



Collaborating Membership in the National Federation for Catholic Youth Ministry, Inc.

- Process, Role, and Responsibilities -

Preface

The National Federation for Catholic Youth Ministry (NFCYM) has developed a process to welcome organizations/groups that share our mission and goals to join as collaborating members. As an organization that serves diocesan directors of youth ministry, the NFCYM recognizes that it takes the whole church to minister effectively to our young people. The NFCYM works to bring the reign of God to life in the young church with the assistance, support and involvement of the entire community. Modeling collegiality, affiliated and collaborating members work together in a spirit of mutuality and reciprocal responsibility, providing encouragement and opportunity to develop a shared vision and to serve today's young church. As St. Paul writes, "What I mean is that both you and I will be helped at the same time, you by my faith and I by your faith." (Romans 1:12).

Process and Background Information

Organizations interested in pursuing collaborating membership with the National Federation for Catholic Youth Ministry (NFCYM) are encouraged to read through the following information regarding the application process. Additionally, it is recommended that interested parties are familiar with the goals, components, and objectives of Catholic youth ministry as outlined in [*Renewing the Vision: A Framework for Catholic Youth Ministry*](#). A summary of the document is located on the NFCYM website at: <http://www.nfcym.org/catholicym/index.htm>. Familiarity with this document will assist in completing the application questionnaire.

Prior to submitting an application, prospective collaborating member organizations not already familiar with the NFCYM are invited to attend the annual NFCYM Membership Meeting in order to better familiarize themselves with the work and membership of the NFCYM.

Additionally, the NFCYM will provide a contact person, through the Collaborating Member Board Representative and NFCYM staff, to help mentor organizations through the application process, to answer questions, and ensure clear communication.

Criteria for Membership

The NFCYM welcomes organizations that share in our mission, vision, and activities. In order for any group or organization to become a collaborating member of the NFCYM, such organization must:

- Be a non-profit corporation recognized as such under sec. 501 (c) (3) of the Internal Revenue Code, which has a board of directors and bylaws, OR,
- Be a subsidiary organization thereof, OR,
- Be a for-profit legal entity, OR
- Have a listing in the most recent edition of the P.J. Kenedy and Sons *The Official Catholic Directory*.

Additionally, such groups/organizations must meet the following criteria:

1. The group or organization must be youth-oriented (a group that works directly or indirectly with or for youth).
2. The mission statement of the group or organization must be compatible with the mission statement of the NFCYM and, by definition, with the teachings of the Roman Catholic Church.
3. If the applying group/organization is a subsidiary of another group/organization, written consent of application from the 'parent company' must be provided with the completed application.
4. Activities engaged in by the group or organization must be compatible with the activities of the NFCYM.
5. The interests of the group or organization, as outlined in their literature and through their actions, must be compatible with the interests of the NFCYM.
6. The group or organization must have been engaged in ministry for at least three years prior to submitting an application for collaborating membership.
7. The group or organization must complete the application/approval process set forth by the NFCYM.
8. The group or organization will submit an annual report of their activities, especially as they pertain to the NFCYM, along with an annual renewal of commitment.
9. The NFCYM Board of Directors may establish further criteria for membership.

Role

Collaborating members of the NFCYM enter into a mutual relationship that shares and supports the mission of the NFCYM.

Privileges and Responsibilities

By virtue of their membership, collaborating members have the following privileges and responsibilities:

- to participate in the Annual Membership Meeting;
- to address the membership while in general session at the Annual Membership Meeting on all matters before the membership;
- to serve as members of and leadership for management committees and task groups of the membership;
- to receive an annual accountability report from the board of directors and executive director;
- to receive all NFCYM membership communications, access to the NFCYM iNet, and applicable discounts;
- to submit an annual report of their activities, especially as they pertain to the NFCYM, along with an annual renewal of commitment;
- to work with individual diocesan youth ministry leaders, who are members of the NFCYM, and other collaborating member organizations.

Means of Collaboration

The level of collaboration varies from a lesser to a greater involvement, depending on the resources, gifts, and needs of the collaborating member. Possible means of collaboration include:

- Attendance/participation at NFCYM Membership Meeting

This annual meeting takes place in January/February of each year and is the occasion for planning and discussion regarding projects, policies, and issues important to the membership.

- Participation in Task Groups, Management Committees, and NFCYM Projects
Task groups are created by the management committees to implement the work of the NFCYM. Task groups are composed of members interested in particular issues and projects. They can apply to the Board of Directors for funding if needed and they exist only until the specific project is completed.
- Offering Institutional/Organizational Support to NFCYM Projects and Discussions at Membership Meetings and throughout the Intervening Months
The NFCYM values the ongoing relationship and communication with our collaborating members. They bring a particular expertise and vision to the NFCYM. Collaborating members are often involved in preliminary consultation prior to the development of NFCYM projects and they are an important resource in project implementation.
- Collaboration in Joint Projects between NFCYM and Collaborating Member Institutions and Organizations
There are opportunities for the various organizations to collaborate equally in major projects. For example, the NFCYM is involved through its Accreditation and Certification Commission with the National Association of Lay Ministry and the National Conference for Catechetical Leadership in the development of common competencies for ministry. This project will result in a joint resource publication.
- Dialogue Regarding Common Concerns and Issues, and the Development of Strategies within the NFCYM Management Committees and Task Groups
The NFCYM can be a valuable resource in service to collaborating members. For example, the NFCYM served as a consultant for Saint Mary's Press in their research project on the state of adolescent catechesis in Catholic parishes. This conversation has led to the creation of a research task group in the NFCYM to continue the task of gathering information on youth ministry concerns and issues. Likewise a collaborating member can be a valuable resource to the NFCYM when they develop a strategy to respond to a common issue or concern, born out of their special expertise.
- Exhibiting at NFCYM Conferences (NCYC, NCCYM)
Collaborating members are encouraged to exhibit at NFCYM conferences as a means of sharing their resources and services with the NFCYM constituencies.
- Participation in NFCYM Conferences
Collaborating organizations encourage their membership to participate in the NFCYM youth and adult conferences. Collaborating members are eligible for the affiliated registration fee for conferences.
- Financial and In-Kind Support of NFCYM Projects, Programs, and Conferences
Collaborating members contribute their expertise and financial resources in support of the NFCYM's work by providing conference scholarships, through direct financial support of conferences, projects, and programs, and by providing their particular expertise. In the past, collaborating members have sponsored socials at the membership meeting and at the adult conference, they have sponsored evening prayer and musical venues, and they have subsidized speakers and performers at NFCYM events.

- **Contribution of the Expertise, Resources, and Skills of Collaborating Members to the Work of the NFCYM**
Collaborating Members bring their expertise to the work of the NFCYM through participation in management committees, task group projects, and NFCYM programs. Collaborating members are often asked to be presenters at NFCYM conferences, and to develop pre-conference tracts on specific issues. The NFCYM also welcomes collaborating members who may develop resources from their own expertise that respond to the concerns of the NFCYM.
- **Facilitating the Participation of NFCYM Members in Collaborating Member Organizations or Institutions**
The NFCYM is committed to reciprocal relationships with collaborating members. NFCYM members are encouraged to participate in the programs, conferences, and services of collaborating members where appropriate. The NFCYM has also provided presenters and in-service opportunities for collaborating organizations. Examples include the role of NFCYM members in Encuentro and in the international celebration of World Youth Day. NFCYM members have also been asked to present at the NCCL, FDLC, and NCEA conferences.

Application Process/Timeline

- January/February: Organizations interested in applying for collaborating membership are invited to attend the annual Membership Meeting in order to become better familiarized with the NFCYM and its membership.
- April 1: Due date for the submission of applications.
- April 15: Applications are forwarded to the chair and members of the Collaborating Membership Task Group.
- May 1: All applications are placed on the NFCYM iNet (accessible only to current NFCYM members). Membership is invited to submit comments regarding the applications/organizations.
- June 1: Deadline for Membership to submit comments regarding the applications/organizations.
- June 30: Collaborating Membership Task Group recommends/does not recommend potential collaborating members to the board of directors.
- July/August: NFCYM Board recommends/does not recommend potential collaborating members to membership.
- November: The membership is invited to acquaint themselves with the applying organizations prior to the Membership Meeting.
- January/February: The annual Membership Meeting will include an opportunity (forum) for potential collaborating members to meet and/or reacquaint your organization and representative(s) with the membership prior to the decision making process.
- February/March: Upon approval, written notification and an invoice are sent to the accepted organizations.

Renewal Process

- A. Collaborating members are required to submit an annual report which includes the following:
 1. A statement renewing their desire to continue as a collaborating member;
 2. Payment of an annual fee, as set by Finance and Marketing Management Committee;
 3. A description of their activities in the past year, especially as they pertain to the NFCYM.
- B. The annual renewal of collaborating members will take place from September 1 to December 31:
 1. By September 1, the NFCYM sends a letter to all collaborating members, requesting their annual reports and statement of renewal;
 2. Reminder letters are sent on November 1 and December 1, as needed.
 3. If a collaborating member does not submit their annual report, statement of renewal, and annual fee by December 31, collaborating member status may be forfeited and the group or organization may be required to re-apply for membership.

Collaborating Membership Fee Structure

Categories of Fees:

1. Membership/Charitable Organizations

Defined: Membership/Charitable organizations are those groups whose income is generated primarily through membership dues or services, if applicable, or charitable donations, and whose services are primarily directed towards membership or charitable, service, and justice activities; e.g. national ministerial organizations, religious communities, and charitable or service organizations.

Annual fee: \$300

2. Business/Corporate Organizations

Defined: Business/Corporate Organizations are those groups whose income is generated primarily through the sales of goods and services, conferences and events, or tuition; e.g. performance ministers/ministries, universities, training and resource centers; and retail businesses.

Annual fee:	Tier 1 (gross income less than \$1,000,000):	\$150
	Tier 2 (gross income between \$1 million - \$5 million):	\$350
	Tier 3 (gross income over \$5,000,000):	\$550

3. Special Categories

The annual fee is waived where there is a reciprocal formal affiliation between the NFCYM and an organization and neither is expected to pay dues. (Complimentary reciprocal affiliation)

The annual fee can be waived due to financial hardship, with the request submitted in writing to the executive director of the NFCYM.