

A-6 Expectations of Participating Parishes And Castaway Goals

Goals:

The overall goal of the Castaway Retreat is to assist parishes in their efforts of fostering Discipleship.

Castaway Participants will...

1. Experience the love of God
2. Deepen their relationship with Jesus
3. Experience a sense of friendship and belonging to a faith community
4. Strengthen parish relationships with youth
5. Encourage and foster youth to become active at home with their parish
6. HAVE FUN!!!

Expectations:

1. Each parish will have one contact person, the Parish Leader. (see job description on next page)
2. Each parish will bring adult volunteers in a ratio of one adult to every five youth. Ratios need to reflect gender breakdown of youth.
3. Adult volunteers will fulfill the job descriptions as listed under Parish Volunteer and Small Group Leader.
4. Parish adults may help prepare preapproved skits performed only by adults during the Friday night entertainment.
5. All designated parish leaders must attend an orientation meeting.
6. Each parish leader is responsible for their parish youth and adult leaders throughout the entire Castaway weekend.
7. All parish leaders and parish volunteers are expected to participate fully in the actual retreat, and to take responsibility for the oversight and safety of all youth during the weekend through retreatants' arrival home.
8. Parish leaders are responsible for paying the initial deposit (\$70.00 per camper at time of registration deadline) and balance is due prior to the retreat. All checks will be paid to the Diocesan Retreat Director and made out to CEM.

Parish Leader Job Description

The parish leader is the contact person and visible leader of the parish in preparing for and being at Castaway. The parish leader must be at least 21 years of age and designated by the Parish Pastor as the parish leader and fulfilling all Safe Environment requirements.

Parish Leader Responsibilities

1. Serve on a committee for planning.
2. Register campers and adult chaperones; forward proper information to camp director by the deadline.
3. Attend Castaway planning meetings or send a parish representative if the leader is unable to make it.(i.e. parent volunteer, Priest)
4. Must attend (and ensure the attendance of adult chaperones at) the training session that is held one-two weeks prior to the Castaway weekend.
5. Assist with an approved adult skit for Friday night and pass skit idea along to entertainment committee.
6. In case of medical emergency see proper section for procedure.
7. Make four sets of the Medical Release Forms and Code of Conduct Forms. Give one set of medical release forms and code of conduct forms to the retreat director with the registrations. Keep one set in Parish Leader possession for all volunteers and campers. Each camper will need there Permission form and medical release form in their lanyard for the bus ride to Castaway, during the weekend at Castaway, and on their person for the bus ride home. Please leave one set back at the parish office. Notify medical personnel of any special needs cases.
8. Parish Leaders are responsible for all Expectations for Participating Parishes.

Adult Chaperone Job Description

The parish volunteer is recruited by the parish leader and must be at least 21 years of age and fulfill all Safe Environment requirements.

1. Prepare for the weekend and maintain a positive approach to leadership:
 - “God loves me... how do I pass this along to young people?”
 - “Am I ready to give?”
 - Listen, listen, listen, listen, and listen.
 - Recognize your own personal/private reason for being a part of Castaway and set them aside.
2. Meeting at bus and bus ride:
 - All adults must ride the bus unless approved by the director.
 - This is a great time to get to know campers. Introduce yourself to campers and aid the parish leader in any way.
 - Adult leaders should be spread out throughout the bus.
3. Arrival:
 - Aid in unpacking and showing campers around camp.
 - Listen carefully for unloading directions.
 - Note any damage in rooms and write it down on paper, with building and room listed. Give to coordinators at first club session.
4. Meals:
 - ½ of Parish leaders/adult chaperones go in before campers-spread out-one per table. (other ½ stay with the youth waiting outside)
 - Help with clean-up as directed after meals.
 - Maintain discipline at table (cheering is acceptable at appropriate times; noises during announcements and food throwing are never acceptable!)
 - Keep campers at table until signaled to go.
5. During Team Activities
 - Encourage cooperation; listen to all suggestions.
 - Don't make a big deal about win/lose; do make a big deal about FUN!
 - If appropriate, join in.
6. Lead a Small Group:
 - Attend training before the weekend.
 - Read and understand small group sessions.
 - Ask parish leaders if you have questions.
 - If needed, help assemble small group totes. (supply lists will be provided by the retreat coordinators.)

7. During Club:
 - Sit with the campers and participate-you model for the campers.
 - Avoid sitting next to another adult, spread out throughout the campers.
 - Check that all of your campers from your small group are present
8. Adult Leader Skits:
 - Adults may help perform an approved skit during Friday night entertainment.
 - A limited number of skits will be performed.
 - Each skit group is responsible for own clean up.
9. Parish Leader and Chaperone Meetings:
 - Have parish representation at each meeting.
 - Take time to reflect and pray.
 - Listen for schedule/program changes.
10. Free Time:
 - Try to spend it with campers and not just with adults.
 - Monitor the camp, looking for campers in cabins, lounge, hallways, etc.
 - Be available and visible.
11. General Cabin Rules/Bedtime:
 - Make sure all the campers are in their room. If not-wait until staff member comes around and notify them or call their cell number. Staff members will look for the missing campers. Don't leave room unattended.
 - Allowing time for cabin time is encouraged.
 - Be courteous to other campers by maintaining quiet in your rooms after lights out and by following wake-up rules. Do not shower until after 7:00 am.
 - Make sure to always use bathrooms designated as adult bathrooms.
12. Cabin time:
 - Follow the cabin time format given to you by your parish leader.
 - Make sure everyone has a chance to share.
 - End with a prayer.
13. In a medical emergency, for youth or adult:
 - Contact and report injury/illness to parish leader.
 - Parish Leader will find medical personnel, coord's, and or director.
 - Do not leave the person unattended.
14. Clean Up:
 - Designate campers to do specific tasks in cabin and camp. (Litter, linens to laundry, clean up the room; check bathrooms, hallway, etc.)
15. Follow up with your campers in the days / weeks following Castaway.

Screening Process for Parish Adult Chaperones and Young Adult Volunteers

1. Seek volunteers who are at least 21 years of age and can fulfill all Safe Environment requirements.
2. Seek volunteers who have a natural connection to young people.
3. Interview them, asking questions about their background/experience with young people, their faith life, their own past experiences of retreats, and their strengths and weaknesses as leaders. Determine their competency in small group leadership.
4. Have them do the safe environment training and fill out necessary diocesan forms on sexual misconduct. (See below)
5. Make expectations very clear and provide them with job description for adult chaperones.
6. Young adults – ages 18-20 have much needed gifts in the Church and at Castaway we welcome them to assist their parishes. Young Adults will abide by the adult code of conducts – however – are not allowed to serve as an official chaperone. Young adults are also needed and welcome to serve on the Work Crew. See section on Work Crew page 8 for more details.

Diocesan Sexual Misconduct Policy

All those who are not in high school who are age 18 or older in leadership positions, adult chaperones and work crew person must read, sign and complete the following:

1. The Diocesan Sexual Misconduct Policy
2. Ethic and Integrity and Ministry Guidelines
3. Authorization for Background Check
4. All necessary training materials
5. Parish Safe Environment Coordinator or Parish Priest must then sign off on a verification form, verifying that each person has completed the necessary paper work and it is on file within their parish. Verification form must be given to Diocesan Retreat Director.
6. Any person that fails to complete any part of what is listed above will not attend and participate in the Castaway Retreat.

*** This does not include high school youth in 18 years of age who are participants in the retreat or serving in youth leadership.**