

Job Description

Diocesan Chairman

Selection:

The diocesan chairman is usually appointed by the bishop or his representative with the endorsement of the current chaplain and outgoing chairman. In dioceses where the chairman and/or other officers are elected, all candidates should be approved by the bishop or his representative.

The recommended term for all diocesan officers is two years – but each may be re-appointed or reelected.

Qualifications:

The person recommended as the diocesan chairman should:

- Be of stature, highly regarded in the church and community
- Be acceptable to the bishop.
- Have administrative and leadership ability
- Be able to recruit others for specific committee assignments
- Be able to communicate with, and relate to, the local council and Catholic organizations within his area of responsibility

Responsibilities:

It is recommended that the diocesan chairman:

1. Work to provide the best possible climate for Scouting in the diocese.
2. Communicate and collaborate with the diocesan chaplain in the fulfillment of the duties of the office.
3. In cooperation with the diocesan chaplain, recruit qualified adults to give leadership to the diocesan Catholic committee
4. Schedule regular meetings of the diocesan committee to review progress of current programs as well as to present new information.
5. Appoint chairmen of any ad hoc and standing committees.
6. Schedule an annual training session for each of the subcommittees when practical.
7. Be responsible for reports, records and procedures of the diocesan Catholic committee.
8. Represent the diocese at NCCS business meetings and at regional NCCS meetings as a voting member
9. Interact with BSA council executives, represent Catholic Scouting on the council relationships committee and request that the council appoint a BSA staff member as advisor to the Catholic committee on Scouting.
10. Appoint associate diocesan chairmen with the advice and counsel of the local council and diocesan sub-committee.
11. Communicate regularly with the associate diocesan chairmen of the diocesan Catholic subcommittees for council service within the diocese.

Job Description

Diocesan Chaplain

Selection:

The bishop of the diocese, by virtue of his office and through the use of whatever means is adopted in the diocese for making assignments, has the responsibility for appointing the diocesan Scout chaplain and associate diocesan Scout chaplains as needed, usually with input from the current diocesan chaplain and chairman.

The recommended term of office is two years and should be renewable.

Qualifications:

- Interest and experience in ministry to youth.
- Responsible for spiritual leadership and guidance.
- Scouting experience is useful but not necessary

Responsibilities:

It is recommended that the diocesan Scout chaplain:

1. Work to provide the best possible climate for Scouting in his diocese.
2. Appoint (with recommendations from the diocesan sub-committees for council service, clergy and council Scout executive) chaplains to diocesan sub-committees for council service who are also associate chaplains for the diocesan committee.
3. Assist selection of candidates to serve as chairmen of diocesan sub-committees for council service.
4. Encourage training and use of troop chaplain aides.
5. Encourage diocesan sub-committees for council service to help provide opportunities for church services during group outings in accordance with NCCS and BSA policies.
6. Collaborate with the diocesan director of youth ministry to assure the recognition of Scouting as a vital program of youth ministry within the diocese.
7. Represent the diocese at NCCS biennial conferences and at NCCS regional meetings as a voting member.
8. Represent the bishop at all meetings of the diocesan Catholic committee on Scouting and supervise the spiritual welfare of Catholics in Scouting in the diocese.
9. Collaborate and communicate with the diocesan chairman in the fulfillment of the duties of the office as needed.

References:

- *Chaplain's Guide in Scout Camps*, No. 12038
- *Religious Emblems for Catholics*, No. 16-436
- *The Scout Chaplain's Orientation Workshop*, No. 16-154
- *Vocational Promotion Through Scouting Youth Ministry*, No. 16-149
- *Staff Guide to National Catholic Leadership Development*, No. 16-164
- *Publications Listing*, No. 16-101

Job Description

Diocesan Vice-Chairman

Selection:

A volunteer layperson appointed by the diocesan chairman or elected by the diocesan committee

General:

It is recommended that the diocesan vice-chairman:

1. Be familiar with all duties assigned to the chairman and preside at meetings during any absence.
2. Assist implementation of committee operations including:
 - Establishment and achievement of goals
 - Promotion and extension of the Scouting program
 - Maintenance of good communications and relations with local BSA councils, clergy, laypersons, and Scouting units in the Catholic Church.
1. Be familiar with basic Scouting literature, including key items shown on the Catholic relationship's *Publications Listing No. 16-101*
2. Be familiar with the job responsibilities and expectations of all members of the committee, but give special attention to the chartered organization representative.
3. Perform duties as assigned by the chairman.

Specific:

It is recommended that the diocesan chairman specifically be delegated to:

1. Contact all chartered organization representatives of Catholic organizations in your area of responsibility using the Scouting program on a scheduled basis to:
 - a. Invite them to participate as active members of the Catholic committee
 - b. Brief them on the job responsibilities and expectations of a chartered organization representative – use job description sheet, No. 16-161J

Note: If the COR is not able or willing to support the parish/ organization Scouting program as detailed in the job description sheet, (s)he should be replaced by a person who will give the time and effort required for the task as outlined.

2. Prepare the committee operating budget (see *Financing the Catholic Committee*, No. 16-147) and give leadership in developing possible areas of funding from diocesan and other sources

Term of Office:

Recommended term of office is two years, concurrent with the chairman, and should be renewable.

References:

- *Financing the Catholic Committee*, No. 16-147
- *Guidelines for Securing Leadership*, No. 16-161A-J (with job descriptions)
- *Program Planning Guide*, No. 16-168
- *Publications Listing*, No. 16-101

Job Description

Diocesan Training Chairman

Selection:

- A volunteer layperson appointed by the diocesan* chairman
- This person should have experience with religious formation and Scouter Development.

Responsibilities:

It is recommended that the chairman for training:

1. Schedule, promote, and conduct National Catholic Leadership Development training for adult leaders of Catholic faith in Scouting - giving special emphasis to unit leaders, den leaders, religious emblems counselors, chartered organization representatives, and Scouters at unit, district, and council levels.
2. Work with and through chartered organization representatives to:
 - Motivate unit personnel to participate in National Catholic Leadership Development training
 - Encourage a true spirit of ecumenism, parochial responsibility, and Catholic leadership within the units
3. Use National Catholic Leadership Development as a tool to motivate and bring new adult leaders to the program
4. Assist scheduling, promotion and conducting special vocational and orientation workshops for Catholic leaders in Scouting
5. Encourage unit leaders and other key Scouters to participate in district, council, and national training events, seminars, workshops, roundtables, and other personnel development sessions.
6. Encourage Catholic committee members to attend the Scouting in the Catholic Church training course offered annually by the NCCS.
7. Be familiar with and make effective use of reference materials (see list).

Term of Office:

- Recommended term of office is two years, concurrent with the chairman, and should be renewable.

References:

- Staff Guide to National Catholic Leadership Development No. 16-164
- Guidelines for Securing Leadership, No. 16-161A-J (with job descriptions)
- The Scout Chaplain's Orientation Workshop, No. 16-154
- Program Planning Guide, No. 16-168
- Publications Listing, No. 16-101

Note:

- The designation "diocese" in these documents is used interchangeably for archdiocese and eparchy. The text should be interpreted to suit the local situation.

Job Description

Diocesan Membership Chairman

Selection:

- A volunteer layperson appointed by the diocesan chairman.
- Experience with Scouting units is recommended.
- Training in Scouting commissioner service is desirable.

Responsibilities:

It is recommended that the chairman for membership:

1. Fully understand the chartered organization concept between the Boy Scouts of America and organizations chartered to operate Scouting units.
2. Work with and through the Catholic committee to promote, extend, and strengthen Scouting in Catholic-chartered organizations.
3. Assist the local council in attaining a more representative membership in Catholic organizations.
 - a. Set goals and take actions necessary to achieve a net increase in units
 - b. Recruit and organize means to visit each Catholic parish or potential youth serving organization that does not have Scouting, or the entire Scouting family, to discuss chartering a unit. Refer positive responses immediately to council representatives for follow-up.
 - c. Initiate or support, when needed, a Bishop's Dinner on Scouting and/or School Night for Scouting in parochial schools
4. Establish and maintain frequent communications with newly organized units.
NOTE: New units may fail to survive their first year of operation for lack of attention. Assist in securing and mentoring leadership if needed.
5. Promote the use of the Pope Paul VI National Unit Recognition to evaluate annually and maintain quality units operating in Catholic-chartered organizations.
6. Use information contained in *Current Diocesan Statistical Reports* and other sources to:
 - Take prompt action to re-establish dropped units
 - Contact units whose charter renewal dates indicate they are about to expire to ensure they will re-charter on time
7. Maintain records to show the extent of Catholic participation in Scouting and potential chartered organizations within the area of committee responsibility
8. Be familiar with and use NCCS membership committee materials and programs

Term of Office:

Recommended term of office is two years and should be renewable.

References:

- *Scouting in Your Parish* No. 16-211
- *A Bishop's Dinner on Scouting*, No. 16-134
- *Current Diocesan Statistical Report*
- VIDEO: *Scouting in the Catholic Church*, No. 16-441
- *Pope Paul VI National Unit Recognition*, No. 16-169
- Knights of Columbus pamphlet, *A Strong Link*, No. 3-188
- *Organizing New Units in Catholic Parishes*, No. 16-159
- *Vocation Promotion Through Scouting Youth Ministry*, No. 16-149
- *Organizing a Cub Pack*, No. 3823
- *New Troop Organizer Kit*, 18-042

Job Description

Diocesan Religious Emblems Chairman

Selection:

- A volunteer layperson appointed by the diocesan chairman.
- This person should have experience with religious formation and obtain training in counseling/facilitating religious emblems programs with youth.
- Scouting experience is desirable.

Responsibilities:

It is recommended that the chairman for religious emblems:

1. Develop and maintain a viable religious emblems program that provides every Catholic youth in Scouting a religious educational experience in support of the total Christian formation program of the church
2. Promote the spiritual phase of Scouting to ensure that every youth in the program has the opportunity to become more aware of God's presence in his/her daily life.
3. Initiate a program to recruit, train, and certify religious emblems counselors:
 - Contact the chartered organization representative of each Catholic-chartered unit and request that a counselor be appointed to serve each unit
 - Conduct training for these counselors that will lead to certification as outlined in the *Ad Altare Dei Counselors' Guide*, No. 33072 or *Light is Life Counselors' Guide*, No. 16-106
4. Work in collaboration with the diocesan Scout chaplain to:
 - Schedule boards of review to examine candidates who have completed requirements for the Ad Altare Dei, Light is Life, and Pope Pius XII programs.
 - Obtain religious emblems needed for presentation
 - Arrange appropriate liturgical ceremonies for the presentation of emblems in accordance with the customs of the diocese
5. Encourage participation by Catholic youths in the religious emblems programs including those in units not chartered by Catholic organizations.
6. Provide guidance and assistance to youths in Catholic-chartered units who are not Catholic, urging them to earn the religious emblems of their faiths (see *Religious Emblems Programs*, No. 5-206C)
7. Encourage each religious emblems counselor to create an atmosphere within his/her unit conducive to the development of religious vocations
8. Cooperate with other religious groups to:
 - Promote the religious emblems programs at roundtables, training sessions, and Scout camps. Many dioceses have produced religious emblems displays in cooperation with other religious groups.
 - Use the *Religious Emblems Programs* folder, No. 5-206C, in all new unit kits

Term of Office:

Recommended term of office is two years, concurrent with the chairman, and should be renewable.

References:

- *Scouting in Your Parish* No. 16-211
- *A Bishop's Dinner on Scouting*, No. 16-134
- *Current Diocesan Statistical Report*
- VIDEO: *Scouting in the Catholic Church*, No. 16-441
- *Pope Paul VI National Unit Recognition*, No. 16-169
- Knights of Columbus pamphlet, *A Strong Link*, No. 3-188

Job Description

Diocesan Religious Activities Chairman

Selection:

- A volunteer lay person appointed by the diocesan chairman
- This person should have experience with religious formation and Scouter Development.

Responsibilities:

It is recommended that the Religious Activities chairman:

1. Develop, schedule, and carry out programs of religious activities that will provide every youth in Catholic Scouting with a personal religious experience combining the basic values inherent in Scouting and the Gospel message of Jesus Christ through the teaching authority of the Catholic Church
2. Work with and through chartered organizations to promote involvement in these activities by all Catholic-chartered units.
3. Coordinate activities with local BSA council(s) to avoid conflicting dates
4. Collaborate with the communications chairman and others to reach Catholic youth and adults in units not chartered to Catholic organizations with the hope of enlisting their participation in diocesan Scouting activities
5. Build relationships with diocesan and parish youth ministers to aid and coordinate Scout participation in diocesan events
6. Initiate and give leadership in promoting an annual retreat for adults in the Scouting apostolate.

Activities

The following activities should be considered for diocesan development:

- Annual retreats for Scouts and Venturers
- Cubbing-oriented retreat events (Cub days, days of recollection, etc.)
- Vocational activities
- Programs that provide an opportunity for youths to engage in action projects that exemplify what it means to be a Christian in the world today
- Activities that educate and involve youths in World Youth Day
- Programs of Scout Sunday observance, pilgrimages, and investiture ceremonies
- Good turn service projects for the parish or chartered organization
- Chaplain service and field Masses at council summer camps, weekend camporees, Scout retreats, and other appropriate activities.
- Annual conference of religious and lay leaders at Scout camp.

Term of Office:

Recommended term of office is two years, concurrent with the chairman, and should be renewable.

References:

- *Program Planning Guide*, No. 16-168
- *Chaplain's Guide in Scout Camps*, No. 12038
- Local council activities calendar

Job Description

Diocesan Communications Chairman

Selection:

- A volunteer layperson appointed by the diocesan chairman.
- This person should have an outgoing personality and skill with written communications.
- Familiarity with computer technology is of increasing importance.

Responsibilities:

It is recommended that the chairman for communications:

1. Be familiar with the chartered organization concept between the Boy Scouts of America and the organizations chartered to operate Scouting units
2. Work through the news media and other channels to:
 - Promote Scouting as a current and viable program of youth ministry that can reinforce or expand the outreach of parishes and Catholic youth-serving organizations
 - Promote the activities of the Catholic committee and local council(s)
 - Stress the religious, educational, and vocational aspects of Scouting and its force for good in the community
 - Show and promote the use of *Scouting as Youth Ministry*
3. Use or develop networking and computing tools for committee publicity and communication. (e.g., e-mail communications networks and a diocesan Internet Web site)
4. Prepare and publish the annual Catholic committee calendar of events under the direction of the chairman and in collaboration with other committee members
5. Develop working relationships with the diocesan newspaper:
 - Meet with the editor
 - Determine deadlines and technical requirements for submitting news items
 - Discuss with the editor the requirements and procedures for establishing a short regular column covering Scouting news throughout the diocese
6. Develop working relationships with local council personnel:
 - Establish procedures for submitting committee and parish Scouting news for inclusion in council newspapers
 - Keep council personnel informed of Catholic Scouting activities
7. Work with and through chartered organizations to encourage each unit to recruit a unit publicist who regularly submits items of interest for dissemination through parish bulletins and other media
8. Assist the committee in establishing and maintaining good liaison, communication, and cooperation with local council personnel, clergy, laymen, and Scouting leaders related to Catholic-chartered units.

Term of Office:

Recommended term of office is two years, concurrent with the chairman, and should be renewable.

References:

- *Scouting in Your Parish* No. 16-211
- VIDEO: *Scouting in the Catholic Church*, No. 16-441
- *Religious Emblems for Catholics*, No. 16-436
- *Program Planning Guide*, No. 16-168
- *Publications Listing*, No. 16-101
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The Chartered Organization Concept

The Boy Scouts of America has an educational program for youth, which develops character and fitness and prepares for citizenship. The BSA designs and updates these programs, provides support services, maintains standards, and issues charters to organizations.

Organizations charter Cub packs, Boy Scout troops, and Venturing crews to help them accomplish their objectives for youth and families for which they have concern and under their own leadership.

The responsibilities of the local Boy Scout council and the youth-serving organization are spelled out in the charter.

For a Catholic organization the **local Council agrees to provide:**

- Program geared to church's youth ministry objectives.
- Year-round training, service, and program resources
- Training and support for COR.
- Technique and methods for selecting leadership
- Camping and outdoor facilities.
- Primary general liability insurance for the organization and leadership

The Catholic organization agrees to:

- Conduct the program in accord with its own policies and those of the BSA.
- Use the BSA program as an integral part of its program for youth and families.
- Provide opportunities for members to recognize responsibility to God, country, fellowman, and self.
- Select Charter Organization Representative
 - Voting member of the BSA Council
 - Member of diocesan CCS
 - Approves leadership applications
 - Select a committee of at least three members
 - Select leaders
 - Guide Program
- Provide adequate meeting facilities
- Cooperate with BSA council fund-raising
- Encourage outdoor experiences

The Catholic organization provides Scouting for its youth members and families – **IT IS ITS UNIT!**

Job Description

Diocesan Vocations Chairman

Selection:

A volunteer lay person appointed by the diocesan chairman. This person should have experience with:

- Youth Ministry
- Church vocations formation
- National Catholic Leadership Development
- The long standing link between Catholic Scouting all vocational choices to serve the Church and their parish community
- To identify a good candidate for this position contact the Vocation Director or Serra Clubs in your diocese.

Responsibilities:

It is recommended that the Vocations chairman:

1. Develop, schedule, and carry out Church Vocation discernment programs activities that will provide every youth in Catholic Scouting with a personal religious experience combining the basic values inherent in Scouting and the Gospel message of Jesus Christ through the teaching authority of the Catholic Church
2. Work with and through chartered organizations to promote involvement in these activities by all Catholic-chartered units.
3. Coordinate activities with local BSA council(s) to avoid conflicting dates
4. Collaborate with the communications chairman and others to reach Catholic youth and adults in units not chartered to Catholic organizations with the hope of enlisting their participation in diocesan Scouting activities
5. Build relationships with the diocesan youth ministry office, vocation director, religious communities, Serra Clubs and Knight of Columbus and parish vocation committees to aid and coordinate Scout participation in diocesan and parish events
6. Give leadership to Chaplain Aide and an annual retreat for adults in the Scouting apostolate. Encourage or plan a Church vocation related component for the retreat.

Term of Office:

Recommended term of office is two years, concurrent with the chairman, and should be renewable.

References:

- Program Planning Guide, No. 16-168
- Field Trip to a Selected Seminary **No. 16-166**
- Chaplain's Guide in Scout Camps, No. 12038
- Local council activities calendar an Diocesan Catholic Committee on Scouting calendar
- **Handbook for Diocesan Vocation Committee Chairman**
- Priesthood Sunday – webpage: priestsunday.org

Job Description

Chartered Organization Representative

Description: A volunteer appointed by the executive officer of the chartered organization – usually a layperson

The chartered organization representative (COR) is the chief Scouting representative for the parish/organization

Note: The local BSA council offers many training opportunities, as well as other help, to improve the effectiveness of adult leadership at the unit level.

Responsibilities: **It is recommended that the chartered organization representative:**

1. Serve as an active member of the Catholic committee on Scouting.
2. Understand the chartered organization concept between the Boy Scouts of America and the organizations chartered to operate Scouting units and the fact that the organization owns the unit.
3. Meet with the unit(s) committee chairman and unit leaders regularly to determine the course of Scouting within the parish/ organization and give leadership in improving the effectiveness of the program.
4. Motivate the unit(s) committee chairman and unit leaders to take positive steps to achieve the unit's basic goals.
5. Keep informed about the status of items such as the number of available youths versus the number the units are actually reaching; the number of youths working on the religious emblems program, and the promotional effort to reach other youth, etc. Follow up to improve the status of these items and others that produce a quality program.
6. Communicate regularly with the pastor/organization head, president of the parish council, parents, and other key people keeping them informed about their Scouting activities.
7. Ensure that the unit leaders and others receive recognition when due.
8. Ensure that enough units are organized to serve all available youths.
9. Ensure cooperation among units within the parish/organization.
10. Ensure cooperation between the parish/organization and the BSA district and/or council.
11. Represent the parish/organization at BSA council meetings and vote on programs, policies, and officers as opportunities permit.
12. Interpret parish/organizational policies to the BSA council and BSA council policies to the parish/organization.

Warning: The chartered organization representative may be invited to serve as a member of a district or council operating committee, but this additional assignment should not interfere with the primary responsibility to ensure that the units are operating properly.

Term of Office: The COR serves at the pleasure of the executive officer of the chartered organization

- References:**
- *Pope Paul VI National Unit Recognition*, No. 16-169
 - *Religious Emblems for Catholics*, No. 16-436
 - *Vocational Promotion Through Scouting Youth Ministry*, No.16-149
 - *Publications Listing*, No. 16-101
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UNIT BASIC GOALS: Goal Each Unit should strive to:

1. Have an adequately staffed and trained pack, troop, or crew committee to support the unit leader and to ensure that a sound program reaches each youth.
2. Have leaders who are trained in the skills of Scouting and who are outstanding in their sense of responsibility, good example, and high moral character.
3. Provide an opportunity for youths of all faiths in the neighborhood to join – including those of ethnic and minority groups.
4. Be active a full 12 months of each year.
5. Achieve the requirements of the Pope Paul VI National Unit Recognition Program.
6. Promote use of *Boys' Life* by each member.
7. Re-register on time by having their registration papers in the council office by, or before, the last day of the month in which they are due.

The Chartered Organization Concept

The Boy Scouts of America has an educational program for youth which develops character and fitness and prepares for citizenship. The BSA designs and updates these programs, provides support services, maintains standards, and issues charters to organizations.

Organizations charter Cub packs, Boy Scout troops, and Venturing crews to help them accomplish their objectives for youth and families for which they have concern and under their own leadership. The responsibilities of the local Boy Scout council and the youth-serving organization are spelled out in the charter.

For a Catholic organization the **local Council agrees to provide:**

- Program geared to church's youth ministry objectives.
- Year-round training, service, and program resources
- Training and support for COR.
- Technique and methods for selecting leadership
- Camping and outdoor facilities.
- Primary general liability insurance for the organization and leadership

The Catholic organization agrees to:

- Conduct the program in accord with its own policies and those of the BSA.
- Use the BSA program as an integral part of its program for youth and families.
- Provide opportunities for members to recognize responsibility to God, country, fellowman, and self.
- Select Charter Organization Representative
 - Voting member of the BSA Council
 - Member of diocesan CCS
 - Approves leadership applications
 - Select a committee of at least three members
 - Select leaders
 - Guide Program
- Provide adequate meeting facilities
- Cooperate with BSA council fund-raising
- Encourage outdoor experiences

The Catholic organization provides Scouting for its youth members and families – **IT IS ITS UNIT!**