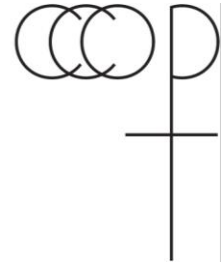


THE CATHOLIC COMMUNITY OF PLEASANTON

ST. AUGUSTINE AND ST. ELIZABETH SETON
3999 BERNAL AVENUE, PLEASANTON, CA 94566



Dear Ministry Leaders,

Thank you for considering using the teens in our parish to help your ministry!

The teens in our parish are required to serve through various ways throughout their Confirmation preparation. I would love to offer as many opportunities as possible for our teens to get involved with your ministry. I often find that teens fall in love with helping certain ministries and will continue to help long after their service hour requirement is met and even long after they are Confirmed! Here are some guidelines to get you started.

Who should I contact to let the teens know about a potential opportunity?

Contact Lien-Thi de la Pena with the date, times and number of volunteers needed. A brief description of your ministry and the work you are requesting help for is helpful.

Include job descriptions and various time slots if necessary, for example:

- Set up, 4 teens, 3:45-5:15p.m.
- Serving, 12 teens, 5:15-8:15p.m.
- Clean up, 6 teens, 8:00-9:00p.m.

How far in advance do I need to notify Lien-Thi that I am requesting help?

It's best to get the information to Lien-Thi at least a month in advance to allow time to set up the sign up genius, get it on the website and to make sure it goes out in the communication to the families.

This is just a suggestion, if you need help sooner an email and a phone call to Lien-Thi would be best.

If I need to make changes to the volunteer opportunities, what should I do?

The best route is to call or text Lien-Thi ASAP if the event is happening in the next 48 hours. If the event is still pretty far out, just email Lien-Thi and she will notify the families and make any changes to the sign up.

What do I do if no teens sign up to help?

Most of the time, we are able to get teens to help out. You can always reach out to Lien-Thi and ask her to send out another notification that the opportunity is coming up. If no teens sign up, it is up to your ministry to fill the jobs.

How do the teens get credit for service hours?

They can get credit for the service hours by filling out the google form. The teen should know how to fill this form out, but if they have questions just direct them to Lien-Thi

How do I know who is helping?

Once the Sign Up Genius is created, Lien-Thi will send you a link for it so you can keep an eye on it.

I need to contact the teens that will be helping, how can I do that?

Let Lien-Thi know and she will put together a roster for you. Remember if you email teens, their parents need to be copied on the email. If you text, include the teen's parent. If you need to call, call the parent.

It would be best if you utilized Realm to contact the teens. Lien-Thi could set up a volunteer group for you through Realm and any communication you do over email will automatically include the parents!

Who can work with the teens?

Any adults overseeing or supervising the teens need to be Safe Environment cleared (virtus and fingerprinted). You can contact Olga Morineau in the Rectory office to find out if you are cleared.

Any adult working with teens should have read the ***Code of Conduct Involving Interactions With Minors*** document provided by the Diocese of Oakland.

I really enjoyed having one of the teens help, is it ok to contact them directly and offer them additional hours?

All service hours that will count towards Confirmation must be run by Lien-Thi ahead of time. We like to offer service to the entire group to keep it fair and to give everyone multiple opportunities. If you have a specialized job, and you have a specific teen in mind just run it by Lien-Thi first so we can make sure it can count for service before you ask the teen and parent.

I loved working with the teens, can I contact them to babysit my own children at home or to do some chores that I need done at home? I'll pay them.

Simple answer is no. You should not ask personal favors of teens that you met working through your ministry.

Can I use teens to babysit the children of people during my Ministry meeting or event?

Yes, but you must have at least one adult present with the teens while they are watching over the younger children. The teen also needs to sign the Minors working with Minors form. You can check with Lien-Thi, they may already have that form on file.

Any additional tips?

Remember, most of these teens do not drive, their parents are driving them so if they are late be kind and gentle. In addition, last minute changes or cancellations can be tough on busy families.

The teens in our parish are quick workers, and happy to help. They often want to know about your ministry, and deeply appreciate when people take the time to genuinely talk with them. Often, after a teen helps a ministry they come back to class and they share what service they've done and it "advertises" your ministry!

If you find the teens are too busy chatting with each other, or you find they are distracted by their phone it's best to be direct with them. Ask them to put their phone away, or make sure that they have tasks to do.

Helpful Contact Information

Lien-Thi de la Pena – 925.474.2774 – Ldelapena@catholicsofpleasanton.org

Olga Morineau – 925.846.4489 – omorineau@catholicsofpleasanton.org

Thank you for the important work you do to help keep our Parish alive and thriving! Our teens and families are grateful to be able to help the many ministries here at the Catholic Community of Pleasanton.

I appreciate you offering opportunities to our teens to help keep them involved!

God Bless,

Lien-Thi de la Pena

Coordinator of High School

Youth Ministry and Confirmation