



# Handbook for Youth Ministry Delegates

Youth Ministry  
Department

# TABLE OF CONTENTS

	The Province Youth Ministry Delegate and team .....	5
➤	<b>I</b> In relation to the Person .....	7
➤	<b>II</b> In relation to the Provincial and his council .....	8
➤	<b>III</b> In relation to the Province Youth Ministry team .....	10
➤	<b>IV</b> In relation to the formation and communication commissions of the Province and other Commissions of Pastoral Animation of the Province .....	11
➤	<b>V</b> In relation to the Salesian Community .....	13
➤	<b>VI</b> In Relation to the Salesian Rectors and his council .....	14
➤	<b>VII</b> In relation to the Council of Educative Pastoral Community .....	15
➤	<b>VIII</b> In relation to the local coordinator of Salesian Youth Ministry and his team .....	15
➤	<b>IX</b> In relation to the Delegates of other Provinces of the Region and the National Centre of Youth Ministry .....	16
➤	<b>X</b> In relation to the Department for the Youth Ministry .....	16
➤	<b>XI</b> In relation to other programmes of Youth Ministry of the Church and other public institutions responsible for youth services in the Salesian Family and civil society .....	17
➤	<b>XII</b> In relation to the personnel in the Office of the Salesian Youth Ministry of the Province .....	17
➤	<b>XIII</b> In relation to the Youth Ministry Delegate as a servant of the young .....	18

# The Frame

of Reference of Salesian Youth Ministry (FRSYM), clearly presents the proper tasks and responsibilities of the Youth Ministry Delegate. The Youth Ministry Department offers this journey towards “Handbook of Province Delegates for Youth Ministry” with the intention of clarifying and explaining these tasks, to help the Youth Ministry Delegate in his animation of the province and in order to have common criteria of working at Regional and the Congregational level, these tasks of animation. This journey is inspired by the work presented in 2008 by Don Antonio Domenech (General Councillor for Youth Ministry (1996 - 2008). It is the fruit of work done by the Province Youth Ministry Delegates of the region of Inter-America in collaboration with CSFPA (Centro Salesiano Formación Permanente en América) in Quito, Ecuador.

The ‘Handbook of Province Delegates for Youth Ministry’ intends to guide the Delegate in the fulfilment of his mission. It also aspires to facilitate the continuity of the animation in the province irrespective of the change of the Delegate. This would be a resource for the delegate to exercise the animation. It is a working tool or instrument which aims to achieve a higher quality in the service of animation of Salesian Youth Ministry in the Province. The criteria of action that guide these indications are pointed out in the Constitutions, in the Regulations and in the Frame of Reference of Salesian Youth Ministry.

The Handbook presents a summary of the relations and the tasks that the Delegate must maintain and fulfill at the service of the Salesian Youth Ministry objectives of



the Province, according to the direction given in FRSYM. It urges one to go beyond the description of the roles and functions. It is not just a job of co-ordination to describe the essential aspects of the management and administration. It is a system and perception that invite each Delegate to be a 'person of maturity & spiritual depth', to be a 'consecrated religious' journeying into a process of ongoing formation, and to be a 'witness' who transmits and animates the Salesians and lay people involved in the apostolic mission of the province. Finally, the Handbook considers other levels of relations with other structures of the Congregation (Provinces, Regions, Departments) and other organizations of the Church and of the civil society.



# THE PROVINCE YOUTH MINISTRY DELEGATE AND TEAM

## (FRSYM Chapter VIII 3.2 A)

### YOUTH MINISTRY DELEGATE

The Provincial “will appoint a delegate for the youth pastoral sector, who will coordinate the work of a team which will ensure the convergence of all activities on the objective of education to the faith, and render possible practical communication between the provinces” (GC 23, 244).

He is the Provincial’s delegate and works in agreement with him and with the Provincial Council. His first contacts are the confreres, the Salesian communities and the EPC. He is not the one in charge of the initiatives or of a single area, but the one who ensures a structured pastoral operation in the Province and pays attention to all aspects. Normally he dedicates himself full-time to Province pastoral animation. It is convenient for him to be a member of the Provincial Council, where he normally represents pastoral issues and concerns. In his role:

- he helps the Provincial and his Council in the formulation of the SEPP and of common pastoral directives and guidelines;
- he coordinates the functioning of the Provincial youth ministry team in collaborative fashion and helps each member to carry out his task;
- he supports the local communities in their pastoral planning, implementation and assessment, attending to the

development of the four dimensions of the SEPP in their various sectors;

- ▶ he keeps in contact with the those who have roles of responsibility for guiding their activities according to the unified plan of the SEPP;
- ▶ he directs the joint community projects proposed in the SEPP;
- ▶ he sees to the realization of a structured educative and pastoral formation plan for confreres, lay collaborators and young leaders;
- ▶ he keeps in close contact with members of the Salesian Family who are working in the Province, with the local church, and with the Salesian Youth Ministry Department.



**IN RELATION TO THE PERSON**

(GC 26, 9, 14, 33, 37, 62, 87; RATIO, 277)

ROLE	FUNCTION	KNOW-HOW
<p>1. He is a person with human maturity, spiritual depth and in an ongoing formation with experience of pastoral coordination.</p>	<p>1.1. He takes care of his health.</p>	<p>1.1.1. Finding sufficient time for rest, relaxation and adequate maintenance of nutrition.</p>
	<p>1.2. He organises in his agenda opportunities for ongoing formation, prayer, relaxation and sharing in the community (R 99).</p>	<p>1.2.1. Prioritizing his tasks.</p>
	<p>1.3. He plans his spiritual life.</p>	<p>1.3.1. Creating space for the spiritual life and for the ongoing formation in view of his fidelity and quality of his animation of confreres.</p> <p>1.3.2. Making use of spiritual direction.</p>
	<p>1.4. He adequately organises the rhythm and method of his work.</p>	<p>1.4.1. Taking care of methodologies and effective tools like the time-table (agenda, schedule), dynamics for effective meetings, delegation of tasks and communication strategy with the mission.</p> <p>1.4.2. Getting used to the culture of reflection and evaluation (reports – acts – data management).</p>
	<p>1.5. He takes care of his relationship with others.</p>	<p>1.5.1. Fostering an environment of working together, involving everyone who is co-responsible for the mission.</p>

**IN RELATION TO THE PROVINCIAL AND HIS COUNCIL**

(FRSYM CHAPTER VIII, 3.2 A)

ROLE	FUNCTIONS	KNOW-HOW
<p>2. He is the delegate of the provincial for the Youth Ministry.</p>	<p>2.1. He represents the provincial as regards the Youth Ministry (GC 23, 244).</p>	<p>2.1.1. Visiting and accompanying the communities and the works.</p>
	<p>2.2. He maintains a constant communication and consults with the Provincial in a climate of good and open collaboration.</p>	<p>2.2.1. Ensuring the commitment of the province to the processes and directions coming from the congregation with regard to the mission.</p> <p>2.2.2. Taking care of the participation of the province in the demands of the church, of the Salesian family, civil and the Government who are responsible for the service to the young.</p>
	<p>2.3. He collaborates in the preparation, implementation and evaluation of OPP and SEPP (R 4).</p>	<p>2.3.1. Organizing meetings and maintaining communication with the commissions and animation teams of the Province.</p> <p>2.3.2. Elaborating periodic reports on the development of the SEPP.</p>





IN RELATION TO THE PROVINCIAL AND HIS COUNCIL (FRSYM CHAPTER VIII, 3.2 A)		
ROLE	FUNCTIONS	KNOW-HOW
3. In relation to the Provincial council.	3.1. He plans and monitors SEPP and other Educative Pastoral Animation Plans (R, 156).	3.1.1. Presenting to the Council frequently, the organic development of SEPP and its application in EPC.
	3.2. He assists the Provincial Council in its task of organizing the life and pastoral action of the province according to the organic model articulated and converged by the Salesian Youth Ministry.	3.2.1. Presenting to the Council periodically the situation of EPC.
	3.3. He avails of human and economic resources entrusted by the Provincial and his Council.	3.3.1. Preparing the budget annually and presenting the annual financial statement.
	3.4. He promotes the involvement of the Salesian Family in the various pastoral processes presented in SEPP.	3.4.1. Establishing a collaboration with the Provincial Delegate for the Salesian Family.  3.4.2. Encouraging the participation of members of the Salesian Family in the Youth Ministry Processes of the Province.

**IN RELATION TO THE PROVINCE YOUTH MINISTRY TEAM**  
(FRSYM CHAPTER VIII 3.2 B)

ROLE	FUNCTIONS	KNOW-HOW
<p><b>4.</b> He is the one who convenes, leads and coordinates the youth ministry team.</p>	<p><b>4.1.</b> Procures with the Provincial that the Team is composed of persons of competence in various dimensions and sectors of Salesian Ministry who ensure the harmonious and convergent development of various programs and processes of Salesian Youth Ministry (GC 23, 244, 253, 259).</p>	<p><b>4.1.1.</b> Assisting the provincial in the nomination of the members of the Province Team.</p> <p><b>4.1.2.</b> Convening periodically the Team and creating a spirit of trust and collaboration.</p> <p><b>4.1.3.</b> Preparing the agenda and guidelines of every meeting ensuring that it is dedicated to reflect, plan, coordinate and evaluate the implementation of the choices of OPP and SEPP.</p>
	<p><b>4.2.</b> He follows up the ongoing formation and reflection of the members of the Team.</p>	<p><b>4.2.1.</b> Preparing with the Team, moments of reflection on the current themes offered by the journey of the Church and the Congregation.</p>
	<p><b>4.3.</b> He involves the team in the preparation, implementation and evaluation of SEPP.</p>	<p><b>4.3.1.</b> Preparing the annual plan clearly with the commissions of animation of the Province.</p> <p><b>4.3.2.</b> Fixing time and modality for the annual evaluation of the ministry.</p> <p><b>4.3.3.</b> Preparing materials and resources for the communities and works.</p>

## IV

**IN RELATION TO THE FORMATION AND COMMUNICATION  
COMMISSIONS OF THE PROVINCE AND OTHER COMMISSIONS OF  
PASTORAL ANIMATION OF THE PROVINCE**

(FRSYM CHAPTER VIII 3.2 C)

ROLE	FUNCTIONS	KNOW-HOW
<p>5. Relation with the Commissions of the Province.</p>	<p>5.1. Maintains a continuous contact with the Delegates for Formation, Communication, Missionary Animation, Vocational Animation and Salesian Family.</p>	<p>5.1.1. Being part of the commissions of Formation, Missionary animation and Communication of the Province.</p> <p>5.1.2. Ensuring that the delegates for Formation, Communication, Missionary animation and Vocational animation are members of the Youth Ministry Team of the Province.</p> <p>5.1.3. Facilitating and accompanying the processes of collaboration with and by the members of the Salesian Family.</p>



## IV

**IN RELATION TO THE FORMATION AND COMMUNICATION  
COMMISSIONS OF THE PROVINCE AND OTHER COMMISSIONS OF  
PASTORAL ANIMATION OF THE PROVINCE**  
(FRSYM CHAPTER VIII 3.2 C)

ROLE	FUNCTIONS	KNOW-HOW
<p>6. He is the coordinator of the Commissions of Animation of the Province for the formulation of SEPP.</p>	<p>6.1. Helps to organize and strengthen the Commissions for the Pastoral Animation of the Province.</p> <p>6.2. Maintains the structural unity of the Salesian Youth Ministry in the animation of the commissions.</p>	<p>6.1.1. Animating the commissions and coordinating those sectors that are specifically assigned to him.</p> <p>6.1.2. Taking care of the ongoing formation of the members of the commissions.</p> <p>6.1.3. Participating in the meetings when considered appropriate.</p> <p>6.2.1. Gathering the Coordinators of Pastoral Animation Commissions of the Province.</p> <p>6.2.2. Ensuring the Planning of the Pastoral Animation Commissions reflects the Province SEPP.</p>



## V

## IN RELATION TO THE SALESIAN COMMUNITY

(FRSYM CHAPTER VIII 2.1 A)

ROLE	FUNCTIONS	KNOW-HOW
7. He accompanies and supports the processes of pastoral animation of local community in the light of SEPP.	7.1. Visits and accompanies the communities that they may accept and actualize their proper pastoral responsibilities in the animation of EPC (C 47; R 5).	7.1.1. Stabilizes a calendar of the visits after consulting the Provincial. 7.1.2. Taking care of the dynamics of the relationship and communication with local coordinator of youth ministry, both Salesian and laity.
	7.2. Animates, accompanies and evaluates the implementation of the model of Salesian Youth Ministry.	7.2.1. Studying with the communities, the application of the Salesian Youth Ministry Model recommended by the Frame of Reference.
	7.3. Suggests and sustains the communities in the process of preparation, implementation and evaluation of local SEPP. (R, 4).	7.3.1. Offering resources and materials for the preparation of local SEPP.





IN RELATION TO THE SALESIAN COMMUNITY (FRSYM CHAPTER VIII 2.1 A)		
ROLE	FUNCTIONS	KNOW-HOW
8. Collaborates in the processes of the pastoral formation of the Salesians and laity.	8.1. Guarantees the pastoral formation in the programme of the initial formation in collaboration with the Formation Commission of the Province. (Ratio 202-204).	<p>8.1.1. Participating in the meetings of Formation Commission of the Province. (Also see 5.1.1.).</p> <p>8.1.2. Collaborating in the preparation of Formators and offering formation in the model of Salesian Youth Ministry proposed by Frame of Reference.</p> <p>8.1.3. Collaborating with the delegate for the Formation in the processes of ongoing formation of the Salesians. (Ratio, 246, 547).</p>
	8.2. Takes care of reaching a specific level of pastoral formation for the Salesians and the lay collaborators.	<p>8.2.1. Promoting formation processes of Salesians and lay people together, on the Salesian Pastoral Model proposed in the FRSYM and Salesian Youth Spirituality.</p> <p>8.2.2. Offering tools and instruments.</p>

## VI

IN RELATION TO THE SALESIAN RECTORS AND HIS COUNCIL (FRSYM CHAPTER VIII 2.1 – B, C)		
ROLE	FUNCTIONS	KNOW-HOW
9. As the delegate of the Provincial, he accompanies and supports the Rector with his Council in the pastoral animation of the works.	9.1. Collaborates with the Rector and his council in the application of local SEPP in the light of SEPP of the Province.	9.1.1. Assuring support to the Rector in reference to the application of SEPP.

## VII

**IN RELATION TO THE COUNCIL OF EDUCATIVE PASTORAL COMMUNITY (EPC)**  
 (FRSYM CHAPTER VIII 2.1 D)

ROLE	FUNCTIONS	KNOW-HOW
<b>10.</b> He makes sure that the council of the EPC is formed and organized in conformity with the guidelines of Frame of Reference of Salesian Youth Ministry.	<b>10.1.</b> Directs the community in the pastoral animation of the EPC and its mission.	<b>10.1.1.</b> Presenting the criteria for the functioning of the council of EPC and of the work.
	<b>10.2.</b> Accompanies the pastoral agents of the presences in the process of assimilation of the criteria and objectives of OPP and SEPP.	<b>10.2.1.</b> Offering tools and materials for the Salesian Formation of the members of EPC <b>10.2.2.</b> Verifying the coherence of the criteria of Province SEPP in the local SEPP and its functioning. <b>10.2.3.</b> Taking care of the integral development of dimension of Salesian Youth Ministry in local SEPP and in the planning of various sectors, works and services.

## VIII

**IN RELATION TO THE LOCAL COORDINATOR OF SALESIAN YOUTH MINISTRY AND HIS TEAM**  
 (FRSYM CHAPTER VIII 2.1 – E, F)

ROLE	FUNCTIONS	KNOW-HOW
<b>11.</b> He is the delegate of the Provincial to accompany the local coordinators of Salesian Youth Ministry and their team.	<b>11.1.</b> Accompanies and guides the local coordinators in their pastoral animation of the works according to the FRSYM.	<b>11.1.1.</b> Verifying the implementation of their works according to the choices and the directions of SEPP in conformity with the SEPP of the Province.
		<b>11.1.2.</b> Encouraging and facilitating the formation itineraries of the local Team.

## IX

**IN RELATION TO THE DELEGATES OF OTHER PROVINCES OF THE REGION  
AND THE NATIONAL CENTRE OF YOUTH MINISTRY**

(FRSYM CHAPTER VIII 4)

ROLE	FUNCTIONS	KNOW-HOW
<p><b>12.</b> He is the member of the group of delegates of the respective zonal and regional conferences.</p>	<p><b>12.1.</b> Participates at the various levels of coordination of the Youth Ministry.</p>	<p><b>12.1.1.</b> Participating in the annual regional meeting of delegates.</p> <p><b>12.1.2.</b> Motivating, informing and involving the Provincial and his council in the initiatives agreed between the delegates in collaboration with the Department of Youth Ministry and the Regional or National centres of Youth Ministry and Formation.</p> <p><b>12.1.3.</b> Promoting the exchange of pastoral experiences in the region.</p> <p><b>12.1.4.</b> Providing materials for the Youth Ministry of the Region.</p>

## X

**IN RELATION TO THE DEPARTMENT FOR THE YOUTH MINISTRY**

(QRPGS CHAPTER VIII 5)

ROLE	FUNCTIONS	KNOW-HOW
<p><b>13.</b> He is co-responsible for the pastoral mission of the Congregation.</p>	<p><b>13.1.</b> Fosters the communion of pastoral work of the Province in harmony with the Youth Ministry Department.</p>	<p><b>13.1.1.</b> Making known and implementing the orientations given by the Department in the Province.</p> <p><b>13.1.2.</b> Maintaining a regular communication with the Youth Ministry Department for a mutual enrichment.</p> <p><b>13.1.3.</b> Participating in the coordination proposed by the Youth Ministry Department.</p>

## XI

**IN RELATION TO OTHER PROGRAMMES OF YOUTH MINISTRY OF THE CHURCH AND OTHER PUBLIC INSTITUTIONS RESPONSIBLE FOR YOUTH SERVICES IN THE SALESIAN FAMILY AND CIVIL SOCIETY (GC 26, 16)**

ROLE	FUNCTIONS	KNOW-HOW
14. In the name of the Provincial, he represents the Salesian Youth Ministry of the Province in the various Ecclesial and civil institutions.	14.1. Promotes the collaboration of the Province with the different ecclesial bodies dedicated for the youth services.	14.1.1. Promoting the participation of the Province in the various Ecclesial Commissions (national &/or of Episcopal Conferences): youth ministry, vocations and missionary promotion, young at risk and other.
	14.2. Promotes the participation of the Province in civil, public and private agencies dedicated to the service of youth.	14.2.1. Establishing contacts with governmental and non-governmental organizations dedicated to the service of youth. 14.2.2. Participating in the processes that promote public policies in favour of the young. 14.2.3. Coordinating the participation in the local, national and regional events or with organizations working in favour of the young. 14.2.4. Creating a data base of different organizations and current initiatives that help young people.

## XII

**IN RELATION TO THE PERSONNEL IN THE OFFICE OF THE SALESIAN YOUTH MINISTRY OF THE PROVINCE**

ROLE	FUNCTIONS	KNOW-HOW
15. He is responsible for the coordination of the personnel in the Province office of the Youth Ministry.	15.1. Contributes in the process of selection of personnel in his Office.	15.1.1. Paying attention to the Salesian identity in the selection of the personnel. 15.1.2. Ensuring that the personnel are duly safeguarded and remunerated fairly by contract.
	15.2. Coordinates the activities of the Team in the office.	15.2.1. Drawing up the 'job description' of each member of the office in coordination with the responsible for the personnel. 15.2.2. Gathering frequently the personnel to plan, monitor and evaluate the tasks of the Office.

IN RELATION TO THE PERSONNEL IN THE OFFICE OF THE SALESIAN YOUTH MINISTRY OF THE PROVINCE		
ROLE	FUNCTIONS	KNOW-HOW
	<p><b>15.3.</b> Ensures the quality and competence of personnel towards a better service of the province.</p>	<p><b>15.3.1.</b> Promoting the human, Christian and Salesian formation of the personnel.</p> <p><b>15.3.2.</b> Incorporating appropriately young volunteers in the pastoral work in the Office.</p>
	<p><b>15.4.</b> Plans with the Provincial and the Province Economist, the necessary human and economic resources for the administrative functioning of the office.</p>	<p><b>15.4.1.</b> Agreeing with the Provincial and the Province Economist, recruits the needed personnel for the functioning of services in the Province youth ministry.</p> <p><b>15.4.2.</b> Encouraging collaboration between the Provincial Youth Ministry Office and other provincial services.</p> <p><b>15.4.3.</b> Preparing the financial budget of the year for the Office for the approval of the Provincial council. (see also 3.3.1).</p>

XIII

IN RELATION TO THE YOUTH MINISTRY DELEGATE AS A SERVANT OF THE YOUNG (GC 27, CHAPTER III ART. 72-75)		
ROLE	FUNCTIONS	KNOW-HOW
<p><b>16.</b> In the name of the Provincial, he takes responsibility for ensuring the quality of the Salesian presence among the young.</p>	<p><b>16.1.</b> Ensures that the primary focus of Salesian Youth ministry across the Province remains on the young person and their safety.</p>	<p><b>16.1.1.</b> Giving attention to the youth culture and youth perspective in the design and running of the SEPP.</p> <p><b>16.1.2.</b> Ensuring relevant research and assessment is carried out in the design and management of the SEPP and that it is in line with principles of good management and ethical principles.</p> <p><b>16.1.3.</b> Ensuring that the personnel are duly vetted for Child Safeguarding procedures and that their training is up to date.</p> <p><b>16.1.4.</b> Ensuring all workers/ministers/volunteers understand the importance of an awareness of relevant legislation and of holding to professional boundaries in their interactions and support of the young people.</p>



IN RELATION TO THE YOUTH MINISTRY DELEGATE AS A SERVANT OF THE YOUNG (GC 27, CHAPTER III ART. 72-75)		
ROLE	FUNCTIONS	KNOW-HOW
		<p><b>16.1.5.</b> Ensuring that procedures are in place for the active participation of the young people themselves and that Salesian Educative values and methodologies are at the forefront.</p> <p><b>16.1.6.</b> Facilitating and encouraging at Province and local level ongoing self and group reflection of the ongoing ministry with the young.</p> <p><b>16.1.7.</b> Supporting initiatives, with the help of the Delegate for Social Communication, to enter the digital world where the young in particular feel at home in a significant and educational manner, ensuring the appropriate professional and ethical formation of Salesians and lay people who share the mission.</p>
	<p><b>16.2.</b> Promotes in the Province response to young people an ongoing significant presence among poorer youth.</p>	<p><b>16.2.1.</b> Favouring, within the Provincial Council and in the light of the SEPP, a deeper focus towards more relevance for and presence among poorer youth (cf. 2.3).</p> <p><b>16.2.2.</b> Building an awareness of the importance of practicing real solidarity with young people and their families who find themselves in need or disadvantaged.</p> <p><b>16.2.3.</b> Educating the young to leadership and awareness of social justice so that they can become in their own right, advocates for justice, carers of the earth, and social equality.</p>
	<p><b>16.3.</b> Supports the Province, together with the Vocational Animator, as it continues to prioritise a ministry that accompanies processes of vocational maturity.</p>	<p><b>16.3.1.</b> Cultivating among Salesians and lay people who share responsibilities in our works, the art of accompaniment and of becoming spiritual guides to the young.</p> <p><b>16.3.2.</b> Providing at Province and local level opportunities for the spiritual development of Salesians and lay people: opportunities for shared prayer, for reflection and religious retreats, for spiritual direction, for coaching, supervision, and ongoing pastoral and professional training.</p>

