

On-Boarding Checklist for the Pastor/Business Manager:

1. Ensure everything is set up before their arrival.

- Make sure the new hire's office/desk are clean, set up, and in working order.
- Talk to your IT person to establish their login, user IDs, and email.
- Assure that their computer has been wiped clean of previous employees' materials.
- Label office keys and put them on a new key ring.
- Get them fingerprinted and have them take the safe environment training *before their arrival* and verify that it is complete and that they passed the background check *prior to their first day*.
- Send an email to the Diocesan Office of Youth and Young Adult Ministry to let them know you've hired a new youth minister and how to contact your new hire (Ryan Phelan: rmp@dosp.org; Mike Buckler: mb@dosp.org).

2. Give the new hire a copy of the Employee Handbook and connect them to the Diocesan Youth Ministry Guide.

- Your parish should have an employee handbook. If not, create one using the diocesan handbook as a guide. If so, ensure that it is up-to-date.
- An Employee Handbook would ideally include a section on behavior and work expectations. This says to your employees, "We care enough about you to communicate what you can expect from us and what we expect of you."
- Ensure that your new hire understands that all Safe Environment policies related to youth ministry are found on the *Diocesan Youth Ministry Guide* (hereafter DYMG) website at www.courageousyouthministry.com/ym (password: YoungChurch2021).

3. Set up a schedule for them on their first few days.

- Set up a few meetings with other church staff members, key members of teams with whom they will directly interact, and a couple of key volunteers.
- By giving structure to their first few days, you will allow them to meet people and get acquainted with their new duties.
- Ensure that one of these meetings is an in-person meeting or phone call with someone in the Diocesan Office of Youth and Young Adult Ministry so that office can serve as training, guidance, and support. They will provide a mentor youth minister if so desired.

4. Ask them to create a plan for their ministry.

- Create a plan for ministry using the guide "Building a Sustainable Catholic Youth Ministry" found on the DYMG site.
- In your first six weeks, create two-year goals and six-month benchmarks using the Youth Ministry Grid (DYMG). Where do you want to be in two years, and how will you get there?

5. Support them during their first six weeks, first year, and beyond.

- Pray for your new hire daily and check in with them on a weekly basis.
- Ensure that they establish a healthy routine that includes prayer, personal time, and balance in life and ministry.
- Tell them to go home! Often, new youth ministers work extra hard in the first six weeks. Nothing helps them more to create a healthy balance in ministry than to encourage them to leave work at work, go home, and rest or do something fun.
- Ensure that they establish working relationships with their supervisor, other staff, and key parishioners by providing opportunities for them to interact during their first six weeks.
- Make a plan for regular communication and evaluation so they feel affirmed by you, and know your expectations and if they are meeting them.