



Application Worksheet

Step One: Assemble a Team

1. Brainstorm people in your parish who would...
 - a. **love being a part of ministry** for and with young adults – including young adults themselves!
 - b. **be excited to put in volunteer time** towards this project – ie, plan meetings, get to know young adults in your community, potentially travel to Boston for the annual learning conference, help design and implement ministry, and as a very first step, fill out their own individual questionnaire as part of the team application!
 - c. **have a diverse range of skills as a team**—ie, it would be useful if your team members had a variety of backgrounds such as event planning, networking, finance, social media
2. To apply, your team *must* have at least
 - a. **Parish Leader** (Priest, youth worker, lay assistant, or parish council member)
 - b. **Young Adults** (at least one between ages of 23-29)
 - c. **1-5 additional community members** (we recommend that your team have no more than 7 total members)
3. Reach out to these people, discuss the project, and solidify your team
4. Schedule a meeting to discuss the project and application process

Step Two: Team Meeting

1. Your objective for this meeting should be to assess if you've got enough team energy to apply to be a Telos pilot parish, and then to set a timeline for pulling the application together.
2. You might want to begin the meeting by taking time for everyone to share the following (hint: these are the same questions on the individual team member questionnaire for the application!)
 - a. **Introduce yourself** – who are you, how do you spend your time, and how long have you been involved in this parish?
 - b. **When did your faith and/or church help you** in a significant way when you were (or if you still are) between the ages of 23-29? Or if it didn't, how do you wish your faith and/or Church had?
 - c. **Why is ministry for and with young adults** important today?
 - d. **Why is your parish a good fit** for this project?
3. Next, you should appoint
 - a. A **Key Contact**: This person can be any member of your team, but will be the main point person for Telos Project staff
 - b. A **Scribe**: Someone to take notes and be the person who will turn the group discussion into the Team Vision Statement
4. Then you could discuss as a group the following questions (another hint: these are the questions for your Team Vision Statement)
 - a. **How will being a pilot parish for The Telos Project have an impact on the lives of the *young adults*** in your community? What are your best hopes?
 - b. **How will being a pilot parish for The Telos Project have an impact on your *parish community*?** What are your best hopes?

- c. **When did you parish last take on something new?** How did that project unfold? What were key lessons learned?
 - d. **What financial resources**, if any, are you prepared to leverage to support this work? (You may have to do further work after the meeting to gain a real assessment of this.)
 - e. **What are key challenges** or obstacles you might face in this effort? How could they become opportunities?
5. Decide as a group: do you want to apply to be a Telos pilot parish?
- a. **If no**, discuss: what DO you want to do? Use the group energy to figure out what does make sense for your particular context!
 - b. **If yes**, next steps will be:
 - i. **Questions?** Collect any questions the group may have, and designate a person to contact the Telos office for clarification
 - ii. **Webinars?** Review the schedule of Telos webinars to see if it would be helpful for any or all of your team to participate ahead of applying
 - iii. **Tasks and deadlines!** You will want to set dates by when individuals will fill submit their questionnaires to the key contact, the scribe will draft the team vision statement and circulate to team members for review, and the key contact will request the letter of support from your priest.
 - iv. **Decide** if and when you need a follow-up meeting

(See next page for application submission instructions.)

Step Three: Apply!

1. Review the schedule of Telos webinars to see if it would be helpful for any or all of your team to participate ahead of applying
2. Your Key Contact gathers the final team vision statement, letter of priest's support, and all individual questionnaires.
3. Your Key Contact applies online at teloscommunity.org, uploading all documents in the process, by **June 15, 2017**.

If you have any questions during this process, feel free to contact our staff at telos@hchc.edu. We're happy to help!