



# DIOCESE OF SACRAMENTO

Office of Youth & Young Adult Ministry

2110 Broadway • Sacramento, CA 95818 • (916) 733-0123 • Fax (916) 733-0195

## MEMORANDUM OF UNDERSTANDING

### Between a Catholic Institution (Parish, School etc.) and a Scouting or similar youth-serving organization

This memorandum of understanding provides an agreement between the Committee and Leaders of a Scouting (or similar youth-serving) organization recognized by name as \_\_\_\_\_ and \_\_\_\_\_, the Catholic institution supporting this group, for the purpose of confirming a framework for a cooperative relationship detailed below. This agreement is for the two year period beginning \_\_\_\_\_.

**Whereas** the Diocese of Sacramento has three goals for youth ministry; 1) To empower young people to live as disciples of Jesus Christ in our world today, 2) To draw young people to responsible participation in the life, mission, and work of the Catholic faith community, and 3) To foster the total personal and spiritual growth of each young person.

**Whereas** the Scouting organization has declared and published religious principles that support the diocese goals for youth ministry, and do not contradict teachings of the Roman Catholic Church. Further, the Scouting organization seeks to utilize facilities and resources of the Catholic institution to deliver programs that share and enhance Catholic values.

Based on mutual respect and shared values, the partners agree to the following:

**Committee and Leaders of \_\_\_\_\_ (scouting unit) agree to:**

1. Respect the values and teachings of the Roman Catholic Church and the policies, objectives, aims and practices of the diocese and associated Catholic institution;
2. Assist in meeting those objectives through appropriate programming for youth ages 5-17, and through participation in available diocesan youth programs and activities;
3. Promote and provide support for the achievement of religious recognition awards available through their national organization or affiliates (i.e. Boy Scouts of America, National Federation for Catholic Youth Ministry);
4. Work to achieve unit/troop excellence awards where offered by affiliated national Catholic organization, if available. (i.e. "*National Catholic Unit Excellence Award*", National Catholic Committee on Scouting, [www.nccs-bsa.org](http://www.nccs-bsa.org));
5. Screen and approve adult leaders and other volunteers in accordance with Scouting policies and procedures *and* the policies and procedures of the diocese and Catholic institution;
6. Ensure that at least two screened and trained adult volunteers are on site at each meeting in which youth are present, and acknowledge that the health and safety of youth are of primary importance;
7. Maintain compliance with diocesan codes of conduct and volunteer policies in all Scouting activities, especially those pertaining to Safe Environment;
8. Provide proof of general liability insurance to cover volunteers currently registered with the Scouting organization as needed;
9. Participate in good faith in resolving all grievances, whether initiated by the Scouting organization, the diocese, or the host parish, school or other Catholic institution; Communicate regularly with and support the designated liaison of the Catholic institution.

10. Honor the principle that religious instruction is the responsibility of parents and religious leaders.
11. Establish regular, clear, and ongoing communication with institution leadership, providing periodic status and activity reports when requested (minimum of annual report to institution leadership);
12. An adult leader will make a report to the parish council or parish staff at least once per year at a regularly scheduled meeting.
13. Submit information about scouting materials to the parish office regularly to advertise scouting organization activities.
14. Engage in a work day once per year to improve parish facilities. Day should be planned in coordination and with input from appropriate parish staff.
15. Ensure the official liaison to the parish attends required diocesan meetings and receives required training.

**The Parish/School/Catholic institution at \_\_\_\_\_ agrees to:**

1. Approve the adult leadership selections of the Scouting program operating in association with this institution, in accord with the policies and procedures of the diocese and this institution and in cooperation with the screening and approval of the Scouting organization;
2. Appoint an official liaison (e.g. "Chartering Organization Representative") who will oversee all Scouting operations within the institution and who will become a registered member of the organization to obtain relevant communications, receive required training, and meet with representatives of the unit/troop as needed;
3. Ensure the official liaison attends required diocesan meetings and receives required training in related program, membership, and financial policies;
4. Include the Scouting unit/troop as part of its overall program for youth and families, supporting the program to further diocese and institution goals for youth ministry;
5. Provide adequate facilities for the unit/troop and committee to meet on a regular basis with time and place reserved if possible, allowing the unit/troop to achieve its goals;
6. Ensure that Scouting adult leaders and volunteers comply with diocesan Safe Environment policies, codes of conduct, and any other applicable policies, and have received the necessary Scouting-specific and church ministry training and preparation in accord with their roles;
7. Oversee the Scouting program to ensure its ongoing quality and alignment with Catholic teachings and diocesan policies and procedures, and the mission of the Scouting national organization.
8. Make time available on the agenda of a regularly scheduled staff meeting and/or parish council meeting for a report by the scouting organization.
9. Make space available on a regular basis in the parish bulletin to advertise scouting organization activities.

This memorandum of understanding will be in effect for two years, but may be terminated by any one of the above parties at any time.

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**Parish Pastor or Designee**

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**Youth Serving Organization Representative**

**Charter Date:** \_\_\_\_\_

**Renewal Date:** \_\_\_\_\_