

Archdiocesan Council for Ministry for Young People (CMYP)

Terms of Reference

1. Purpose

The CMYP is responsible for discerning broad Archdiocesan directions for the engagement of young people in the life and mission of the church by providing advice and leadership to the Archdiocese of Adelaide.

1.2 Key Responsibilities of CMYP

1. Seek out and listen to the voices of all young people.
2. Promote the Archdiocesan youth ministry vision to the Church of Adelaide and broader community.
3. Discern and develop strategies in an ongoing process of review, in consultation with key stakeholders, articulated in an annual strategic plan.
4. Recognise, listen, analyse and support the work of existing groups and those engaged with young people
5. Support the work of the Catholic Office for Youth and Young Adults and offer broad strategic direction to its work.
6. Establish and work with a broader reference group that is comprised of representatives a diverse range of groups, professions, and individuals, young and old, concerned with young people in the Archdiocese of Adelaide.

2. Membership:

The membership of the CMYP will consist of:

- 12 members appointed by the Archbishop of Adelaide that represent a broad range of skills and experience and will include
 - A chairperson appointed by the Archbishop.
 - A chaplain appointed by the Archbishop.
 - An Executive Officer, the Coordinator of the Catholic Office for Youth and Young Adults.

2.1 Length of Member Appointments

Members are appointed for a period of 3 years with the possibility of a further three-year renewal pending approval from the Archbishop.

2.2 Nominating New Members to the CMYP

- Those nominated to the CMYP will have the skills and experience to enable the Council to fulfil its responsibilities.
- Consideration will be given to ensure the CMYP reflects the diverse nature of the diocese while also ensuring there is a good representation of young people on the Council.

- The CMYP is responsible for articulating a nomination process that takes into account the above.**
- The nomination process is to be reviewed at least twice every three years, preferably coinciding with the appointment of new membership.

2.3 Additional Member Information

- Other persons may be invited to attend the meetings at the request of the CMYP to provide advice and assistance where necessary.
- CMYP members must undergo a Catholic Police Clearance and Child Safe Environment Training

3. Meetings

3.1 Logistics of the Meetings

- The CMYP will meet monthly February to December.
- Meetings will be hosted by the Archdiocese.
- Associated meeting costs will be covered by the Archdiocese from the budget of the Chancellor.
- The Executive Officer and CMYP Chair will set meeting agendas at least one week prior to the meeting
- All CMYP members may make recommendations for the agenda.
- Minutes will be taken at each meeting and will be the responsibility of the Catholic Office for Youth and Young Adults.
- In addition to, or in conjunction with one of its normal meetings, the Council will plan a formation and planning day or session at least once a year or as needed.
- The Council may form subcommittees for particular tasks. Some subcommittees may be ongoing, while others will be ad hoc.

3.2 Decision-making

- Decisions will be made by the membership of the Council when a quorum is present.
 - No recommendation may be passed without a quorum present.

A quorum of 50% + 1 of voting members is required to make recommendations. It would be normal practice to cancel and reschedule a time for a meeting that is not quorate.

If it only becomes apparent at the time of the meeting that a quorum will not be achieved, members may discuss agenda items but not make recommendations (or the Chairperson may cancel the meeting immediately). Recommendations can only be made and voted on if the meeting is quorate.

Members should (if possible) advise the Executive Officer of their inability to attend a meeting at least 48 hours prior to the meeting.

- Consensus is the preferred decision making process of the Council, but when consensus is not possible, a decision is made by quorum of those voting members present at the meeting.

4. Governance:

- The CMYP is accountable to the Archbishop of Adelaide.
- A report will be provided annually to the Archbishop on the work of the CMYP.

5. 'Reference Group'

- The CMYP is responsible for establishing a 'reference group', the nature and purpose of which is to be determined by the Council and reviewed from time to time.**
- A key characteristic of this 'reference group' is that it is a larger group with a broad range of representation of young people and those involved in youth ministry.
 - The purpose of the 'reference group' includes giving advice and perhaps making recommendations to the Council.
 - CMYP members who have completed their membership term will be invited on to the 'reference group.'

6. Review:

- CMYP Terms of Reference and mission statement will be reviewed every 3 years

**Documents to develop

- Council for Ministry for Young People Member Nomination Process
- 'Reference Group' Terms of Reference

History of the CMYP

In 2009 Archbishop Wilson appointed an *Interim Council for Ministry for Young People* to look at the broader strategic direction of the work with young people. The Council was intended to represent people from diverse backgrounds. The vision was to include both young and old in a collaborative effort to bring about inclusive and welcoming communities for young people to participate.

A major part of the work of the Council in the first year was a consultation with young people. The initial gathering in 2010 identified key areas of what would become the mission statement for the Council. In 2011 the Council moved from being Interim and began meeting on a monthly basis to progress the work of the mission statement and strategic actions. Since its establishment, the Council for Ministry for Young People has provided discernment and guidance to the Archdiocese, Catholic Education, and the Catholic Office for Youth and Young Adults in matters of importance to young people through regular consultations, the development of a pastoral letter from the Archbishop and the promotion of project grants for young people.