



## NCYC 2021 + Diocese of Des Moines

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# STEP *By* STEP

## Planning Guide

### Step 1:

**Identify your leadership.** In parishes with easily identifiable youth ministry leadership this may be easy. **PASTORS:** In some parishes you may have to brainstorm the names of some parents or key leaders in your parish. You should look for someone who either has high school age students or who has a proven track record of working with that age group. Once that person (or persons) is identified you need to set up a meeting to go through the rest of the step by step plan and assign roles and responsibilities for your parish.

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### Step 2:

**Create Parish Information Packet.** This packet should be prepared to answer as many questions as you can for parents and potential youth participants. You will need to make some important decisions about the trip as you prepare this packet.

1. Should the student participant cost pay for the adult chaperones, will the parish pick up the cost of the adults or will the adults pay their own way? The diocese requires a one to six ratio of youth to adults. If the students are paying the cost you would take the \$575 x 6 (\$3450, six youth each four to a room) plus the \$750 x 2 (\$1500, two adults each two to a room). Then you would divide the total amount (\$4950) by six to come up with the per person cost of \$825.00.
2. Is your parish planning on providing any additional meals, trading items, or t-shirts? Those costs need to be added into your parish trip cost. The diocese will provide a diocesan NCYC t-shirt and potentially a meal or two. Note that NFCYM has not yet given any direction regarding trading items in the time of COVID-19, but do anticipate some restrictions on this.
3. What types of fundraising do you plan on organizing for your group? You should pick several fundraisers to help offset the cost. Your adults should be committed to helping with them, especially if their trip is being paid for. Justin and Jessica can help you with this.
4. Determine how much the parish is going to help the participants. Will the parish Knights of Columbus, a parish Women's Group, etc., be able to assist? Do you ask for a second Sunday collection?

5. Once you have determined your cost you need to establish Parish Deadlines based on the Diocesan Deadline document.

Once these decisions have been made you need to put together your parish information packet.

This year the Liability Waiver will be sent by NFCYM separately later in the summer, due to ongoing evaluation during COVID-19.

### **Step 3:**

**Create Marketing Plan.** To maximize the number of participants you will need to put together several marketing pieces:

1. Bulletin announcements (If you can send these to the person responsible for your parish bulletin in digital form it will make it easier for them to just cut and paste the announcement.)
2. Bulletin insert/posters

If you have gone to NCYC in the past you may want to ask some of your past participants to speak at Mass or put together a video that you can post on YouTube and publicize the link in your bulletin or send it directly to your families.

### **Step 4:**

**Plan Parent/Student Information Sessions:** In smaller parishes you may only need to have one session. In larger parishes you may need to have several. At this meeting you should:

1. Pray
2. Distribute the information packets you have put together.
3. Watch the NCYC promotional videos on YouTube.
4. If you have gone before you may want to invite both youth and adults to share their experience of NCYC.
5. Explain your fundraising goals.
6. Emphasize important due dates for your parish.
7. Answer questions
8. Closing Prayer

### **Step 5:**

Continue to Communicate, Communicate, and Communicate: It is important to continue to communicate your plans to the participants and the parish as a whole. The better the parish is informed of your plans the better they will support your trip.

Some parishes publish the list of participants and ask the parish to pray for them. You may want to plan a special sending prayer for the Masses on the Sunday prior to leaving and a welcome home of some kind when they arrive home. It would be great if you could organize a prayer for parents and teens as your bus is leaving. This could be led by your pastor or a deacon in your parish.

Everything in this document is intended to help guide you in the process of leading a parish delegation of pilgrims to NCYC. If you need to adapt it to your parish's needs, please do so! Justin White and Jessica Hernandez are here to help you every step of the way, just drop one of us an email at either [jwhite@dmdiocese.org](mailto:jwhite@dmdiocese.org) or [jhernandez@dmdiocese.org](mailto:jhernandez@dmdiocese.org).