



Called to Serve

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Vicariate ~ Parish Edition

Effective 1 July 2010

**2010 Scheduling & Hosting Guide
for
Pastoral Staff & Host Site Coordinators**

Introduction to Called to Serve

Called to Serve™ is an interactive workshop for high school teens.

The program is designed to guide, empower and encourage teens to promote and model safe and nurturing behavior in their jobs, service and volunteer roles within their schools, parishes and the greater community.

The participants will learn to recognize appropriate behavior and understand physical, emotional and behavioral boundaries, particularly in relation to their work with younger children.

Called to Serve™ (Vicariate-Parish Edition) is designed to be presented in a one-time three (3) hour workshop. **All teens attending are required to submit a Permission Form signed by a parent or guardian to be admitted to the workshop.** See [page 6](#) for sample permission letter that may be customized with your parish letterhead.

The Safe Environments Office staff is always available to answer your questions. Please call or email for assistance.

Sincerely,

The Archdiocese of Detroit
Safe Environments Office

Sharon Gorman (313) 237-5826
(gorman.sharon@aod.org)





Workshop Basics

- What is the size of a workshop?
 - Workshops can be held for 20-30 participants
- Who is required to attend?
 - All teens, grades 9-12, who are:
 - A paid or stipend employee of a parish, school or agency affiliated with the Archdiocese of Detroit (or)
 - A volunteer whose activities through a parish, school or agency affiliated with the Archdiocese of Detroit may involve contact with children
- Who else may attend?
 - All high school teens are encouraged to attend *Called to Serve*™
- Are 8th graders allowed to attend?
 - No—Only teens who are in 9th grade or above may attend. Younger teens are generally less mature in thought and experience than the older teens. Eighth graders should participate in Circle of Grace through Religious Education or other safe environment training through the Catholic schools.
- Who will facilitate the workshop?
 - Trained facilitators from each vicariate are available to present the program
- How much does it cost?
 - There is no cost for the workshop, other than refreshments provided by the host location
- Guidelines for coordinating, scheduling, promotion, ordering materials, equipment, setup, and record-keeping are included in this guide.



Planning Your Workshops

Select days & times with consideration for the schedules of the teens who will be attending.

Determine if you have the capacity to open the workshop (recommended) to teens from outside the parish.

Request your workshop a minimum of three (3) weeks prior to the desired date.

Fill out and fax the [Called to Serve Workshop Request](#) ([page 5](#)).

The Safe Environments Office will provide the facilitator for your workshop. You may request a certain facilitator if you wish.

The Safe Environments Office will confirm your workshop request within seven (7) days of receipt of your faxed request.

Materials for your workshop will be ordered from the AOD Print Shop by the Safe Environments Office approximately two weeks prior to the workshop.

The Safe Environments Office will contact you within seven (7) days of the workshop to confirm shipment of materials, notify you of the facilitator's name and contact information and assist with any final preparations.

Review the [Host Site Coordinator's Role](#) [on page 7](#). Contact OSE immediately if you have any questions.

[Workshop Environment](#) and [Setup and Checklist](#) on [pages 8-10](#) outline preparations for prior to and day of the workshop. (See [page 12](#) for post-workshop instructions)

Review [Facilitator's Role](#) on [page 11](#) which outlines what you can expect of your workshop facilitator.

WORKSHOP REQUEST FORM – “CALLED TO SERVE”

Sponsoring Vicariate/
Parish(es)/School(s) _____

City _____ Vicariate _____

Open to / Closed _____ Total # Workshops You want to Schedule _____

CTS Coordinator _____ Position _____

E-Mail _____ Coordinator Phone _____

Does Coordinator have current Scheduling & Host Guide? ___ Yes ___ No Reviewed? ___ Yes ___ No

Site & room workshop will be held _____ Wheelchair accessible? ___ Yes ___ No

WORKSHOP 1

Workshop Date _____ Day of Week _____

Workshop Time _____ to _____ Estimated Participants _____

WORKSHOP 2

Workshop Date _____ Day of Week _____

Workshop Time _____ to _____ Estimated Participants _____

WORKSHOP 3

Workshop Date _____ Day of Week _____

Workshop Time _____ to _____ Estimated Participants _____

FAX WORKSHOP REQUEST TO 313.596.7197

SAFE ENVIRONMENTS OFFICE USE ONLY

_____ Workshop/Facilitator Schedule _____ IT Notified _____ Materials Ordered

[Insert Parish Letterhead]

Dear Parent or Guardian,

We are grateful your son/daughter is currently involved, or plans to be involved, in a service role as an employee or volunteer within the parish or larger community. We are committed to equipping your teen with the skills needed to ensure their safety and the safety of those they serve. To do so, we ask your teen(s) to participate in the **Called to Serve** workshop.

This three-hour workshop invites teens to explore the many dimensions of safety needed as employees and volunteers in parishes and schools as well as the greater community. This workshop focuses on and enhances the teen skills in:

- Working with and role modeling for children,
- Communicating and working with adults,
- Interacting appropriately with peers, and
- Recognizing and responding to inappropriate behaviors.

ATTENDEES ARE EXPECTED TO ARRIVE ON TIME AND STAY THROUGH THE END OF THE WORKSHOP, BUT WE REALIZE EMERGENCIES MAY OCCUR. IN ORDER TO RECEIVE CREDIT FOR ATTENDING, TEENS MUST ARRIVE NO LATER THAN 15 MINUTES AFTER THE START TIME (BY THE END OF "ICE BREAKERS" SEGMENT) AND MUST REMAIN THROUGH THE "FEEDBACK" SEGMENT OF THE WORKSHOP.

Called to Serve inspires and empowers teens to live their baptismal "call to serve".

Archdiocesan policy requires all teens [grades 9-12] who work or volunteer in any capacity with children to participate in this workshop. Your teen(s) need a signed permission slip to participate. A condition of your teen's employment or volunteer ministry with children is participation in **Called to Serve**.

Please sign, date and return the permission slip below.

Thank you for supporting your teen's contribution to serving others!

My son/daughter, _____ has my permission to participate
Print name of participant

in the **Called to Serve** workshop during the next 12 months.

Parent/Guardian Signature

Date

Emergency Telephone Number(s)



Host Site Coordinator's Responsibilities

- Promote workshop within parish and/or vicariate or participating parishes.
- Emphasize the importance of arriving on time and staying through the end of the workshop.
 - ***To receive credit for attending, teens must arrive no later than 15 minutes after the start time (by the end of the "Ice Breaker" segment) and remain through the "Feedback" segment of the workshop.***
- Communicate with facilitator prior to workshop.
- Notify leaders (youth minister, DRE, business manager, etc.) at participating sites to collect permission slips for participants. (Leader must ensure teen brings signed permission to participate in the workshop.)
- Receive calls, take reservations from teens planning to attend workshop. (We realize teens may come at the last minute—that's fine if you can accommodate them—just be sure to obtain a signed permission form.) ***Teens planning to attend, or their leaders, should contact the host coordinator to reserve a spot.***
- Receive materials shipment from print shop.
- Obtain necessary equipment for workshop (see page 8).
- Plan for refreshments.
- Set up; greet, check in participants upon arrival.
- Return Attendance Log & extra materials to the Safe Environments Office. (Note: keep extra materials if you're hosting more workshops.)



Workshop Environment

Responsible Person: Host Site Coordinator
SETTING <ul style="list-style-type: none">• Seating: 8 per table• Podium or table for facilitator materials• Side table for pins, certificates, bookmarks
GENERAL <ul style="list-style-type: none">• Attendance log• Name tags for each participant• “Starburst” candy (1 package for prize, plus extra for other participants)• Flip chart or whiteboard with appropriate markers• Easel• Pens or pencils• Refreshments for the break• Prayer table (candle, Bible, Holy Water for closing prayer & commissioning)
EQUIPMENT <ul style="list-style-type: none">• DVD player with remote• CD player• LCD projector and screen or TV (depending on the group size)• Sound System (built in or portable)• Laptop or computer connected to LCD
HANDOUTS (from print shop) <ul style="list-style-type: none">• Opening Prayer, Closing Prayer• Autograph Talent Hunt• Bookmarks• Certificates• Pins• Attendance Sign In Form—copy if more needed



Set up & Check-list

- Ensure all teens who attend bring a signed permission letter. Collect the permission form from the teens before they enter. Retain signed forms at host site.
- Test DVD or LCD projector, remote controls, other equipment to confirm all are functioning correctly.
- Ensure someone from host site is available throughout the workshop to assist with electronics and equipment.
- Review the estimated break time with facilitator to ensure refreshments are ready at that time.
- Complete setup preparations at least 30-45 minutes prior to the workshop.
- During the workshop the coordinator or staff member prints names of teens on certificates.
- Be available during workshop to assist facilitator.

Occasionally a workshop of this nature will result in a revelation or disclosure on the part of a participant. See guidelines for dealing with disclosure on the next page.



Guidelines for Dealing with Disclosures

Occasionally a workshop of this nature will result in a revelation or disclosure on the part of a participant. In the event a participant exhibits emotional distress

- Accompany the person.
- Stay silent for about a minute—if teen says “leave me alone” honor this, but stay nearby.
- Offer to listen compassionately.
- Do not touch the distressed teen (adult touch may already make them uncomfortable and may stop the disclosure).
- Don’t offer personal advice.
- Safe questions to ask
 - You seem upset. What’s going on?
 - Do you want to leave? Can I call someone for you?
 - Do you have a friend in the group you want me to bring out?
 - Do you have an adult you trust who you can discuss this with?
- Encourage the teen to return to the workshop when able.
- Do not discuss the revelation with anyone else.
- You may provide the Michigan Department of Human Services emergency number (1-800-942-4357) or the Child Protection Services phone number for your county.



The Facilitator's Role

The CTS™ Facilitator's role is to make workshop participants welcome and comfortable, to establish an atmosphere of mutual respect and to stimulate practical learning. The facilitator must be open, honest and engaging, but adhere to the topic.

The facilitator will enhance the presentation by

- Using real life examples & scenarios
- Encouraging open and honest discussion
- Allowing teens to share only as much as they choose
- Being candid and honest in responding to the participants

Facilitator responsibilities

- Prepare, review material prior to workshop
- Call host site coordinator before workshop
- Arrive 30-45 minutes early; meet coordinator; confirm preparations
- Be enthusiastic
- Greet teens to put at ease, build rapport
- Select volunteers for prayer
- Begin and end on time
- Be available for a short time after session for individual questions
- Be prepared to respond to disclosures of abuse



After the Workshop

Please **RETURN** the following items to the Office for Safe Environments **within seven (7) days following your workshop**:

- Sign In Sheet (OSE maintains a database of attendees)
- Extra Materials (unless you're hosting additional workshops)

Mail or fax to:

Sharon Gorman
Safe Environments Office
1234 Washington Boulevard C-3
Detroit MI 48226-1825

Fax 313.596.7197
Phone 313.237.5826

Please forward the names of participants to their home parishes and/or schools so that those locations will have records of attendance.

Thank you for hosting *Called to Serve*[™], and for your assistance in making this a fun, worthwhile, educational session for teen employees and volunteers.