



## **Roman Catholic Diocese of Charleston Office of Young Adult Ministry**

### **Guide for Planning and Organizing Events**

*Basics that you need to know:*

- 1) **Always contact the parish for an event on parish property or if it could conflict with another parish event.** For example, if your study is starting a new book, the parish likely isn't concerned, but if your study wants to organize a service event or Adoration on parish grounds, the parish office should always be consulted first.
- 2) **Be prepared to answer logistical questions.** Have a date, time, and location in mind, but be prepared to adjust if you need to. The parish may want to know how many people are you expecting, where and how you are advertising, if there is a promotional flyer they can use, what you would like the priest or staff member to do, etc.
- 3) **Follow up, follow up, follow up!** If you called and spoke to the parish secretary, send a follow up email. If you sent them an email, give them a phone call. Parishes have a lot of moving parts and it makes everyone's life easier if things are in writing and you speak directly to a staff member about an event. The week of an event send a reminder email or make a phone call to confirm plans and see what the parish might need from you.
- 4) **Have a trusted, designated person to be at the event a little early.** People forget things. Doors don't get unlocked. Speakers don't show up. Always have one or two people on location ahead of time, just in case. Be prepared for things not to always go as planned, so have people who can remain calm and think on their feet to help you run things.
- 5) **Handwrite thank you notes, provide a stipend, offer a gift card or flowers.** If someone went above and beyond or took extra time to serve, acknowledge that. Going that extra step is excellent hospitality.

## *ABC's of Ministry Events*

### **Adoration (Exposition and Benediction of the Blessed Sacrament)**

Always contact the parish ahead of time set up date, time, and location. Most parishes will ask if you would like Exposition and Benediction or if your group is fine with the Eucharist to remain in the tabernacle. Adoration occurs whether the Blessed Sacrament is exposed in the monstrance or in the tabernacle. It is Exposition and Benediction that involve action from a priest or a deacon, as well as possible handouts to guide participants. There are also circumstances where a priest can appoint a lay person to move the Eucharist from the tabernacle in the pyxe to the monstrance.

### **Confessions**

If requesting a confession time outside of normal confession times always contact the priest directly to arrange the sacrament. Have multiple examination of conscience handouts available for people to look over.

- a) For a regional event, if you are bringing in priests from another parish, always clear this with the pastor of the hosting parish first. Regional events are often larger for which the Diocese can pay priests a stipend.
- b) For a parish only event, the young adult ministry providing a gift card and thank you note is appropriate.

### **Mass**

Mass should be organized through the parish office. You will need to coordinate lectors, servers, and extraordinary ministers with the priest ahead of time. If the Mass will not be on site at a parish, know whether the priest will need a Mass kit and vestments, as well as knowing the set up for location ahead of time. You will need at least two flat surfaces for an altar and side table for supplies, as well as chair(s) for the clergy. If possible, provide a podium for lectors.

### **Retreats**

Organizing a retreat takes a lot of time, energy, and planning. Put together a team to discuss budget, theme, location, expected turnout, schedule, and who will be involved (speakers, musicians, clergy, etc). Your parish youth minister or DRE are likely helpful resources, as well as your Diocesan Associate Director of Young Adult Ministry.

### **Service Projects (In or Outside of the Parish)**

If the young adult ministry would like to complete a service project within the parish, contact the parish office to find out what projects might be available or need to be completed. If the young adult ministry would like to complete a service project outside of the parish, contact the organization with enough time in advance to make sure there are not any forms that must be completed first, if there are time slots that you have to sign up for, or if you must give them a guaranteed number of participants.

### **Speaker Series**

Location, Time, and Dates must be determined, as well as competent and reliable speakers. Just because someone offers themselves as a speaker, does not mean they are the right fit for the topic. Be aware that speakers also receive stipends or another form of compensation for their

time and talent. Check with parish to see if they have a budget for young adults, if they do not, contact the Office of Young Adult Ministry to check on the budget for your region.

**Theology on Tap**

The Diocese has an annual membership for Theology on Tap with the instruction manual provided by Renew International for starting the program. Contact the Office of Young Adult Ministry for more information.

**Visiting Priest from another parish or the Bishop is visiting**

A visiting priest or visit from the Bishop must be cleared through the pastor of the parish before the invitation is extended to the clergy who you would like to invite. Contact the parish office for clearance from the pastor as soon as you begin planning the event.

Further questions or concerns?

Contact *Lexie Segrest, Associate Director of Young Adult Ministry*  
*Diocese of Charleston*  
*901 Orange Grove Road*  
*Charleston, SC 29414*  
*(843)670-2586*