

TELOS PROJECT CROSSROAD INSTITUTE

Welcome to the Telos Application master document! We are excited to work with you through this process together.

As you go through each of the steps outlined below, please do not hesitate to reach out with any questions or needs to telos@crossroadinstitute.org.

Master Application Checklist

For each of the following steps, directions are included below:

- Step 1 – Assemble your team
- Step 2 – Host your initial team meeting to complete the **Individual Questionnaire** (one for each team member) and **Team Vision Questionnaire** (one for the group). Each are attached below
- Step 3 – Work with your priest to explore and secure modest funding for your YA activities
- Step 4 – Request and receive a letter of support from your parish priest on parish letterhead
- Step 5 – Complete and submit our online form, uploading all necessary documents at www.teloscommunity.org/telosapplication

Step 1 – Assemble Your Team

1. Brainstorm who in your parish...
 - a. are young adults who who seek to have a strong young adult community
 - b. loves young adults!
 - c. would be excited to volunteer for this work—ie, get to know young adults in your community, learn with others how best to minister to and with them, and help design and implement ministry
 - d. has skills that would help create a diverse team
2. To apply, your team must include
 - a. **Parish Priest** (your priest does not necessarily need to be present at all meetings, but he will need to advise the team in some capacity)
 - b. **Young Adults** (ideal to have several, but each team must have at least two young adults between ages of 23–29)
 - c. **Parish Council Liaison**

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- d. 1–2 “**Godparents**” of your ministry (those who love young adults!); community members who commit to supporting and shepherding the young adults of this leadership team and future teams; these people commit to provide support, feedback, and access to institutional memory/parish history, while still letting the young adults take the lead
- e. We recommend your team have no more than 7 total members (not including your priest)

Step 2 – Initial Telos Team Meeting

Your objective for this meeting should be to complete the application materials. We have designed these materials to be reflective so that you can lean into this process, ground your team, and cast an inspiring vision for your work ahead!

1. Begin the meeting by taking time for everyone to fill out the provided questionnaire titled **Individual Team Member Questionnaire** and have each team member share one reflection.
2. Next, as a team, have a discussion using the prompts found in the **Team Vision Questionnaire**. Have one person from your team act as the scribe to capture your discussion on this document.
3. Review key dates and time commitments and make sure your team members are able to act as full participants.

Key Dates and Time Commitments

- Week of June 5th: Attend a team Welcome Webinar (at least two team members + the Key Leader)
- Week of August 21: Attend a team Listening Webinar (at least two team members + the Key Leader)
- June to August: Team members watch and reflect on a short **Ministry Best Practices Videos** over the summer on their own
- **October 14: Design Day in Chicago!**
 - Travel to Chicago on the 13th to then travel home the 15th
 - Three (3) members of your team will be funded to attend
 - *Travel / lodging is covered by Telos*
- September–May: Monthly coaching call
 - *Only two members of your team should/need to attend each month*

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- November to May: Monthly cohort collab call (encourage all team members to attend)
- September to May: Your own team meetings and parish work

4. Appoint a key contact who will be responsible for the majority of the communication with Telos coaches and Telos leadership as needed.
5. The key contact should review the application requirements to make sure all individual questionnaires and one team questionnaire are completed and submitted to Telos by Ascension (May 25, 2023).
6. Collect any questions the group may have and have your key contact reach out to Telos (telos@crossroadinstitute.org).

Step 3 – Explore & Secure Funding for YA Activities

If you are accepted as a Telos Parish, the Telos Project will invest in your team through coaching, educational resources, and formative experiences; we are hoping this will be for long term benefit and growth of your parish. All we ask in return is that your parish provide a modest budget for your young adults to use to pay for their own activities.

As you brainstorm with your priest where this funding might come from, here are some important points to keep in mind...

Why is this budget important?

Granting young adults a budget and the agency to spend it:

- Frees your team to focus on the important work of connecting with and ministering to and with YAs without having to constantly interrupt that work to secure funding;
- Motivates YAs to do excellent and creative work with and amongst their peers, as they feel trusted and responsible to do a good job;
- Provides an opportunity to practice skills important to wider parish life, such as outreach to peers, responsive ministry design, planning, budgeting, reporting; by learning how to be faithful over a little now, YAs will learn how to be faithful over much (an entire parish!) in the long term.

How big should this budget be?

- Every parish is different, so we do not want to dictate a particular amount...an extremely large parish will always need more funding, while an extremely small parish can likely manage with less...however, here are some observations around funding that emerged from Telos Phase 1:
 - If your parish has not recently made a concerted effort to reach out to or engage YAs, we recommend an initial annual investment of approximately \$3,000. This amount gives teams the capacity to host a generous number of “getting to know you” activities and then, having established relationships, still have the capacity to engage their peers in exciting and creative ministry for the rest of the year.
 - If \$3,000 feels unachievable, securing \$1,000 for your YAs to spend in the late summer/fall will hopefully give your team the time to build some excitement and momentum for their work and help additional funding emerge for the new year.

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- If your parish has already had a line item for YA ministry that exceeds \$3,000, please do not reduce it; a substantial budget signals to YAs that they are trusted, cared for, and expected to grow as leaders!

This budget can be provided by:

- A line item in your parish budget
- The gift of one or more parishioners eager to support this work
- Dedicated fundraising by a parallel parish team
 - We do NOT recommend that you require your Telos team to raise their own funding in the first year or two of Telos. But don't worry, we ARE big fans of young adults leaning how to think about the very best practices in fundraising! Telos will provide training in fundraising for young adults as a further stage in their Telos learning. At the outset, our universal experience has been that, in the first few years, fundraising could easily misdirect a team's momentum and effectiveness when teams need to focus on building relationships with YAs and tailoring ministry design to their particular community.

Other points:

- None of this money will come to Telos HQ; it will all stay within your own community, supporting your own YA ministry. Grant funding from Lilly Endowment provides for the staffing, coaching, and educational resources that equates to about a \$12,500 investment in your parish.
- You may use whatever normal checks and balances your parish has in place for the disbursement of funds or for regular reporting on their use, but please be mindful that keeping things simple will help keep young adults motivated and focused on their work with their peers.

Once you and your priest have decided how much of a budget makes sense and secured its source through discussion with the relevant people (parish council, individual philanthropists, etc), you are now ready to enter the secured amount on the online form (Step 5). This entry and the accompanying signature will constitute your parish's commitment to this budget for year 1 of Telos. **Thank you!**