



Nurturing Faith • Taking Action • Serving God

**The Province of St. Mary of the Capuchin Order
Capuchin Youth & Family Ministries
CapCorps Northeast Volunteer Program Agreement 2006-2007**

PURPOSE: In the context of Gospel community living and a commitment to one's own personal and spiritual growth, CapCorps Northeast volunteers assist Capuchin Youth & Family Ministries (CYFM) in its mission.

Faith. Love. Service. Community.

In the spirit and tradition of St. Francis, Capuchin Youth & Family Ministries (CYFM) is rebuilding today's Catholic Church by reaching out to young people and their families through retreats, parish ministry, and service to the poor. Lives are changed. The CYFM community nurtures faith, takes action through service to those in need, and magnifies God's love in the world.

PROGRAM COMPONENTS:

Time Duration: August 17, 2005 – July 26, 2006

Living Arrangements: CYFM will provide the following:

1. Furnished residence (including utilities);
2. Use of telephone, excluding long distance;
3. A weekly food allowance of \$25.00 per community member, given and used communally. This allowance is for the purchasing food items for the Volunteer community. It is not divided among the members of the community.
4. Food shopping, cooking, and cleaning of living quarters will be shared among all Volunteers.
5. Guest policy will be determined by the Executive Director, in collaboration with the community members. However, no young people who participate in our programs are permitted in the Volunteer living quarters.

Time Off: CapCorps Volunteers will have time off, according to the CYFM schedule, realizing that the retreat schedule includes various weekends and overnight retreats throughout the year. Thanksgiving, Christmas, and Easter include longer breaks.

Stipend: \$50.00 per week for personal spending money. This stipend will be paid weekly and is subject to Federal and State withholding taxes.

Car expenses: When it is necessary to use one's own car for ministry purposes, CYFM will offer reimbursement for gasoline.

Insurance: CapCorps volunteers receive medical insurance through the Capuchin Province of St. Mary effective September 1, 2006. Volunteers are responsible for their own automobile insurance.

Spiritual Assistance: The CYFM Staff will offer the Lay Assistants a spiritual program, which will consist, minimally, of the following:

1. A winter retreat and, on occasion, days of reflection
2. Regular celebrations of the Eucharist and community prayer.
3. Recommendations for a spiritual director based on individual request or need

Responsibilities of CapCorps Volunteers:

1. Along with the other Volunteers, to enter into the formation and living of Gospel community life, which minimally includes common prayer, meals, ministry, and tasks of daily living.
2. To be part of the CYFM team that participates in:
 - o Complete Orientation Program
 - o Youth retreats and family ministry programs
 - o Appalachia Summer Mission, Capuchin Outreach Program (COP) and College COP
 - o Involvement as a Parish Youth Minister in a God's TYM program, and GOD'S TYM adult training sessions
 - o CYFM Auxiliary Programs (TAC, Stations of the Cross, Youth Rally, Leadership Training, Days of Reflection, Outreach Days, etc)
 - o Regular community meetings and one-on-one meetings with the Director
 - o Workshops to enhance and refine skills necessary in Youth Ministry
 - o Ongoing evaluation
3. Complete Job Description is attached.

Employee Handbook: At the beginning of the year CapCorps volunteers will be given a copy of the Province of St. Mary Employee Handbook to further assist in familiarizing them with relevant employee policies of the Province.

I, _____, having read the job description and responsibilities of a CapCorps Volunteer at Capuchin Youth & Family Ministries in Garrison, New York, do accept these conditions as stated. I fully understand my responsibilities to Capuchin Youth & Family Ministries in the Province of St. Mary of the Capuchin Order, as the employer.

Signed

Dated

CYFM Executive Director

Return to: Tom Brinkmann
Executive Director
Capuchin Youth and Family Ministries
P.O. Box 192
Garrison, NY 10524