoodie, backpack, water bottle, journal and a tradeable item
- Adult Ministry Team Members - will receive a Diocesan zip-hoodie, slightly different design to identify them as an Adult Ministry Member, (making it easier for youth to recognize our adults quickly), water bottle, backpack and journal.
- Regular informational updates via e-mail plus ongoing support, guidance and assistance from your Diocesan Delegation Leaders
- Mandatory Parish Leader meeting (for all youth ministers bringing a group): **Sept. 25, 2017 6pm-7pm at St. James Cathedral**
- Mandatory Adult Ministry Team formation meeting (for ALL traveling adults): **Sept. 25, 2017 7pm-9pm at St. James Cathedral**
- Diocesan Pilgrim Retreat and Parent Gathering: **October 14, 2017 2pm-5pm at Nativity Catholic Church**

- **Registration and Forms Schedule:** Forms need to be copied on white paper, single-sided – no staples or paperclips. *(late forms carry a late fee as determined by the NFCYM)*
 - **DUE April 28, 2017**
 - [Scholarship Request Form](#)
 - **DUE MAY 31, 2017**
 - [Parish Pre-Registration Form](#)
 - **DUE SEPTEMBER 1, 2017**
 - NFCYM Excel Sheet Registration form
 - Youth forms (hard copies due: single sided, no paper clips/staples, one copy)
 - Liability Waiver and Permission Form *YOUTH*
 - Image Release Form
 - Consent Form for Electronic Communication with Minors
 - Youth Code of Conduct
 - NFCYM Youth Waiver
 - Adult forms (hard copies due: single sided, no paper clips/staples, one copy)
 - Liability Waiver and Permission Form *ADULT*
 - Image Release Form
 - NFCYM Adult Waiver
 - Parish Shirt Order Form- emailed to gzambito@holyfamilyorlando.com
 - Rooming List- emailed to jchellberg@nativity.org

RECOMMENDED STEPS FOR ORGANIZING THE NCYC PILGRIMAGE

STEP 1 - Advertise and Promote:

Create an interest flyer/bulletin announcement highlighting some of the info youth and parents would like to know (such as dates, cost, fundraising plans, event highlights, and 300+ from our Diocese attending, etc...). Spread the word through your youth ministry gatherings. Have past attendees share their experience and show an NCYC promo video:

- [NCYC: Bishop Caggiano promo](#)
- [NCYC: Catholic Youth Foundation USA promo](#)

STEP 2 – Register Your Parish:

Complete NCYC Pre-Registration Form and send a copy with a **\$150 per person** deposit by **May, 5 2017** to the diocese. The name appearing on this form will be the official Parish Group Leader for this event and will be the one responsible for disseminating all information and communication that is sent your way.

STEP 3 – Create Your Leadership Team

There are four important leadership roles for coordinating a successful NCYC Pilgrimage and it's important that the Parish Coordinator NOT take on all four roles alone.

- **Group Leader** – This person will serve as the parish contact and be responsible for all payments and forms. It is this person's job to make sure this event is first and foremost a pilgrimage of faith.
- **Fundraising Coordinator** - This person works with the parents in Step 4 below to create a workable fundraising goal and subsequent plan to achieve that goal over the next six months.
- **Meal Coordinator** – This adult pre-plans and organizes meals for the pilgrims; contacting restaurants.
- **Adult Ministry Team Members** – These adults will participate in diocesan formation gatherings and serve as chaperones and guides on the pilgrimage. The number of adults needed will be determined by the number of young people traveling to NCYC at a ratio of one adult for every 8 teens. Adult gender needs to reflect the female and male teen attendee ratios.

STEP 4 - Create Your Fundraising Plan:

Attached is a list of possible fundraisers. Use them and the process outlined to get *all* of the parents, Adult Ministry Team leaders and teen pilgrims involved in raising funds. It is important to create this plan NOW so those who might not be able to afford to go will have an opportunity to raise money to attend.

STEP 5 - Collect All Forms and Complete Group Forms:

The Group Leader is responsible for collecting and compiling all of the forms and money that is then sent to the Diocese. Schedule your PARISH deadline 2 weeks prior to the DIOCESAN deadlines in order to complete the paperwork. Registration forms will be available soon on the [Diocese of Orlando website](#).

STEP 6 - Meet With the Group:

Begin forming your small group into a community. Meet regularly to pray and share hopes, goals, questions and concerns about this trip. Some helpful ideas and tasks to assist with your gatherings:

- Trading items with others at the pilgrimage is fun (and a great way to meet people from all over the country!). These items are personalized (by parish, diocese and/or locale) to trade with other teens. We suggest tradeables like: buttons, pins, bookmarks, hats, t-shirts, bead necklaces, holy cards, pencils, message cards, clothespins.
- Develop a communication system to keep parents in the loop, to update everyone on the progress and to answer questions or help make plans associated with the trip.
- Discuss what the group will do AFTER they return to share what they have experienced and learned with the rest of their parish community and to say "thank you".

HOW TO BEGIN FUNDRAISING!

- 1. Set a Goal** - How many youth want to go? How much \$\$ do you need to raise per person? Divide this into two and challenge the youth to raise half themselves through jobs and “Stock Certificates” while committing the efforts of the whole group to raising the other half. This goal amount should be developed **before** holding a meeting of all those interested in attending this event so that you can set everyone’s sights on the right amount and the time frame the group has to work within. Be sure to check with parish leadership to ensure that you can do fund raisers and what, if any, limitations may be placed on the group.
- 2. Don’t Do It...(alone, that is!)** – Find a Fundraising Coordinator and have them get all of the parents involved. Tell the parents that it will cost them very little for their child to go... IF they help plan and direct one or two fund raising efforts throughout the coming year. Present them with a list of possible ideas (such as the ones below) and get them to run with them. Assign a parent or two to each idea that they have enthusiasm about. Set up a master calendar so you won’t be competing with each other or other parish/school programs.
- 3. Log the Hours** - Help the parents advertise the event through the parish bulletin and youth newsletter. Always be sure to tell the people what the money raised from this event will go towards. Have those in charge of the event log the number of hours each youth worked so that the money raised can be divided proportionately to the hours each youth worked the event.
- 4. Keep Track of the Progress** - Keep a running file on each of the young people who are helping to raise funds and add the money they “earned” after each fund raising event. Keep these out in a place where the youth can come and examine the files to see where they are and how much more they need to raise to get to their goal level.
- 5. Follow up-** Make sure that your young people share their NCYC experience with thank you notes, bulletin pictures and witness talks. This effort will prove effective the next time you need to advocate for teens and their financial assistance.

FUNDRAISING IDEAS FOR YOUTH MINISTRIES

Stock Certificates – This is an excellent program that youth can do by themselves to raise their share of the costs. Copy and give them sets of the stock certificates. As they collect “stock” from family, relatives and friends, tell them that they will receive a “stock report” after the event (in the form of a summary letter) from the person they are sponsoring.

Pancake Breakfast/Spaghetti Dinners - Hold these once a month on the same Sunday and have a supplementary Bake Sale and Raffle of some donated or handmade prize going on at the same time. Many grocery stores will usually donate the supplies if asked (provide the store with a request on parish letterhead beforehand). In addition, consider asking each youth to get 5 business sponsors to place their ad on a placemat to be used for the meal. Each contribution can count toward that person’s fund raising total and insures that the meal event will be a success whether or not hundreds of people show up.

Donut Sales – Hold after mass every Sunday. NOTE: If you are doing Krispy Kreme sales, be sure to call them ASAP – they are limited in the number of donuts they can make for each Sunday for church sales.

Festival Booths - Sponsor a food, dessert, raffle or craft booth at the local or parish festival.

WalMart and Sam's - Allow fund raisers outside their doors and will allow car washings (and they provide the supplies) on site. *If you contact them 6 weeks prior to the event in writing, they may be able to match all funds you raise during your fund-raiser. See store manager for details.*

Rummage Sales - These can be done by individuals at their home or, better yet, at the parish in a hall or gym. Invite parishioners to drop off all items beginning the weekend before (starting with masses). Hold the sale Friday-Saturday so all is done by the next weekend's masses. Hold a "bag" sale the last 2 hours where everyone pays \$5 for a paper bag and anything they can fit in it they get. This helps to get rid of the extra stuff you have left over. Contact the local thrift stores to come in afterwards and take anything that's left over.

Direct Appeals (Second Collections and Personal Sponsors) - Have youth speak to the parishioners at every mass before the second collection or after Communion to request for interested parishioners to sponsor some or all of a youth attending this event. Be sure the youth share what they hope to get out of the event and how this will benefit the parish locally. Another option is to station youth at the exits with cans or buckets collecting money using a theme such as "a dollar and a dream" or "we need your drop in the bucket".

Car Window Wash - During the warmer months, have a group of youth wash all of the car windows while people are at Mass. After communion, have a couple of the now "very dirty" youth get up and explain what they did while everyone was at Mass. Tell them that youth will be available at each of the exits to take donations that will help send them to this particular event. Be sure to have plenty of cleaning supplies and people on hand to accomplish this feat in an hour.

Flower Sales - These work great, especially on Easter, First Communions and Mother's Day. Have youth selling carnations (and stick pins) before / after each of the masses. Contact local greenhouses for reduced/ bulk rates.

Flamingo Raids – Get a flock of plastic pink flamingoes from Oriental Trading Co. (800-228-2269) and announce that parishioners can have anyone's yard "Flamingoed" for a \$50 donation (the youth group sneaks into their yard at night and places 2-3 dozen flamingoes all over it with a sign saying they've been "Flamingoed" with a note from the person who paid for it and that, for a donation, the youth group will come and take them away). You can also sell "insurance" for \$50 that keeps flamingoes out of a person's yard (recommended for Parish Staff and Pastoral Council leaders!). This is a great community builder for the group.

Auctions: Gather donations and host an evening auction- silent or live. Serve refreshments