



Intense Youth Conference

June 18-20, 2021

Group Leader Information Packet

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Letter to Group Leaders

Dear Group Leader,

We are all closing in on our second year of parish life influenced by the reality of COVID19. Our parish communities have been affected in many ways by the pandemic but one that is common amongst us as youth leaders is witnessing the spiritual and social death of our teenage population. As weeks turned to months and protocols of limiting human interaction became the norm, our teens experienced the power of the online world. But they have also felt its limitations.

Our teens are made for more -- made for relationships. They are not just pixels and screen names, headshots on Zoom and Facetime. They are designed to see, hear, taste, touch and feel our way through the physical world God made and to worship Him in the flesh!

And so we find ourselves with a unique opportunity to tend to the spiritual needs and desires of our young people like never before. In response to this, we bring to our youth the INTENSE Youth Conference 2021.

Join us June 18 - 20 for the first-ever INTENSE Youth Conference taking place in St. Leon, IN. It will be a weekend of prayer, adoration, engaging speakers, testimonies, community and joy! Inspired by national and international movements such as: Steubenville, World Youth Day and Youth 2000, this youth encounter will open hearts and set young people on fire.

We fully understand the time, effort, and sacrifice that each youth minister, volunteer, and parent put in to bringing a group to a weekend conference. In an effort to make this process as easy and as stress free as possible, we are here to help you in any way that we can. If you are not sure if you should bring a group -- if you have doubts about teens' interest or concern about lack of parent and adult support, or simply do not think you have the time -- all we ask is that you take this decision to prayer. If you are looking for inspiration, visit our website or reach out to one of our Team Members. The responsibility of the Group Leader is no small task, but the reward is great!

Thank you for helping us to spread the good news of the Gospel and reach the young people in your community. Together, let us witness the INTENSE fire within their hearts come alive again! We are excited to see you here in St. Leon, IN for our 2021 Youth Conference.

May God bless you, your families, and your ministries.

If you have any questions or concerns, please do not hesitate to reach out!

You can email us at intenseconference@gmail.com

God Bless,

Fr. Jonathan P. Meyer
frmeyer.asp@gmail.com
513-255-4575

Lucy Herth
All Saints Youth Minister, Intense Conference Contact person
lucyherth.asp@gmail.com

Group Leader Responsibilities

Each group must have a designated Group Leader that will be attending the conference.

Group Leader Agreement

By taking on this role, the Group Leader agrees to the following responsibilities:

1. Remain the primary point of contact for the Conference Committee, reading and responding to all correspondence from the Conference Committee.
2. Register and pay for the number of spots required by his/her group.
3. Ensure that all deadlines and due dates are promptly followed – including forms, payment, and any other requested information.
4. Read and abide by the policies contained the Group Leader Information Packet
5. Ensure that all members of his/her group, as well as parents, are informed of the rules, regulations, and policies presented by the Intense Youth Conference Committee in the Group Leader Information Packet or via email.
6. Ensure that all rules, regulations, and policies are followed throughout the duration of the registration process and conference weekend.
7. Take full responsibility for the actions of both youth and adult members of your group during the conference weekend.
8. Ensure that all members of his/her group complete a Registration Form.
9. Ensure that every Adult Chaperone completes a Background Check and Safe & Sacred through the Archdiocese of Indianapolis website (or what is required though a different Diocese). Please request chaperones obtain this training before and background check before registering
10. Ensure that every priest with faculties outside of the Archdiocese of Indianapolis attending with your group submits a Letter of Good Standing.
11. Submit sleeping arrangements (names of each person sleeping in each tent) to **intenseconference@gmail.com** by June 1st and have a copy upon check-in day.

Changes in Group Leader

Although strongly discouraged, we understand that circumstances may arise in which a new Group Leader needs to be assigned. If this happens, the original group leader must communicate the change to Lucy Herth immediately and offer full contact information so that a conversation can occur. The new group leader will need to agree to all responsibilities before approval is granted.

Conference Registration Information

Who Can Attend?

All Conference Guests **must attend in groups** – youth accompanied by Adult Chaperone(s); this can include parish groups, school groups, or parents and their children. We do not accept individual registrations.

Intense Youth Conference is **for high school youth: 9-12th graders**. This includes those who graduate 12th grade in Spring 2021 or will begin 9th grade in Fall 2021.

Adult **Chaperones must be at least 21 years of age**. *Please review the Adult Chaperones section for additional requirements and policies.*

How to Register Your Group

So that we can ensure appropriate links and a smooth registration process, please let us know you plan to bring a group by emailing **intenseconference@gmail.com** with the parish/school name. Once this communication has happened, you are free to invite your participants to register individually. Please allow some time for your parish/school name to show up on registration.

When Can Participants Register?

Participant registration opens on **Sunday, April 11, 2021** and will remain open until **June 1, 2021**. Again, please communicate to Lucy Herth that you are bringing a group before asking individuals to register online.

How Do Participants Register?

In order to ensure the safety of all our conference guests and remain in compliance with the policies established by the Intense Youth Conference committee, all conference guests are required to have completed a Registration and Liability Form in order to attend the Conference.

You can find these while registering at **www.intensecatholic.net**

Modifying or Cancelling a Participant Registration

All registration modifications or cancellations must be submitted by Group Leader via email to **intenseconference@gmail.com** by June 1.

Adding Participants After June 1st

A Group Leader may request to add participants after June 1st. The Conference Coordinator will make the final decision as to whether another participant can be added. Please note:

- **Coordinator's decision to deny additional spots is final.**
- **Spots that are added after the June 1st Deadline must be paid for immediately.**
- **Swag bag items may not be available for participants registering after June 1.**

Conference Pricing and Payment

Conference pricing is per individual participant and is the same cost for youth and adult chaperones; priests may attend FREE of charge. Paid registration includes conference admission, swagbag, and meals.

Cost is \$100 April 11 - May 23, 2021. Please make payment for early deadline registrations at this time.

Cost is \$125 May 24 - June 1, 2021. Please make final payment for registrations received after May 24 at this time.

Participants are able to pay online while registering (plus service fee) or have the option to pay their group leader (who will mail it all at once) Checks are to be made payable to "All Saints Parish" and mailed to 25743 IN-1, Guilford, IN 47022 . All payments are due by June 2, 2021.

Refunds - All funds submitted for Intense Youth Conference Registration are non-refundable after June 1st.

The Group Leader Participant List

Group Leaders will be notified at the end of each week with an updated list of participants that complete their online registration.

Chaperone to Youth Ratio

Your group ***must*** have at least one male chaperone for every 8 male youth and one female chaperone for every 8 female youth (1:8). Group Leaders are responsible for making sure your group has enough chaperones and that they have completed the Archdiocese of Indianapolis Safe & Sacred and a Background Check.

- Priests cannot serve as male chaperones.
- You ***may*** bring additional chaperones if desired.
- Exceptions must be requested AND approved in writing by the Registration Coordinator.

Important Dates & Deadlines

April 11, 2021 – Conference Registration Opens!

Participants may register anytime before June 1, 2021

May 23, 2021 – Last Day to Register for \$100!

Payment should be submitted for each participant registered by this early deadline

June 1, 2021 – Last Day to Register

Registration fee is \$125 from May 24 - June 1, 2021.

June 1, 2021 – Tent Assignments Due

Excel file should be emailed to intenseconference@gmail.com with a list of everyone in your group and the tents they are sleeping in (these will be permanent and no one will be switching after this date)

June 2, 2021 – All Registration Fees Due

Payment must be received by the end of business day. See above for payment options.

June 18 - 20, 2021 – Intense Youth Conference Weekend!

Check-in Day of Conference Weekend – ALL Forms Due!

*Adult Chaperone Verification Forms – Every adult chaperone **MUST** have a printed form and present photo ID.*

Registration and Liability Forms – Every member of your group must have submitted one online. There is no need to print.

Tent Bubble Form Due June 1st- Leaders are responsible for making sure each of their participants have a tent bubble. This form should not be submitted until all participants in your group have arrived and you have verified what participants are in which tent. Please bring the form you submitted on June 1st with all names.

Conference Rules, Regulations & Policies

Group Leaders, Chaperones, and Youth are responsible for understanding and adhering to all rules, regulations, and policies.

Conference Attendance

Lanyards

Lanyards will be provided upon check in; these must be worn throughout the entire conference as they inform our staff that you are a guest of the conference. The Lanyards will have the conference schedule as well as emergency contact information should you need it.

Adult Chaperones

Age and Safe Environment Policy **Adult Chaperones must 21+ and be Safe Environment trained and background checked to the specifications of the Archdiocese of Indianapolis.** Group Leaders should verify that all adults have completed these are in good standing. All adults should present a photo ID for verification at the time of check-in for the conference.

Chaperone Ratio Policy

Each group must have at least one male chaperone for every 8 male youth AND one female chaperone for every 8 female youth. You may have additional chaperones if needed. Group numbers must be in accordance with the above Chaperone Ratio or attendance will not be permitted.

Chaperone Housing

Please note that Youth and Adult Chaperones will be sleeping in the same area as the teens. There will be designated fields for females and males. Chaperones should bring their own tent and sleeping bag. You may bring an air mattress, but there will not be access to electricity for an air pump. Chaperones are not permitted to sleep in the same tents as youth unless you live in the same household (ie parent/child, sister/sister, etc.)

Concerning Priests

Free Admission

As a sign of our gratitude for their priestly service, we have waived the registration fee for all priests in attendance. We are always in need of help, especially with confessions. To all priests: We sincerely thank you for your service and for your beautiful testimony. We honestly could not have successful conferences without your diligent work.

Letters of Good Standing

Each priest must submit a *Letter of Good Standing* to the Conference Committee. The letter must be dated, list the dates of the conference attending, and be signed and stamped with the diocesan seal. **It is due by June 1, 2021.** *If the deadline has already passed and you would like to bring a priest with your group, please contact us directly so that we can assist you in the best way possible.*

Sacraments

Priests may assist with the Sacraments throughout the weekend. Please check with Fr. Jonathan Meyer to find out how you can be of assistance. Priest should bring their own alb and stole, as we may not have enough to accommodate everyone.

Priest Housing

Priests will be housed separate from all other conference guests. Please contact Fr. Meyer for more information by emailing frmeyer.asp@gmail.com

On Campus Sleeping

In the tents: There will be separate sleeping areas for females and males. Participants should bring their own tents. You are welcome to bring cots/air-mattresses/camping mats/ pool raft, but there will not be access to electricity.

Tent Bubbles: Tents can be shared with other participants in the same bubble. Please do not add more people than can sleep comfortably in one tent. Adults and teens may not share a tent unless they live in the same household. Group leaders will be responsible for making sure each participant has a tent bubble and will turn in the tent bubble lists JUNE 1st and to the check-in table upon arrival.

On-Campus Participant Expectations

- There is no toleration of the possession of or use of illegal drugs or weapons of any kind.
- Adult Participants are expected to refrain from smoking for the duration of the retreat.
- Adult Participants are to refrain from drinking alcoholic beverages for the duration of the retreat, as well as during their travels to and from the retreat. Adults are not to leave to go to taverns, bars, restaurants, etc.
- Adult Participants are responsible for helping to enforce the INTENSE Youth Code of Conduct and should use the Code as a guide for their own behavior.
- Adult Participants are expected to attend all INTENSE activities and are not permitted to leave the retreat site unless there is a ministry need/emergency and permission has been obtained from the retreat leaders.
- Adult Participants are asked to assist in enforcing tent curfew and keeping noise to a minimum in the sleeping areas.
- Participants are expected to partake in assigned activities and wear their name tags during all program activities and are to remain in designated areas at all times unless accompanied by an adult.
- Dress during the retreat is casual and comfortable clothing is encouraged. Clothing with offensive or obscene words, pictures, symbols, etc. is not acceptable. Shirts and shoes must be worn at all sessions and meals. No halter, spaghetti strap-style, cropped or sleeveless tops/shirts are allowed. Shorts length must be appropriate (when a person is standing straight with arms hanging to side, shorts must meet or pass their fingertips). Pants must not sag, or a zip-tie will be provided. Undergarments are not outerwear and must be covered. Leggings are permitted with a longer shirt being worn. Modest sleepwear must be worn while in tents. Remember that the entire INTENSE Youth Conference will be held outside, please plan according to the weather.
- Language and conduct should reflect the values we proclaim as Catholics.
- Socializing will take place only in the designated common areas. No visiting is allowed in camping/sleeping areas occupied by members of the opposite sex. As a participant, you are allowed only in the tent section you have been assigned; for safety reasons, no tent swapping is permitted.
- Each day will be long and busy -- making adequate sleep a necessity. Participants must be in their tents by the Nightly rosary and lights out. Scheduled quiet and silent times must be honored. Only the Directors can alter curfew times or the timing of any other scheduled activity.
- Smoking and the use of tobacco products is not allowed by any participants during the retreat. Violation of this rule will result in immediate dismissal from the retreat. The possession or use of alcohol, illegal drugs or weapons will not be tolerated. Breaking this rule will mean immediate dismissal from the retreat. (Parents will be called, regardless of the hour.)
- Cell phones are permitted but there will be "POWER OFF" designated times that all participants will adhere to. We recommend gathering phones at night (powered off).
- No food or drinks other than water are allowed in the camping/sleeping area.

If a conference staff member deems a conference guest's attire or behavior to be inappropriate an Adult Chaperone will be approached to resolve the issue.

It is expected that Youth and Adult Chaperones will follow the direction of all Conference Staff, Security, and Volunteers. The primary method of dealing with discipline problems will be to work through the Adult Chaperones and/or Group Leader.

Campus Security

Campus will be locked down during the entire conference weekend. People who are not attending the conference will not be permitted on campus unless previous clearance is established with the Conference Committee. There will be 24 hour on-campus security during the entire conference. During the sleeping hours, there will be additional security walking the designated sleeping area. This is to keep all participants safe and to keep all participants in their designated areas.

Emergencies

In case of emergency, always listen to our staff & security personnel. If you discover an emergency situation, please contact the nearest staff member.

Inclement Weather

Throughout the weekend we will be monitoring the weather.

In the case of a declared weather WARNING in Dearborn County, an emergency will automatically be declared. The evacuation procedures (whether during a session or otherwise) will be immediately implemented.

Reporting an Incident/Emergency Contact

If you witness a Youth or Adult Chaperone violating any policy in regard to Child Protection or Conference Guidelines, you are required to report it immediately to a member of the Security or Conference Staff. Emergency Phone # 812-593-3280

Emergency Contact Information

All participants will receive a lanyard at check-in. The lanyard will have the group leader's emergency contact information on it as well as the campus emergency contact.

First Aid

For minor injuries or medical needs there will be an RV on campus with medical volunteers to assist as needed.

The Conference Weekend

Arrival

Upon arriving please follow signs for drop off/unload. Once you drop everyone off you will follow signs to the parking area (in the school parking lot).

Check-in

Check-in will be from 4-6 on Friday, June 18 by the park entrance (follow signs). Group Leader must bring the following forms in order to check in and attend the conference. Please double check that they are fully completed. Once everything is accounted for, you will receive lanyards and tent bubble assignments for your group.

Adult Chaperone Verification Forms – one for each of your chaperones; have IDs ready also.

Tent Bubble Assignment Lists

Be sure all adults have completed background checks and safe and sacred training for the archdiocese (or equivalent in a different diocese.)

Detailed check-in procedures, instructions, and remainders will be provided via email to the Group Leader the week leading up to the conference

Lanyards

Lanyards will be provided to your group at check in; these must be worn throughout the entire conference. Without a lanyard you will not be permitted to any conference venues or events.

Meals

All meals will be served at the St. Leon fire department. Meal times are worked into the schedule throughout the conferences. Please check conference schedule for meal times.

Ministering to the Teens

Small Groups

Be sure to take advantage of the small group times noted in the Conference Schedule. It is you and your chaperones who will continue to minister to the youth once you leave the conference so it is good to begin building a stronger bond with your youth now! Small Group Questions are created by the Conference Staff and will reference the talks your youth hear

Saturday Night

Thank you for your yes to care for and minister to the youth of your parish! The group leader and adult chaperones are the primary ministers to the youth throughout the weekend. Please be sure to share this with all adult chaperones.

Often, when teens come into the presence of Christ for the first time in a very profound and personal way, many of their past hurts and struggles are brought to the surface as God begins the process of healing and restoration. At that moment, they need more than a hug or a shoulder rub. They need people who care for them and who can “go to bat” spiritually for them. As a group leader or chaperone you can be there using your gift of presence and love to pray with them. It is a simple, yet important role you need to play throughout the conference weekend. Do not be afraid to minister to your group. You are there for them and God will guide and equip you as you need it.

Suggested Packing List for All Participants

The Packing list can be found at www.intenseconference.net/packing-list

Forms

Registration Forms

These must be filled out for all participants, teens and chaperones.

Chaperone Verification Forms

Please have your pastor verify your chaperones by signing each form and bring these forms with you to check-in.

Priest Letter of Good Standing

If you have a priest attending with your group, please follow the instructions on submitting a letter of good standing.

ADULT CHAPERONE VERIFICATION FORM

2021 Intense Youth Conference

Bring your Photo ID; each Adult Chaperone will be verified onsite.

It is important for the Conference Committee to use due diligence in providing a safe environment for all participants at the Intense Youth Conference. This application assures that an Adult Chaperone is at least 21 years of age (unless otherwise approved by the Conference Committee) and agrees to abide by the Intense Youth Conference's policies. This page must be completed and legible for each adult chaperone to be admitted on campus.

NAME: _____ DOB: ____/____/____

STREET ADDRESS: _____

CITY: _____, STATE: _____, ZIP _____

GROUP/PARISH ATTENDING WITH: _____

NAME OF GROUP LEADER: _____

HOME DIOCESE: _____

I affirm that I am at least 21 years of age (or have otherwise received permission to be an adult chaperone). By signing this form, I acknowledge that my Group Leader has informed me of the possible sleeping arrangements and conditions, and also of the list of recommended things to bring along to make my stay more comfortable. I understand these things are contained in the Adult Participant Registration Form and that I have seen, read, and understand this document in its entirety. Furthermore, I have read and agree to abide by all rules, regulations, and policies of the Archdiocese of Indianapolis and the Conference Committee as outlined in said Adult Participant Registration Form in regards to providing a safe and healthy environment for young people at the Intense Youth Conference.

Signature of Applicant: _____ Date: _____

Pastoral Verification

I hereby notify the Intense Youth Conference Committee that the above named applicant has been background checked and cleared in accordance with the policies of our (Arch) Diocese under the I understand that no adult will be permitted to attend as a volunteer or participant that has not been cleared by their home diocese and is not named on this declaration.

Signature of Pastor: _____ Date: _____

Printed Name of Pastor: _____

Letter of Good Standing Instructions

For Priests Attending the Conference Only

- You may copy and paste the below template, fill in the personalized information (in blue).
- The letter MUST BE printed on diocesan letterhead and stamped with (you may imprint/apply) a diocesan seal.
- If your church or diocese already has a Letter of Good Standing template in place, you may use it, however, please be sure that the letter meets the same specifications as the below.
- **Submit by June 1, 2021**

Priests DO NOT need to submit an Adult Chaperone Verification Form.

Ways to submit Letter: *Email is PREFERRED! Please inform us by email if you have sent your letter by mail.*

1. Email: **intenseconference@gmail.com**
2. Mail: 25743 IN-1, Guilford, IN 47022

Letter of Good Standing Template

Dear Intense Youth Conference Committee,

I, the undersigned, **SIGNEE'S NAME**, hereby certify that **PRIEST IN GOOD STANDING'S NAME** is a cleric in good standing from the **NAME OF ARCH/DIOCESE** who enjoys all the faculties for the exercise of his pastoral ministry.

After reviewing his personal file, checking with those who worked with him in previous assignments, and from my own personal knowledge of the subject, I am able to certify without qualification that:

1. He is a cleric in good standing.
2. He has never been suspended or otherwise canonically disciplined.
3. No criminal charges have even been brought against him nor does he have a criminal record.
4. He has never behaved in such a way as to indicate that he might deal with minors or adults in an inappropriate manner.
5. He does not have a current untreated alcohol or substance abuse problem.
6. He does not have a current, untreated emotional or mental health problem.
7. He has never been involved in any incident, to my knowledge, which called into question his fitness or suitability to fulfill the responsibilities and duties of his pastoral ministry.
8. He has participated in an approved training session on how to provide a safe environment for children and young people.

I am able to state without qualification that **PRIEST IN GOOD STANDING'S NAME** is of good character and reputation and qualified to perform his pastoral duties. I hereby grant him permission to pursue pastoral ministry for the time period requested.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

[Stamp or Place Diocesan Seal]