

Process for Parishes Requesting Summer Service in the Diocese of Fairbanks

1. Parish discerns need for summer service.

2. Does parish have a group in mind that they would like to invite for this need?

2.a. **No** Pastor/ Parish Administrator will complete the *Parish Needs Form* and send to Regional Coordinator for approval.

2.b. **Yes.** Pastor/Parish Administrator will complete an *Summer Service Application* and send to Regional Coordinator for Approval.

3. Regional Coordinator will send the appropriate form to the diocesan Office of Youth and Young Adult Ministry. (OYYAM)

4.a. OYYAM will assess parish needs and capacity with groups requesting service. The Regional Coordinator, Pastor/Parish Administrator, and Group Leader will receive notification of “fit” for service.

5. OYYAM will send Diocese of Fairbanks Information Packet for Outside Groups to Group Leader.

6. Group Leader will send the following to OYYAM

Safe Environment Compliance Certificates for each participant

Background Check information for all participants

Diocesan Service Fees (\$10) for each participant

Letter of reference from Diocesan Director or equivalent.

7. OYYAM will process the above, including distribution to other Chancery offices as necessary and will notify the Regional Coordinator, Pastor/Parish Administrator, and Group Leader once the file is complete and group is cleared for service.

8. At the end of the service experience the parish and the service group will each complete an evaluation form and return to OYYAM.

Process for Youth/Young Adult Groups Providing Summer Service in the Diocese of Fairbanks

1. Group leader requests and receives an information packet containing Youth Ministry Policy as well Summer Service Processes and becomes aware of diocesan rules and processes for youth/young adults serving in the Diocese of Fairbanks
2. Does group have a region (see regional map) or particular village in mind that they would like to travel to for summer service?
 - 2.a. **No** Group leader will consult approximate travel costs and advise of a preference for diocesan region.
 - 2.b. **Yes.** Group leader will consult approximate travel costs and indicate preference on *Summer Service Application*
3. Group leader will send the *Summer Service Application* to the Diocese of Fairbanks Office of Youth and Young Adult Ministry. (OYYAM)
 - 4.a. OYYAM will assess parish needs and capacity with groups requesting service. The Regional Coordinator, Pastor/Parish Administrator, and Group Leader will receive notification of “fit” for service.
4. Group Leader will send the following to OYYAM no later than 6 weeks prior to start of service
 - Safe Environment Compliance Certificates for each participant
 - Background Check information for all participants
 - Diocesan Service Fees (\$10) for each participant
 - Letter of reference from Diocesan Director or equivalent.
7. OYYAM will process the above, including distribution to other Chancery offices as necessary and will notify the Regional Coordinator, Pastor/Parish Administrator, and Group Leader once the file is complete and group is cleared for service.
8. At the end of the service experience the parish and the service group will each complete an evaluation form and return to OYYAM.



Diocese of Fairbanks

Office of Youth & Young Adult Ministry

Summer Service Parish Needs Information

Host Information

Host Parish: _____

Contact: _____

Last

First

Address: _____

Street Address

City

State

Zip Code

Phone: _____

Email: _____

Dates Available: 1st Choice _____

2nd
Choice _____

3rd
Choice _____

Group Preferences

How many people can you host? _____

Do you have separate rooms for
males/females?

YES

NO

Where would the group stay? _____

Prefer High
School Group?

YES

NO

Prefer Young Adult Group?
(often college aged)

YES

NO

Do you have
showering facilities
on site ?

YES

NO

If no, is there a public shower in the village?

YES

NO

Service Activity Preferences (please circle selections)

Vacation Bible School	Cemetery Reclamation	Painting/Cleaning Church Buildings
Youth Ministry for Village Youth	Visiting & Programs for the Elders	Other (1)
Other (2):		

Cultural Introduction

Will someone be available to provide a brief
introduction to the village culture when the group
arrives?

YES

NO

Please use the space below for any additional information we should have to help match a group with your needs:

Your needs assessment and preferences for summer service will be paired with a group application. All parish hosts will receive email notification by April 20th of the match between the parish and group. Should you have any questions, please contact

Dr. Kelle Lynch-Baldwin at youthdirector@cbna.org or 907-374-9542.



Diocese of Fairbanks Office of Youth & Young Adult Ministry Summer Service Application

Group Information

Group Name _____

Contact: _____

Last

First

(Arch)Diocese _____

Address: _____

Street Address

City

State

ZIP Code

Phone: _____

Email: _____

Dates Available: 1st Choice _____

2nd
Choice _____

3rd
Choice _____

Do you have a village in mind ?

YES

NO

If yes, which
one? _____

Experience

Service in Alaskan villages entails a knowledge/comfort in being in circumstances often very foreign for those from the Lower 48. Has your group leadership has experience in remote places that often require self-reliance?

YES

NO

From: _____

To: _____

Location: _____

References

Please list two references for your group's service history. One should be from your Diocesan Director.

Contact _____

When? _____

Organization _____

Phone: _____

Location _____

Contact _____

When? _____

Organization _____

Phone: _____

Location _____

Group Information

High School YES NO # of Youth _____

Young Adults? YES NO # of Young Adults? _____

Chaperones _____

Total Group Size _____

_____ Males _____ Females _____

Anticipated Service Tasks (circle selections)

Vacation Bible School for Village Children	Cemetery Reclamation	Painting/Cleaning Church Buildings
Youth Ministry for Village Youth	Visiting & Programs for the Elders	Other:

Do any of your group members have special skills applicable to service? YES NO

Please explain:

Your application for summer service will be paired with a village needs request form. All groups will receive email notification by April 20th of the match between group and village community. At that time, each group will be asked to provide a list of volunteers together with Criminal Background Check forms for those over the age of 18. and Diocese of Fairbanks Permission Forms for all participants and leaders.

Should you have any questions, please contact

Dr. Kelle Lynch-Baldwin at youthdirector@cbna.org or 907-374-9542.

Thank you for your interest in serving in our missionary diocese!