

YOUTH

INTRODUCTION

Tomorrow's promise lives in today's youth for they will be the leaders, the citizens, and the church of tomorrow. In responding to their needs today, we shape a better future for all.

Every Senior CDA Court can fulfill the goals of the Youth Program by committing itself to sponsor, participate in, and/or support at least one youth activity. This can be accomplished by working collaboratively with existing community and parish youth groups, such as the Youth Ministry, Social Action Groups, CYO/CYA, local schools, Scouting, or by sponsoring a Junior CDA Court. The selection and scope of the activity should be determined by the needs and/or interest of the youth in the community.

MISSION

It is the mission of the Youth Program to nurture personal and spiritual growth; to promote service to others and to foster an awareness and appreciation of diversity through a variety of suggested activities and experiences.

I. PERSONAL AND SPIRITUAL GROWTH

- A. Promote programs/activities which enhance personal and spiritual growth and develop leadership skills.

- B. Provide opportunities to participate in religious and educational ministries.
 - 1. Retreats and Days of Recollection
 - 2. Special liturgies and prayer services
 - 3. World Youth Day observance
 - 4. "True Love Waits" Campaign sponsored by NCCB
 - 5. Study groups to discuss and act upon
 - a. Scripture
 - b. The Pope's Message to youth
 - c. Diocesan and National Catholic Youth initiatives
 - d. Quality of Life issues such as: peer pressure, AIDS, chemical dependency, violence, teenage suicide, teenage pregnancy, discrimination, inclusion, and diversity to name a few.
 - 6. Gospel dramas
 - 7. Prayer partners for First Communion/Confirmation
 - 8. Living rosaries and the crowing of Mary ceremonies

9. Recognition Programs
 - a. Religious Medal Programs (National Federation for Catholic Youth Ministry [NFCYM] sponsored):
 - 1) Family of God
 - 2) I Live My Faith
 - 3) Marian Medal
 - 4) Spirit Alive Award
 - b. Scholastic Awards
 - c. Community Service Awards
 - d. Education Contests and Scholarships
10. Conflict resolution, mediation, and peer leadership activities (Educator for Social Responsibility)
11. Encourage patriotism and good citizenship through civic events

II. SERVICE TO OTHERS

- A. Promote opportunities for our youth to become informed.
- B. Encourage active participation in service projects that meet the needs of others.
 1. Stock a food bank
 2. Assist in community drives and tag days
 3. Feed the hungry at soup kitchens
 4. Conduct book/toy drives for underprivileged children
 5. Support Ronald McDonald House children's charities
 6. Visit nursing homes, shut-ins, Veteran's hospitals
 7. Baby sit for parish activities
 8. Collect Campbell soup labels for education
 9. Support "chemical free" post graduations and prom activities
 10. Sponsor "Make a Difference Day" held in October
 11. Conduct clothing drives for the needy
 12. Assist the Senior Court with Habitat for Humanity and other National Projects
 13. Assist in community recycling and beautification projects

III. AWARENESS AND APPRECIATION OF DIVERSITY

- A. Participate in programs/activities which celebrate cultural diversity

B. Affirm uniqueness of each person as an individual and assist youth in becoming proud of their heritage.

1. Celebrate ethnic holidays and traditions
2. Attend interfaith services
3. Promote cultural exchange programs
4. Support Special Olympics
5. Assist at summer camps for the physically challenged and developmentally delayed
6. Tutor the academically needy
7. Sponsor intergenerational activities
8. Celebrate “Christmas Around the World”
9. Become pen pals to children around the world
10. Celebrate National Women’s History Month in March
11. Sponsor “Kids on the Block” physically challenged Puppet Program
12. Assist in sponsoring a Seeing Eye Dog and/or Hearing Ear Dog for visually or hearing challenged person.

IV. JUNIOR CATHOLIC DAUGHTERS OF THE AMERICAS (JCDA)

INTRODUCTION

The Catholic Daughters established the JCDA Program in 1926. It is an action oriented program for Catholic girls from 6 to 18 years of age.

MEMBERSHIP

| | |
|-------------|------------|
| 6-10 years | Juniorette |
| 11-18 years | Junior |

THE JCDA PROGRAM IS BASED ON FOUR OBJECTIVES AND GOALS:

1. To promote the development of the whole person through programs of self-identity, personal growth, and peer group relationships;
2. To promote service to others in the parish, community, and JCDA;
3. To encourage spiritual growth by providing opportunities for personal prayer, liturgy, and ecumenical understanding; and
4. To encourage programming that is open, flexible, and creative to current needs and concerns.

THREEFOLD PROGRAM OF INVOLVEMENT

The goals and objectives of the JCDA program are divided into a Threefold Program of Involvement of Message, Service, and Community.

1. MESSAGE

The teaching church calls upon each of us to have an active faith in God. We must not only accept the message of God, but we must act on it. We must believe and profess to all the community, that which Jesus said and did. "For I have not spoken on my own, no, the Father, who sent me has commanded me what to say and how to speak. Since I know that this commandment means eternal life, whatever I say is spoken just as he instructed me." (John 12:45-50)

2. SERVICE

The experience of community can only lead to service. Christ gives his people different gifts not only for themselves, but for others. "You address me as Teacher and Lord and fittingly enough, for that is what I am. But if I washed your feet, I who am Teacher and Lord, then you must wash each other's feet. What I just did was to give an example. What I have done, so you must do." (John 13:13-15)

3. COMMUNITY

Community is the heart of the JCDA. We must be moved to help build community in all areas of our lives. By this experience of community, we can better build our families, neighborhoods, and our world. As God said, "I give you a new commandment, Love one another. Such as my love has been for you, so must your love be for each other. This is how all will know you for my disciples, your love for one another." (John 13:34-35)

The National Conference of Catholic Bishops, in their 1997 document, *Renewing the Vision: A Framework for Catholic Youth Ministry*, identified three goals and eight components which provide direction for this ministry. Youth ministry, at its best, is characterized by the following five hallmarks:

- Discipleship
- Connection
- Giftedness and growth
- Comprehensiveness
- Entire church (parish) involvement

Here is an excerpt.

- **GOAL 1:**
 - Youth Ministry ... it's about discipleship
 - The first goal of youth ministry is “to empower young people to live as disciples of Jesus Christ in our world today.”
- **GOAL 2:**
 - Youth Ministry ... it's about connection
 - The second goal is “to draw young people to responsible participation in the life, mission, and work of the Catholic faith community.”
- **GOAL 3:**
 - Youth Ministry ... it's about gifts and growth
 - The third goal of youth ministry is “to foster the total persona and spiritual growth of each young person.”

COMPONENTS OF YOUTH MINISTRY

- Youth Ministry ... happens comprehensively
 - Youth ministry is more than programs and events. It is “the response of the Christian community to the needs of young people, and the sharing of the unique gifts of youth with the larger community.”
- Youth Ministry ... it takes an entire Church
 - “This is what is needed: a Church for young people, which will know how to speak to their heart and enkindle, comfort, and inspire enthusiasm in it with the joy of the Gospel and the strength of the Eucharist; a Church which will know how to invite and welcome the person who seeks a purpose for which to commit his whole existence; a Church which is not afraid to require much, after having given much, which does not fear asking from young people the effort of a noble and authentic adventure; such as that of the following of the Gospel.”
 - Pope John Paul II. 1995 World Day of Prayer for Vocations

Please refer to www.nfcym.org/catholiccym/index.htm for additional information or to order the document in full.

YOUTH – RESOURCES

Campbell Labels for Education – 1-800-424-5331

P.O. Box 3130

Grand Rapids, MN 55745-3130

www.labelsforeducation.com

Christopher News Notes – 212-759-4050

5 Hanover Square, 11th Floor

New York, NY 10004

www.christophers.org

Educators for Social Responsibility (ESR) – 1-800-370-2515

23 Garden Street

Cambridge, MA 02138

www.esrnational.org

National Families in Action – National Drug Information Center – 404-248-9676

2957 Clairmont Road NE, Suite 150

Atlanta, GA 30329

www.nationalfamilies.org

Kids on the Block – 1-800-368-KIDS

928-C Gerwig Lane

Columbia, MD 21046

www.kotb.com

Make a Difference Day – 1-800-416-3824

USA Weekend

Make a Difference Day

7950 Jones Branch Drive

Arlington, VA 22107

www.usaweekend.com/diffday/

National Federation for Catholic Youth Ministry – 202-636-3825

415 Michigan Avenue NE, Suite 40

Washington, DC 20017-4503

www.nfcym.org/index.htm

NCCB – Secretariat for Laity, Marriage, Family Life & Youth – 202-541-3040
3211 – Fourth Street NE
Washington, DC 20017-1194
www.usccb.org/laity/

Ronald McDonald House Charities – 630-623-7048
Attn: Charitable Accounting
One Krock Drive
Oak Brook, IL 60523
www.rmhc.org

The National Catholic Youth Initiative: “To Stand Against Violence”
www.usccb.org/sdwp/national/criminal/sav.shtml#suggestions

True Love Waits Campaign (NFCYM/NCCB sponsored)
www.nfcym.org/resources/pastoralresponse/tlw|TLWJanuary182006.pdf

United States Conference of Catholic Bishops – 1-800-235-8722
Publishing
3211 Fourth Street NE
Washington, DC 20017
www.usccbpublishing.org/index.cfm

U.S. Department of Health and Human Services – 1-877-696-6775
200 Independence Avenue, SW
Washington, DC 20201
www.hhs.gov

Wellesley College Center for Research for Women – 781-283-2500
Wellesley College
106 Central Street
Wellesley, MA 02481-8203
www.wcwonline.org/

HOW TO START A JCDA COURT LOCAL COURT GUIDELINES

1. Contact the National Catholic Daughter office and request a packet of information to start a JCDA court.
2. Contact the State Regent and/or State JCDA Chairman of your interest in starting a JCDA court.
3. Appoint a local JCDA Chairman.
4. Select a JCDA Chaplain.
5. Initial Meeting
 - With the help of the State JCDA Chairman and the State Regent, set the date for the initial meeting. Advertise the meeting in church bulletin, schools, local paper etc. Be sure to extend the invitation to their mothers.
 - Prepare presentation for the meeting keeping in mind the goals of the JCDA program and the Threefold Program of message, service and community.
 - Explain the importance of the JCDA program and the good it will do for the girls and the good the girls can do through the program for her fellow citizens, for the community, and for God and the Church.
 - Distribute application forms to all girls present and give them extra for their friends.
 - Have the Chaplain review the JCDA material and invite him to speak to the girls at the first meeting.
 - Set and review the date of the second meeting and what will happen during that meeting.
6. Second Meeting
 - Attend the follow up meeting which should be set for the next week. Have girls bring their applications back.
 - Once again, advertise the meeting and invite the girls and their mothers.
 - Determine interest based on applications received.
 - At the second meeting, distribute any additional information.
 - Divide the girls into respective age groups: Juniorettes – age 6-10; Juniors – 11-18
 - With the approval of the State Board, State JCDA Chairman and local JCDA Chaplain, set the date for the institution of the court.
 - Decide on the name of the court. Although most courts will take the same name as their senior court it is not required.
 - Decide on annual dues amount. Suggestion would be approximately \$5-10 per year. Set the monthly meeting date and time.
 - Elect the officers based on the guidelines set forth through the State Court or the samples provided in the National JCDA packet.

7. Institution of the Local JCDA court

- The ceremony of the institution of the court shall follow the guidelines outlined in your State JCDA program or the samples in the JCDA packet from the National office.
- This ceremony includes the installation of the newly elected officers.
- Plan a reception following the ceremony for the families to attend. This bonding of families will be crucial in the success of the JCDA program.

8. Prior to First Monthly Meeting

- The newly elected officers and leaders will meet to establish “proposed” Bylaws using the guidelines from the JCDA packet at the first monthly meeting.. Make copies to pass out at the meeting.
- Make copies of the “Medical Release” form for all members to complete and return.
- Liability Insurance – The JCDA program is covered under the senior court liability insurance through Chubb Group of Insurance Companies.
- Verify with your local Diocesan office any required training that the leaders might need to go through when working with the youth.

9. First Monthly Meeting

- Distribute the proposed Bylaws to the members. Discuss the proposed Bylaws, make changes as needed and vote to adopt the Bylaws with any corrections made. Advise the membership that a copy of the newly adopted Bylaws would be available to them at the next meeting.
- Distribute the “medical release” forms to each member. Instruct them to return them at the next monthly meeting.
- Begin working through the threefold program to determine activities you might want to do.
- Use additional information from your senior court, the State JCDA Chairman or other resources to assist with your meetings, activities and supported programs for your court.

HOW TO START A JCDA COURT STATE COURT GUIDELINES

1. The State Board will determine if they desire to establish JCDA within their state.
2. The State Board will decide how they would like the JCDA program in their state to be represented; e.g. Banner, Uniform, Sash, etc.
3. The State Board will decide who will be responsible for the financial aspects of the junior courts in the state. Will the Local Court be solely responsible or will the State Court assist them financially.
4. It is suggested that the State Board appoint a State JCDA Chairman. The state chairman can be the same individual as the State Youth Chairman or they can appoint someone separately. Each state can use their discretion in this decision.
5. Bylaws **MUST** be written that will provide the framework for the JCDA program in the State. Sample Guidelines can be obtained through the National office.
6. Policies and procedures **MUST** be written to ensure the safety of the members and the protection of the order. For example, the liability insurance through Chubb Group of Insurance Companies. The JCDA court is covered under the senior court that sponsors them. In addition, the State Court must remind the JCDA courts that they need to confirm any guidelines through their local Diocesan office that need to be followed such as background checks, training for leaders, etc.
7. The State Board or a designee will decide on rituals for “Institution of a New Court”, “Reception of New Members” and “Installation of Officers”. Sample Guidelines can be obtained through the National office.
8. For uniformity, all JCDA courts shall adopt the four JCDA goals and the Threefold Program of Message, Service, and Community as follows:

Goals:

- 1. Develop yourself as a Christian**
- 2. Learn to work for the good of others.**
- 3. Grow spiritually.**
- 4. Be creative and flexible.**

SAMPLE

Guidelines for Bylaws

Junior Catholic Daughters of the Americas

Name

The name of this organization shall be the JUNIOR CATHOLIC DAUGHTERS OF THE AMERICAS, hereinafter referred to as the JCDA.

Purpose

The purpose of the JCDA shall be:

- (a) To promote the development of the whole person through programs of self-identity, personal growth, and peer group relationships;
- (b) To promote service to others in the Parish, Community, and JCDA;
- (c) To encourage spiritual growth by providing opportunities for personal prayer, liturgy, and ecumenical understanding; and
- (d) To encourage programming that is open, flexible, and creative to current needs and concerns.

Membership

Sect. 1 Membership in the JCDA shall be open to all Catholic girls from their 6th to their 18th birthday.

Sect. 2 Graduation from high school or the 18th birthday, whichever occurs later, shall be the determining date for completion of JCDA membership.

Sect. 3 Application for membership shall be made on the official application blank and presented with the reception fee to the Local JCDA Court Chairperson.

Fees and Dues

Sect. 4 The local JCDA Court shall determine the dues for the local membership.

Advisory Committee

Sect. 5 The advisory bodies of the JCDA shall be:

- (a) State Level: The State JCDA Advisory Board shall be the advisory body of the State JCDA program. It shall be composed of the Catholic Daughters of the Americas State Officers, and the JCDA/Youth Chair.
- (b) Local Level: The Local JCDA Advisory Board shall be the advisory body of the Local JCDA Program. It shall be composed of the Local Catholic Daughters of the Americas Court Regent, Vice Regent, JCDA/Youth Chair, the JCDA chaplain, the Adult leaders of the JCDA Court and all JCDA Officers of the JCDA Court.

JCDA State Court

Sect. 6 Five or more local JCDA Courts in good standing may organize a State JCDA Court with the approval of the Catholic Daughters of the Americas State Court.

Sect. 7 The State Court shall meet in biennial convention assembled between the period of April 1 and May 31, for the enactment of suggested rules and regulations as may be consistent with the Bylaws of JCDA. Any recommendation so enacted shall be subject to approval of the JCDA State Advisory Board.

Sect. 8 Representation at the State Convention shall be the State Officers, one President or alternate from each local court and one delegate or alternate elected for each ten members or major fraction thereof of the local court, as shown by the records of the JCDA State Office two months prior to meeting. The total number of delegates from each court shall not exceed six, excluding JCDA State Officers.

Sect. 9 A majority of the JCDA State Court present shall constitute a quorum at a State Biennial Convention, provided three State Officers are present.

Sect.10 The State Officers of the JCDA State Court shall be a State President, First Vice President, Second Vice President, Secretary, and Treasurer.

Sect. 11 The five State Officers shall be known as the State Board. Not more than two State Board members shall be elected from the same local court.

Sect. 12 Any registered JCDA member 13 years of age or older, who has been a member for two years and has held a local court office may be elected to the office of President, First Vice President, or Second Vice President.

Sect. 13 Any registered JCDA member 11 years of age or older, who has been a member for two years and has held a local office may be elected to the office of Secretary or Treasurer.

Sect. 14 The State President shall:

- (a) Preside at all meetings of the JCDA State Court and the JCDA State Board;
- (b) Represent the JCDA members in her State at Catholic Daughters of the Americas State Court functions and at Civic activities, when invited;
- (c) Be an ex-officio voting member of all committees except the Nominating Committee; and
- (d) Perform other such duties as the State JCDA Advisory Board may define.

Sect. 15 The State First Vice President shall:

- (a) In the absence or inability of the State President, assume the title and office of State President and perform the duties of said office; and
- (b) Serve as chairman of the Threefold Program of Involvement.

Sect. 16 The Second Vice President shall:

- (a) In the absence or inability of the State President and First Vice President, assume the title and office of State President and perform the duties of said office;
- (b) In the case of the advancement of the State First Vice President, assume the title and office of State First Vice President and perform all duties of said office; and
- (c) Serve as Membership and Extension Chairperson for the JCDA Program.

Sect. 17 The State Secretary shall:

- (a) Keep an accurate record of the minutes of the JCDA State Board and of the JCDA State Court Biennial Conventions. A permanent record book shall be used for this purpose and shall be passed on to her successor; and
- (b) Carry on all correspondence of the JCDA State Board.

Sect. 18 The State Treasurer shall:

Keep a record of the finances of the State Court.

JCDA Local Courts

Sect. 19 One regular business meeting shall be held each month in JCDA Local Courts. Three business meetings per year may be dispensed with by vote of the JCDA local court.

Sect. 20 A local court shall consist of 12 members for institution purposes. For the transaction of business by a Court, a quorum of the membership shall be present. The number to constitute a quorum shall be six members of the Court.

Sect. 21 Any JCDA Court may enact standing rules for the government of its Court. Such rules shall in no way conflict with the Bylaws of the JCDA and are subject to the approval of the JCDA Adult leaders.

Sect. 22 The officers of the JCDA court shall be a President, Vice President, Secretary and Treasurer.

Sect. 23 The President shall:

- (a) Preside at all JCDA Court Meetings and Receptions of New Members
- (b) Represent the JCDA Court at Catholic Daughters of the Americas Local Court functions and at civic activities when invited to do so.
- (c) Be an ex-officio, voting member of all committees with the exception of the Nominating Committee;
- (d) Be a Court Representative at the State Convention; and
- (d) Perform other duties as the Local JCDA Advisory Board may define.

Sect 24 The Vice President shall:

- (a) In the absence or inability of the President, assume the title and office of President and perform duties of the said office; and
- (b) Serve as Membership and Extension chairperson for the JCDA Program.

Sect 25 The Secretary shall:

- (a) Keep an accurate record of the minutes of the Court meetings. A permanent record book shall be used for this purpose and shall be passed on to her successor.
- (b) Carry on all correspondence of the Court.

Sect 26 The Treasurer shall:

- (a) Report at each meeting of the Court on the financial status (receipts, disbursements, and account balance) of the Court as of the current date.
- (b) Keep an accurate record of membership and dues.

Nominations and Elections of Officers

- Sect. 27 State Court Officers: The JCDA State Officers shall be elected by ballot at each biennial convention of the JCDA State Court. They shall assume office on June 1 and shall serve until their successors are duly elected and assume office.
- (a) The term of office shall be for two years. No JCDA State Officer shall serve more than one consecutive term in the same office.
 - (b) A plurality vote of the quorum present shall be necessary to elect an officer. Only members in good standing shall be eligible for nomination. Only members of the JCDA State Court (as outlined in Section 8 of the Bylaws) shall be eligible to vote.
- Sect. 28 Local Court Officers: The officers of each Court shall be elected by ballot at a regular meeting of the Court for a term of one year. They shall serve until their successors are duly elected and assume office.
- (a) No Court officer shall serve more than two consecutive terms in the same office.
 - (b) A plurality vote of the quorum present shall be necessary to elect an officer. Only members in good standing shall be eligible for nomination and to vote.

Vacancies

- Sect. 29 State Court Level: Whenever a vacancy exists in the office of President, the First Vice-President shall assume the office of President. Whenever a vacancy exists in the office of First Vice President, the Second Vice President shall assume the office of First Vice President. Whenever a vacancy exists in the office of the Second Vice President, the Secretary, or the Treasurer, the President, after consulting with the remaining members of the Board, shall fill the vacancy. This appointment is subject to the approval of two-thirds (2/3) of the State JCDA Advisory Board.
- Sect. 30 Local Court Level: Whenever a vacancy exists in the office of President, the Vice-President shall assume the office of President. Whenever a vacancy exists in the office of the Vice President, the Secretary, or the Treasurer, an election shall be held by the Local Court at the first regular meeting following the vacancy after at least five days notice to the membership.

Amendments and Revisions

- Sect. 31 Suggested amendments and revisions to these Bylaws may be made by a two-thirds vote of the members of the JCDA State Court present and voting at any biennial convention of the JCDA. Any suggested amendments adopted by the JCDA State Court are subject to the approval of the State JCDA Advisory Board.

Sect. 32 These Bylaws may be amended by a two-thirds (2/3) vote of the State JCDA Advisory Board.

Parliamentary Authority

Sect. 33 In all matters of procedure not otherwise provided for by the Bylaws, the current issue of Robert's Rules of Order shall be the authority.

Junior Catholic Daughters of the Americas

Membership Application

Name: _____

Birthdate: _____

Address: _____

City: _____

State: _____ **Zip:** _____

Telephone: _____

Parish: _____

Court: _____ **No.** _____

City of Court _____

Date: _____

Signature of Applicant

Signature of Parent or Guardian

Signature of Court Chairperson

*******TO BE COMPLETED BY COURT CHAIRPERSON*******

Date Application Received: _____

Date of Reception: _____

JUNIOR CATHOLIC DAUGHTERS OF THE AMERICAS

COURT _____

MEDICAL RELEASE

To whom it may concern:

_____ has my permission to attend all functions planned and chaperoned by the leaders of JCDA Court _____. I understand that I will be notified, in advance, of any activities that take place away from _____ Parish. I permit Hospital Care Physicians and any other physician he/she may wish to delegate, to render any medical/surgical treatment required for the above named patient in my absence.

Parent /Guardian Signature

Date

EMERGENCY CONTACT

Name

Relationship

Telephone Number

ALTERNATE EMERGENCY CONTACT

Name

Relationship

Telephone Number

MEMBERS'S MEDICAL HISTORY

Allergies, if any

Last Tetanus Immunization

Medications

Other

Health Insurance Carrier

Policy Number

PHOTO RELEASE

I give my permission for my daughter to be photographed or videotaped during JCDA functions.

Parent/Guardian

Date

SAMPLE

INSTITUTION OF A NEW JCDA COURT

THEME: Celebrate the value of self, the value of your community, and the value of your spiritual growth.

MATERIALS:

1. Banner of the JCDA Court
2. American Flag
3. Program of Ceremony (Optional)
4. Flowers for new members
5. A list of names of the new members
6. Five candles for the Installation of Officers
7. A small table for the Installation of Officers
8. A list of names of the new officers
9. Officers Badges
10. List of the State Officers and Guests

CELEBRANT INTRODUCTION

COURT LEADER:

Welcome to the Institution of a new JCDA Court and Installation of New Officers of Court _____. On behalf of all the JCDA members throughout the United States, we greet you. The entrance song is (your choice). Please stand.

PROCESSION:

New Members
New Officers
State JCDA Officers
Leaders
State Chairperson
CDA State Officers
Chaplain

MESSAGE – (to be read by State Regent or State Representative)

THE JCDA THREEFOLD PROGRAM OF INVOLVEMENT

MESSAGE

The teaching church calls upon each of us to have an active faith in God. We must not only accept the message of God, but we must act on it. We must believe and profess to all the community, that which Jesus said and did. "For I have not spoken on my own, no, the Father, who sent me has commanded me what to say and how to speak. Since I know that this

commandment means eternal life, whatever I say is spoken just as he instructed me." (John 12:45-50)

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COMMUNITY

Community is the heart of the JCDA. We must be moved to help build community in all areas of our lives. By this experience of community, we can better build our families, neighborhoods, and our world. As God said, "I give you a new commandment, Love one another. Such as my love has been for you, so must your love be for each other. This is how all will know you for my disciples, your love for one another." (John 13:34-35)

INSTITUTION OF A NEW JCDA COURT (State Regent or State Representative)

We welcome you to the Institution of a New JCDA Court into our Order. We are proud to have another Court which will enable us to continue our work as JCDA members. At this time I would like to give you a little better idea of what JCDA is all about. The JCDA is based on four goals:

1. Develop yourself as a Christian.
2. Learn to work for the good of others.
3. Grow spiritually.
4. Be creative and flexible.

Through your work in the JCDA we hope you will achieve these four goals. Because of the four goals, we are divided into a Threefold Program, this means we work in three special areas just described, Message, Service and Community. Message is Jesus. Service is living **the gospel**. Community is developing the JCDA Court and its members and reaching out to others.

Will all of the New Members please come forward? (They should stand in front of the State Regent)

When your name is called, please step forward to receive your sash.

(The Court leader will read the names of the new members. Names are read one at a time after which State Officers will take turns placing sashes on the new members.)

Please repeat the JCDA Pledge after me:

I promise to be a faithful member/ of the Junior Catholic Daughters of the Americas/ to promote development of myself as a whole person,/ to promote service to others,/ and to encourage spiritual growth/ in our members.

Welcome to the Junior Catholic Daughters of the Americas Court

_____ **No.** _____.

JCDA state officers present flowers to the new members.

STATE PRESIDENT: You may return to your places. (Applause)

The Installation of Officers would follow next.

The Installing Officer (I. O.) (Can be the State JCDA President, State Catholic Daughters of the Americas Regent, State Representative, or Local Catholic Daughters of the Americas Regent)

I.O. It is my happy privilege to install your elected JCDA Court Officers for the year 20____ to 20____. Newly elected officers of JCDA Court _____ No. _____, will you kindly step forward as your name is called.

(The installing officer will call each one by name in order of rank, beginning with the President.)

Newly Elected President _____

Newly Elected Vice President _____

Newly Elected Secretary _____

Newly Elected Treasurer _____

I.O. Before installing the new officers of the Court, it is fitting to pause for a moment to consider what it means to be elected an Officer of the JCDA Court. It means that the members have selected and chosen you as their leaders and representatives of their JCDA Court. As an officer you are to pledge your love, your work, and your thoughts to God, promising to do all for the good of your Court. As true JCDA members, you will strive to be good Christians and citizens. A good Christian and citizen is willing to cooperate and do her part in the community, accepting her responsibility to serve others generously, and making sacrifices to preserve Christian ideals.

Newly elected Officers of JCDA Court _____ No. _____, are you ready and willing to make your pledge to the members of this Court?

Officers: Yes, we are willing.

I.O. I shall now install each officer in her position in this JCDA court as I read her duties to her. Please come forward when your name is called.
(The new officer is to stand directly in front of the installing officer.)

I.O. _____, as JCDA Court Treasurer, it is your duty to report at each meeting of the court the financial status of the Court, and to keep accurate record of membership and dues. You will now take your position in the Court.

(Light candle)

I.O. _____, as JCDA Court Secretary, it is your privilege to record and keep an accurate record of the minutes of the JCDA Court meetings. You shall report and record all correspondence for the Court. You will now take your position in the Court.

(Light candle)

I.O. _____, as JCDA Vice President, you shall, in the absence or inability of the President, perform her duties. You are responsible to see that all activities are carried through. You will now take your position in the Court.

(Light candle)

I.O. _____, as JCDA President, you have been chosen the highest officer in the Court. The members have bestowed on you great honor as well as a special opportunity. You are to be the leader and the inspiration of the membership. You shall preside at all JCDA Court meetings and receptions. At all times you must be a worthy representative of the JCDA members of the Court, at Senior Court functions and parish and civic activities. May you enjoy your office and justify the faith placed in you by the members of the Court. You will now take your position in the Court.

(Light candle)

I.O. Will the officers turn and face the congregation?

I hereby declare the officers of JCDA Court _____ No.
_____ duly installed. Together let us stand and join in the Lord's Prayer, and pray for a very active and successful Court. "Our Father, who art....."

Officers, you may be seated.

Introduction of Guests and Closing Remarks (To be done by the Presiding Officer before the final Blessing)

Invitation to Reception

We invite each of you to a reception following this ceremony to congratulate the new officers.

Closing Prayer

Father, thank you for our country. Thank you for our JCDA. Thank you for our Church. Thank you especially for the Eucharist. All of us need to join our JCDA members in love for each other and service to our community.

Closing Song (Your Choice)

Recessional:

- New Members
- New Officers
- State JCDA Officers
- Leaders
- State Chairperson
- CDA State Officers
- Chaplain

Note: When the installing officer says, "You will now take your position in the Court," the new officer goes to the table with the candles and lights the appropriate candle. A state JCDA officer should be at the candles to help the new officer. The new officer then returns to her place in line with the other new officers.

SAMPLE

RECEPTION OF NEW JCDA MEMBERS

THEME: Celebrate the value of self, the value of your community, and the value of your spiritual growth.

MATERIALS:

1. Banner of the JCDA Court
2. American Flag
3. Program of Ceremony (Optional)
4. Flowers for new members
5. A list of names of the new members

CELEBRANT INTRODUCTION

COURT LEADER:

Welcome to the Ceremony of Reception of New members into JCDA Court
_____. On behalf of all the JCDA members throughout
the United States, we greet you. The entrance song is (your choice). Please stand.

PROCESSION:

New Members
Officers
State JCDA Officers
Leaders
State Chairperson
CDA State Officers
Chaplain

MESSAGE - to be read by State JCDA President or State Representative

THE JCDA THREEFOLD PROGRAM OF INVOLVEMENT

MESSAGE

The teaching church calls upon each of us to have an active faith in God. We must not only accept the message of God, but we must act on it. We must believe and profess to all the community, that which Jesus said and did. "For I have not spoken on my own, no, the Father, who sent me has commanded me what to say and how to speak. Since I know that this commandment means eternal life, whatever I say is spoken just as he instructed me." (John 12:45-50)

SERVICE

The experience of community can only lead to service. Christ gives his people different gifts not only for themselves, but for others. "You address me as Teacher and Lord and fittingly enough, for that is what I am. But if I washed your feet, I who am Teacher and Lord, then you must wash each other's feet. What I just did was to give an example. What I have done, so you must do." (John 13:13-15)

COMMUNITY

Community is the heart of the JCDA. We must be moved to help build community in all areas of our lives. By this experience of community, we can better build our families, neighborhoods, and our world. As God said, "I give you a new commandment, Love one another. Such as my love has been for you, so must your love be for each other. This is how all will know you for my disciples, your love for one another." (John 13:34-35)

RECEPTION OF NEW MEMBERS (State President or State Representative)

We welcome you to the Reception of new JCDA members into our Order. We are proud to have more members which will enable us to continue our work in JCDA. At this time I would like to give you a little better idea of what JCDA is all about. The JCDA is based on four goals:

1. Develop yourself as a Christian.
2. Learn to work for the good of others.
3. Grow spiritually.
4. Be creative and flexible.

Through your work in the JCDA we hope you will achieve these four goals. Because of the four goals, we are divided into a Threefold Program, this means we work in three special areas just described, Message, Service and Community. Message is Jesus. Service is living the gospel. Community is developing the JCDA Court and its members and reaching out to others.

Will all of the New Members please come forward? (They should stand in front of the State President or Representative)

When your name is called, please step forward to receive your sash.

(The State President or State Representative will read the names of the new members. Names are read one at a time after which local JCDA Officers will take turns placing sashes on the new members.)

Please repeat the JCDA Pledge after me:

I promise to be a faithful member/ of the Junior Catholic Daughters of the Americas/ to promote development of myself as a whole person,/ to promote service to others,/ and to encourage spiritual growth/ in our members.

Welcome to the Junior Catholic Daughters of the Americas Court

_____ **No.** _____.

(Local JCDA President presents flowers to the new members.)

STATE PRESIDENT: You may return to your places. (Applause)

Introduction of Guests and Closing Remarks: (To be done by the Presiding Officer before the final Blessing)

Invitation to Reception

We invite each of you to a reception following this ceremony to congratulate the new officers.

Closing Prayer

Father, thank you for our country. Thank you for our JCDA. Thank you for our Church. Thank you especially for the Eucharist. All of us need to join our JCDA members in love for each other and service to our community.

Closing Song (Your Choice)

Recessional:

New Members
Officers
State JCDA Officers
Leaders
State Chairperson
CDA State Officers
Chaplain

SAMPLE

INSTALLATION OF NEW JCDA OFFICERS

- MATERIALS:**
1. Banner of the JCDA Court
 2. American Flag
 3. Program of Ceremony (Optional)
 4. Table with four candles
 5. Flowers for new officers
 6. A list of names of the new officers

INTRODUCTION

COURT LEADER:

Welcome to the Ceremony of Installation of Officers for JCDA Court
 _____ No. _____. On behalf of all the JCDA
 members throughout the United States, we greet you. The entrance song is (your choice).
 Please stand.

PROCESSION:

- New Officers
- State JCDA Officers
- Leaders
- State Chairperson
- CDA State Officers
- Chaplain

The Installing Officer (I. O.) (can be the State JCDA President, State Catholic Daughters of the Americas Regent, State Representative, or Local Catholic Daughters of the Americas Regent).

I.O. It is my happy privilege to install your elected JCDA Court Officers for the year 20 ____
 to 20____. Newly elected officers of JCDA Court _____ No.
 _____, will you kindly step forward as your name is called.

(The installing officer will call each one by name in order of rank, beginning with the President.)

Newly Elected President _____

Newly Elected Vice President _____

Newly Elected Secretary _____

Newly Elected Treasurer _____

I.O. Before installing the new officers of the Court, it is fitting to pause for a moment to consider what it means to be elected an Officer of the JCDA Court. It means that the members have selected and chosen you as their leaders and representatives of their JCDA Court.

As an officer you are to pledge your love, your work, and your thoughts to God, promising to do all for the good of your Court. As true JCDA members, you will strive to be good Christians and citizens. A good Christian and citizen is willing to cooperate and do her part in the community, accepting her responsibility to serve others generously, and making sacrifices to preserve Christian ideals.

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(The new officer is to stand directly in front of the installing officer.)

I.O. _____, as JCDA Court Treasurer, it is your duty to report at each meeting of the court, the financial status of the Court, and to keep accurate record of membership and dues. You will now take your position in the Court.

(Light candle)

I.O. _____, as JCDA Court Secretary, it is your privilege to record and keep an accurate record of the minutes of the JCDA Court meetings. You shall report and record all correspondence for the Court. You will now take your position in the Court.

(Light candle)

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(Light candle)

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parish and civic activities. May you enjoy your office and justify the faith placed in you by the members of the Court. You will now take your position in the Court.

(Light candle)

I.O. Will the officers turn and face the congregation?

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Closing Song (Your Choice)

Recessional:

- New Officers
- State JCDA Officers
- Leaders
- State Chairperson
- CDA State Officers
- Chaplain

Note: When the installing officer say, "You will now take your position in the Court," the new officer goes to the table with the candles and lights the appropriate candle. A state JCDA officer, or the local CDA Regent should be at the candles to help the new officer. The new officer then is presented a flower. The presentation of the flower is the option of each individual court. The new officer then returns to her place in line with the other new officers.

MISCELLANEOUS GUIDELINES

- I. **LIABILITY INSURANCE** – The JCDA are covered under the Local Court Liability Insurance through the National Office.
- II. **SAFE ENVIRONMENT TRAINING** – All youth leaders must complete the Diocesan required training to provide a safe environment for the youth and JCDA members they are working with.
- III. **BANNER GUIDELINES (optional) – SAMPLE**
 - The local Court banner should be no larger than three feet by five feet (3' X 5'), excluding the fringe.
 - The local Court banner can be made with any type of material; for example, burlap, felt, linen, or cheesecloth. The lettering can be glued or stitched.
 - The local Court banner should include the following information; court name, court number, city, and state.
 - The state Court banner should be no larger than three feet by five feet (3' X 5'), excluding the fringe.
 - The state Court banner can be made with any type of material; for example, burlap, felt, linen, or cheesecloth. The lettering can be glued or stitched.
 - The state Court banner should include the following information: state court name and number of local courts.
- IV. **UNIFORM GUIDELINES (optional) – SAMPLE**
 - The uniform is a blue skirt/pant and a white blouse.
- V. **SASH GUIDELINES (optional) – SAMPLE**
 - Worn from the right shoulder to the left hip.
 - Made of royal blue broadcloth or similar material, width 5 inches, length based on the length from the right shoulder to the left hip and around, attached at the hip with a snap.
 - 3" initials "JCDA" in white felt placed vertically going from the right shoulder towards the left hip.
- VI. **ADULT RELIGIOUS RECOGNITION MEDALS** - (For adult leaders)
 - St. Elizabeth Ann Seton (minimum 3 years service) – Recognizes the significant contributions of persons serving the spiritual needs of Catholic members in national organizations serving girls.
 - St. Anne (minimum 7 years service) – The highest national award for adults working with Catholic members of national organizations serving girls. It honors the outstanding service of adults contributing to the spiritual development of Catholic members of girl's organizations, and to further Catholic members of girl's organizations, and to further Catholic adult leadership in youth ministry through organizations serving girls.
 - Contact your diocese Office of Youth Ministry for further information. These recognitions are not given based upon completion of a program, but are awarded by the diocese to adults who model the highest ideals for young people. Suggested guidelines for the awarding of the medals are available.