

RESPONSIBILITY OF PARTICIPANTS

Because the Ministries in question are Ministries of the Church, certain expectations of all participants and their family exist:

- A child desiring to participate in any of the above Ministries must make his/her intention known in writing by the assigned deadline, those who wish to go after the deadline will not receive the subsidy may still attend at their own expense.
- Parents and child(ren) must attend all planning meetings. If unable to attend, they must make arrangements with the Ministry Supervisor to obtain information discussed at the missed meeting.
- All participants - parents and child(ren) - are expected to abide by all policies set down in writing. In the event of a dispute, the matter will be brought to the Parish Priest, whose decision will be final.

COMMUNITY SERVICE

In addition to conditions outlined above, all prospective participants will be expected to offer a minimum of 5 hours (grades 3 - 6) or 10 hours (grades 7 - 12) of Parish Community Service per year. Community Service includes but is not limited to:

- Annual Greek Festival – baking, preparing bento boxes, set-up, at-festival service
- Coffee Hour service and/or clean-up
- Shut-in Visitations
- Christmas Caroling
- Library/Bookstore

OTHER

The Parish Priest will create a “Passport” which must be signed, stamped or initial and returned to the Parish Priest when signing up to attend an event.

Beginning in September 2013 all chaperones and youth workers will submit to background checks in accordance with insurance liability requirements.



SS CONSTANTINE & HELEN
GREEK ORTHODOX CATHEDRAL
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Ss. Constantine & Helen Cathedral Youth Ministries Travel Assistance Guidelines



The purpose of the Youth Ministries Travel Assistance is to give the young people of SS. Constantine and Helen a fuller religious education experience, along with opportunities for fellowship, and greater awareness and appreciation of their Orthodox Christian Faith and Traditions, through participation in various Youth Ministries of the Metropolis of San Francisco. The Ministries include but are not limited to: Summer Youth Camp (at St. Nicholas Ranch); FDF Dance and Youth Choir; St. John Chrysostom Festival, and others, as identified.

TARGET GROUP

By definition, financial assistance is available to the Youth of the Parish who meet the following criteria:

- Between 8 and 18 years of age (entering 3rd grade through this year's graduates from high school)
- Are baptized or chrismated Orthodox Christians
- Regularly attend the Divine Liturgy and participate in the Sacramental life of the Church
- A child of a supporting family of the Parish (Steward) for at least one year prior to the planned trip
- Offer volunteer Community Service to the Parish, as outlined below
- Are enrolled and participate in the parish Religious Education program with a minimum of 75% attendance.
- Exception to the above may be granted for pastoral reasons with permission of the Parish Priest.

QUALIFYING

In order to ensure participation in Metropolis Youth Ministries by all who qualify, the Parish customarily offers financial assistance to all who meet the criteria above.

Financial assistance comes in two forms:

- Block grants from Philoptochos, which is equally shared among all participants, and
- An amount defined by the Parish Budget which may cover up to 80% of

travel expense for each participant, including Director, Group Leader and Chaperone (s), not to exceed the budgeted amount for that ministry. The balance of travel cost – that is, approximately 20% - will be the responsibility of the participant's family.

PURCHASE OF TICKETS

The Youth Ministry group leader will submit the names of qualified youth to the Parish Council, In order to calculate the Parish commitment.

1. Parents must commit no later than 90 days prior to the departure date; this will ensure a greater choice of reasonable airfares/hotel accommodations.
2. The amount of reimbursement will be calculated based on funds available and youth participating in the activity.
3. The reimbursement calculation will be reviewed & approved by the Parish Council.
4. Air travel will be provided for qualifying participants, directors, chaperones - up to 80% - from the Parish Budget.
5. Parents will purchase their tickets and will be responsible to coordinate with chaperones. If a parent chooses to purchase a ticket on a different airline or flight the parent will waive the responsibility of the chaperone.

CALCULATION OF EXPENSES & REIMBURSEMENT

The Parish will pay 100% of travel expenses for the Youth Director or his/her designated replacement. The rate of 100% is based on above-mentioned lowest rate calculation as approved by the Parish Council. Chaperones & other sup-

port staff will be reimbursed at the same rate as the Youth.

- Parents will be reimbursed by the Parish once the event has completed, attendance is confirmed, and valid receipts are submitted to the office.
- Youth who sign up for an event after the 90 day mark may still attend, *but will not be part of the reimbursement.*
- When travel includes a hotel, the rate of reimbursement will be calculated in a similar manner.
- Youth may travel with any airline and/or stay at any hotel, but will be reimbursed based on the approved reimbursement rate for the airline/hotel of choice.

CHAPERONES

While travelling to and from or attending any of the above Ministries, participants are expected to behave appropriately. For their supervision and safety, a chaperone will accompany participants from the Honolulu International Airport to and from the location of the event.

The Chaperone will be: an Orthodox Christian in ecclesiastical good standing with the Church, a Steward of Ss. Constantine & Helen current in his/her stewardship obligations, and between the ages of 18 and 35.

Chaperone candidate names should be first submitted to the Parish Priest for approval, then will be selected by the Parish Council. The ratio of youth to chaperone will be approximately 6:1.