



 Caritas Lebanon Youth

 @Caritaslb

 Caritas Lebanon Youth

 Caritas Lebanon

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YOUTHSERVING
HUMANITY
C a r i t a s L e b a n o n Y o u t h

Youth Guide



“ *Our beloved Youth,*

We put in your hands this guide that took effort and time so it can be to all the volunteers today and for the new ones in the future because you will always be envious about Caritas Lebanon's humanitarian and social mission in our country Lebanon. Your commitment to the guide will show your seriousness and an authenticity towards all the people.

Your activities will give joy to those who have lost it, hope for the vulnerable people and faith to disfavored people.

Your fingerprints will always stay in minds and hearts, and your lovable acts and duties will always leave marks in our country and in the needy persons.

Don't be afraid to reflect the image of Jesus in your acts, show the world the love and the transparency you have. You are our future and the church's future as well.

Take initiatives without hesitating, and continue to be creative because every new idea from the spirit of youth has its own objective and is for the voluntary services.

God bless you and your hardened steps be blessed by Mother Teresa Di Calcutta and all the Saints.

With all my love, pride and trust.

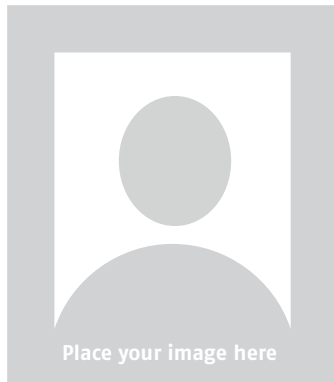
Father Paul KARAM
President of Caritas Lebanon

”



Our Prayer

Our Lord Jesus Christ,
We, Caritas Lebanon Youth,
Seek you to teach us in the name of the Father
To be Your true witnesses,
And to reflect Your image as love and giving in our lives,
Use us for Your peace, O Lord,
To be always in the service of every needy on this earth
So we live superior joy,
Following the footsteps of our Patron
Saint Teresa of Calcutta, Amen.



My Youth Guide

Name and Surname

.....

Father's Name

.....

Mother's Name

.....

Date of Birth

.....

Blood Type

.....

Caritas Lebanon Sector

.....

Caritas Lebanon Region

.....

Address

.....

Mobile Number

.....

Landline Number

.....

My Journey in Caritas

I joined Caritas Youth on

.....

My first training was about

.....

My first workshop/summer camp was in/on

.....

I joined Committee on

.....

The Youth principle that describes me the most

.....

The Youth core value that I live the most in my daily life

.....



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“Let no one ever come to you without leaving better and happier.

Be the living expression of God’s kindness: kindness in your face, kindness in your eyes, and kindness in your smile.”

— Saint Mother Teresa

Part 1
Introduction



***Caritas Lebanon was founded in 1972
in the South of Lebanon.***



Mission & Vision of Caritas Lebanon

Vision

Caritas Lebanon strives for an environmentally sustainable economically inclusive developed world in which all people lead peaceful, just, and dignified lives in harmony and intergenerational solidarity

To achieve our vision we strive for an overall human, social, economic and environmental development, to improve the quality of life of all people in need. We are committed to helping every person in need regardless of race, creed, identity or beliefs.

Mission

Caritas Lebanon, the common official socio-pastoral arm of the local Catholic Church in service of the poor and the promotion of love, charity and justice, provides economic development, livelihoods, health and social care, education, migration services, emergency and crisis intervention, human and humanitarian relief and aid, environmental stewardship, as well as advocacy and protection for all individuals and groups of people in need.

We accomplish this, in concert with Catholic Bishops and priests in their respective dioceses and parishes, as well as other key stakeholders in their communities by:

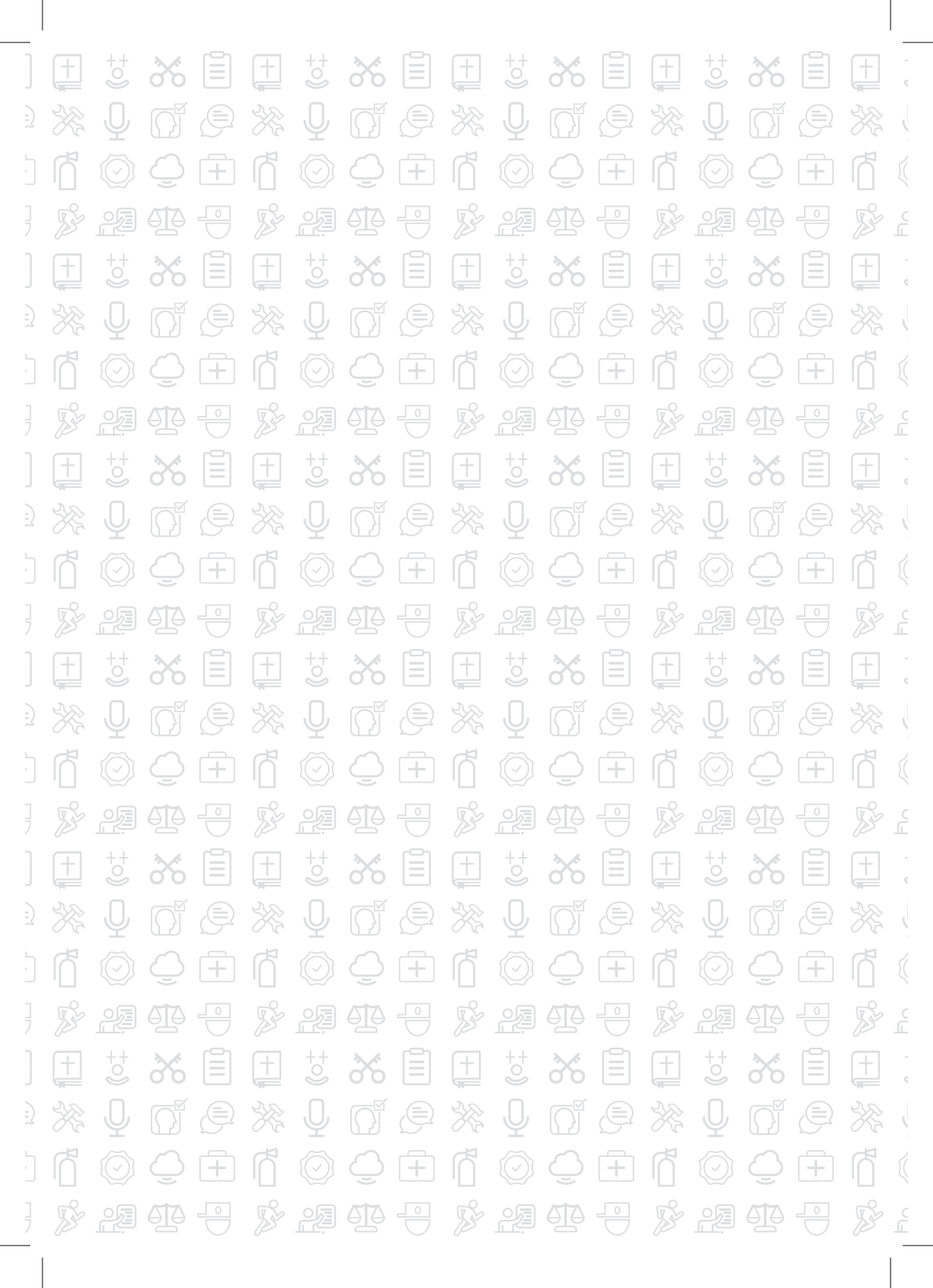
- *Holding ourselves to high Christian morals and standards*
- *Embracing a socially entrepreneurial network orchestration model*
- *Increasing agility and responsiveness to constituents' developing needs*
- *Ensuring efficiency, transparency and visibility of our work*
- *Recognizing, valuing and acknowledging the work of all Caritas family members*
- *Constantly developing and empowering our teams spiritually and professionally*
- *Enabling re-activation of all our fellow Caritas alumni as multipliers and role models to our teams in the delivery of our efforts and services*
- *Strengthening coordination and transparent collaboration with our Caritas Partners, governmental and non-governmental institutions, local civic associations and all other benefactors and international donors*
- *Encouraging and enabling partnerships between the church, religious institutions, individuals, businesses, local networks, expatriate networks, academia, technological and entrepreneurial hubs, municipalities and the central government, for sustainable human, spiritual, and evidence based local socio-economic development*
- *Delivering a wide range of ethical quality and sustainable community-based services to include development, livelihoods, health care, social care, education, human and humanitarian rights, holistic migration services, emergency intervention, crisis response, relief, aid, protection, peace building, advocacy and empowerment to all vulnerable, marginalized and disadvantaged individuals and groups, in collaboration with the local Caritas champions*
- *Safeguarding the environment by committing to intergenerational solidarity and ensuring equal access to resources for current and future generations.*
- *Working with, investing in, developing, incubating, accelerating and empowering the youth to take pro-active role in building a cross-generational solidarity by innovating as well as shaping and ensuring an inclusive and egalitarian future where others are not left behind*
- *Increasing access through micro-finance and micro-credits and early stage investments for vulnerable people to include youth, women and others*
- *Fostering Eco-Systems and Platforms to enable multidisciplinary technological collaboration with technologists and scientists to ensure those most in need are integrated and benefit from advances, while also ensuring modernization, efficiency and promptness in our daily operations and services delivery.*

Foundation of Caritas Lebanon Youth Movement

Caritas Lebanon Youth adopts volunteering and teamwork principles according to the social teachings of the Church. Young people with the integrity of their intent and their enthusiasm are eager to build societies dominated by justice and to serve the most in need. They deploy their efforts and time without any return to achieve what they believe in and what they aspire to. Caritas Lebanon has given young people special care and attention and aims to provide them skills and capacity building opportunities. The organization encourages them to continue giving through volunteering and apostolic commitment according to the principles of the Gospel and the teachings of the Church.

Therefore, Caritas Lebanon has founded a social movement of young people to support it in its socio-pastoral mission, and named it Caritas Lebanon Youth, that does not have any legal personality, but is considered as an integral part of Caritas Lebanon. The organization has put an office at the disposal of the youth movement in the central building, provided that each sector would allocate a location for their youth group.





Part 2

My Commitment

Objectives of Caritas Lebanon Youth

I am committed to live Christian love embodied in concrete work through spiritual, social, recreational, developmental, environmental, sports and fundraising activities. I aim to help the poor and those in need within my society without discrimination, and to meet people's needs, complying with the values of the Gospel and the teachings of the Church. Three goals are important and essential in the various programs and activities:

☞ My personal development

When I participate in thinking, planning, preparing and working with my team, my personality as a volunteer continuously grows. I become member of a united group able to overcome all difficulties with faith and joy.

☞ My social development

The Caritas youth group is the social unit to which I am committed. I realize that I will have responsibilities, rights and duties towards it, and therefore towards my direct environment through assisting my brothers and living the life of service and giving.

☞ My spiritual development

The ultimate goal of my commitment is to meet with God and to receive the inspirations of His spirit. I understand and live this message through spiritual activities in which I am involved, including the Mass, the meetings with Caritas's chaplain, evangelical gatherings, spiritual retreats and others.

My Core Values in Caritas Lebanon Youth

☞ The Service

I am content with the Service I am doing and I do not seek fame or honor resulting of these services. When requested for a service, I do not hesitate to meet it immediately within the frame of my abilities. I do not only meet the service addressed to me, but also seek whoever needs a service.

☞ The Sacrifice

I do not affiliate with Caritas Lebanon to satisfy a feeling of emptiness but to offer my service to the most in need.

☞ **The Joviality**

I do not complain, do not remind someone of a favor and do not criticize as a release of pressure or stress resulting from the services I am doing. I request a service from my peers with decency and politeness and express thankfulness and gratitude for whoever assists me. Joviality and positive attitude do not mean neglecting mistakes and ignoring weaknesses. Problems should be assessed and highlighted while keeping away frustration, anger and negative emotions.

☞ **The Prayer**

I reflect through my actions the social and humanitarian work of the Church. My actions should be guided by the Church's values and principles. Outside this frame, my social activities would lose their spirituality, quality and meaning. Prayer and spiritual development are an essential component of my commitment and being.

☞ **The Commitment**

I personally commit to a life centered on promise and law. I comply with the laws and rules of Caritas Lebanon Youth. We collectively commit to work and effectively participate in living the principles and values of the youth.

My Participation in Activities

1. I assist the sector's office in its activities.
2. I coordinate with other organizations whose objectives are compatible with the objectives of Caritas Lebanon, for a more effective service.
3. I participate in the national activities set or organized by the Youth Department.
4. I organize/participate in:
 - *Constructive activities for children in need such as summer camps, trips and recreational activities.*
 - *Constructive activities for the elderly, sick and marginalized, such as trips, recreational activities and visits.*
 - *Constructive activities for the youth aiming for their development and growth.*
 - *Voluntary work camps and workshops in the various Lebanese regions to support the most in need.*
 - *Activities aiming to develop young people spiritually.*
 - *Fundraising activities to support Caritas, the sector and the youth fund within the sector and the Youth Department.*
 - *Youth capacity building sessions.*

Our Dedication as Caritas Lebanon Youth

1. Assist other youth members to grow intellectually, spiritually and socially.
2. Assist the Sector's Office in different activities.
3. Seek the most in need and assist them on different levels.
4. Create a working cell to spread Caritas Lebanon's culture and reflect its image within the community.
5. Plan and organize environmental, social, cultural, recreational, sports, religious and developmental activities for Caritas Youth groups and/or different members of the community.

Our Principles

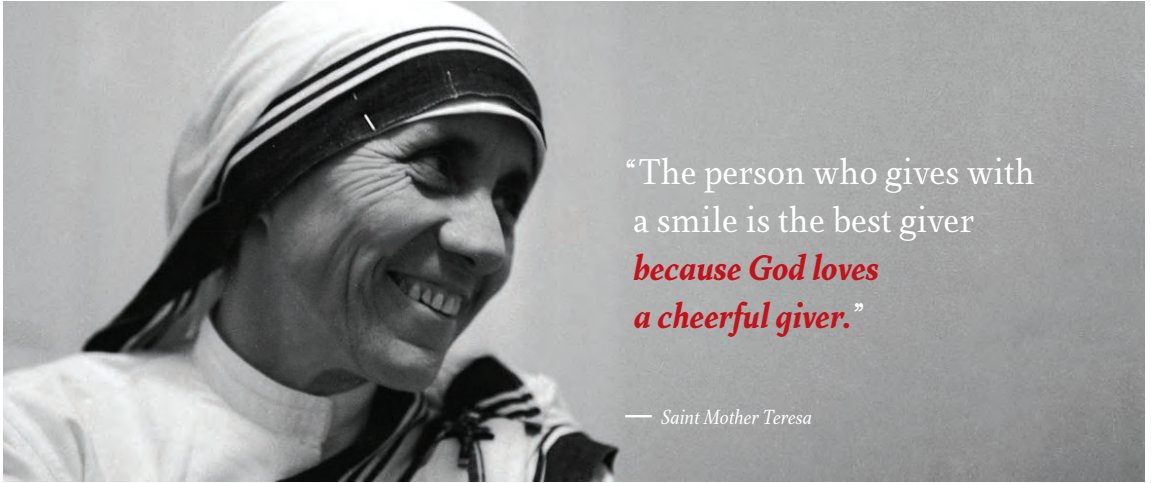
1. We are the children of the Church and are proud of our belonging and faith. We believe in God and take care of our spiritual life reflected through our actions.
2. We are the children of Lebanon and decent citizens who respect the laws and seek to serve the person and the common good.
3. We are the children of Caritas and the messengers of love and joy, in any place and any time.

Youth Volunteers' Oath

O Lord Jesus, You gave up Your divine privileges, and dwelt among us to lift our hearts towards You. You got tired, thirsty, hungry, and weak; You embraced the hungry, the thirsty, the sick and the sinners. Make us realize our duties towards our brothers, to serve You under the banner of Caritas Lebanon with love, sacrifice and dedication, committed to the values of the Gospel and the teachings of the Church. Amen.

Leaders' Oath

O Lord Jesus Christ, You have chosen me as a Youth Leader and I promised to entirely devote myself to the service of love, and decided to tempt to the inspirations of Your soul. Allow me to guide the Youths to You and to show them the love, commitment and courage that You filled me with, inspire me what I should teach them, and give me the honor to lead them towards Your kingdom. Amen.



“The person who gives with
a smile is the best giver
*because God loves
a cheerful giver.*”

— Saint Mother Teresa

Patron Saint of Caritas Lebanon Youth- Saint Teresa of Calcutta

Saint Teresa of Calcutta – Mother Teresa (1910–1997) was a Roman Catholic nun, who devoted her life to serving the poor and destitute around the world. She spent many years in Calcutta, India where she founded the Missionaries of Charity, a religious congregation devoted to helping those in great need. She took her formal religious vows in 1931, and chose to be named after St Therese of Lisieux – the patron saint of missionaries.

The primary objective of “The Missionaries of Charity” was to look after people who nobody else was prepared to look after. Mother Teresa felt that serving others was a key principle of the teachings of Jesus Christ. In 1952, she opened her first home for the dying, which allowed people to die with dignity. Mother Teresa often spent time with those who were dying. In 1979, Mother Teresa was awarded the Nobel Peace Prize and has become a symbol of charitable selfless work.

Over time the work grew. Missions were started overseas, and by 2013, there are 700 missions operating in over 130 countries. The scope of their work also expanded to include orphanages, and hospices for those with terminal illness. Mother Teresa never sought to convert those of another faith. Those in her dying homes were given the religious rites appropriate to their faith. However, she had a very firm Catholic faith and took a strict line on abortion, the death penalty and divorce. She has been declared a Saint in a canonization Mass held by Pope Francis in the Vatican on the 4th of September 2016.

Part 3

My Affiliation

When and How to affiliate with the Youth Program

If I meet the following conditions, I am eligible to join Caritas Youth:

1. I am between the ages of 14 and 34.
2. I examined Caritas Lebanon Youth' goal and adopted it as my goal.
3. I examined Caritas Lebanon Youth' spirituality, and expressed my desire to adopt it
4. I examined Caritas Lebanon Youth' mission and expressed my desire to follow it.

If I wish to affiliate with Caritas Lebanon Youth I shall fill the application and submit it to the Youth Department. During six months, I shall attend meetings and participate in basic training sessions as well as all the youth social activities to practically experience the youth's mission, spirituality and activities.

When the six months of the affiliation application are coming to an end, in order to request to join the organization to fulfill my first promise within Caritas Lebanon Youth, I shall submit:

- The affiliation application including needed personal information, emergency contact, and my parents' signed consent form (if I am below 18). My parents' consent should be renewed on a yearly basis.
- The signed Code of Conduct and Child Protection Policy
- A pledge to return back all assets, documents, visibility materials and Caritas uniforms if/when leaving the program
- A copy of my identity card or the civil extract
- Two photographs
- Registration fees (covering insurance and ID costs)

This letter shall be referred to the sector Youth Leader who will study my application and respond within one month, either to accept the application of promise fulfillment or postpone it.

As a youth volunteer, I shall attend the trainings in the order determined in the guide.

As a youth member, I am directly related to the Youth Leader in the sector, who is related to the Youth Department (Youth Coordinator).

I can be qualified for the position of Regional Representative after successfully managing the youth in a sector for two years at least.



**“I can do things you cannot, you can do things I cannot;
together we can do great things.”**

— *Saint Mother Teresa*

👉 **Between 8 and 13 years old- Caritas Junior** I am considered as Caritas Junior if I am a child accompanied by Caritas youth' volunteers in order to develop my skills and capacities and prepare me to join the youth at a later stage.

👉 **Between 14 and 34 years old- Youth**

I am considered as Caritas Lebanon young volunteer if I am an adherent between 14 and 34 years old, holding a Caritas ID and abiding to Caritas Lebanon rules, regulations, other principles and core values.

👉 **34 years and above**

If I have reached the age of 34 years, I am no longer in the "Youth" age group and become Friend of Caritas. All the members of the Youth Office are excluded from this law.

👉 **Friends of Caritas Lebanon Youth**

They are:

1. People who were not able to fully commit within the ranks of the youth and would like to participate in specific activities.
2. People who would like to contribute in the activities of the youth logistically and financially.
3. Every member who exceeded the official youth age (34).

Loss of Membership

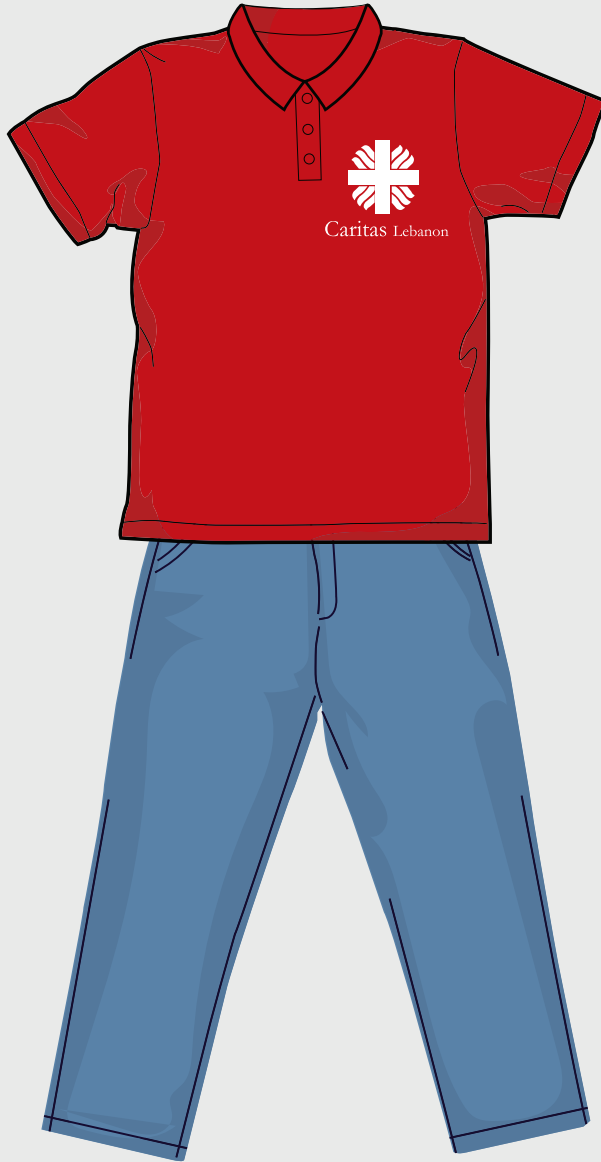
I will be deprived of the membership in Caritas Lebanon Youth in case the Youth Department found me unfit to pursue the affiliation. I will lose my membership in the following cases:

- *Deterioration of my ethical and behavioral attitude*
- *Lack of commitment to Caritas Lebanon Youth principles and/or core values*
- *Unaccepted and offending actions towards Caritas Lebanon*
- *Lack of participation in the activities and meetings for a period exceeding three months without valid excuse approved by the Youth Leader*

If I no longer belong to Caritas Lebanon's Youth Program, I should handover

- The Caritas ID
- The Caritas uniforms
- All data owned by Caritas
- All Caritas assets that are in my possession
- All visibility Items





Dress and Behavioral Codes

All volunteers in the Youth program shall abide by the below guidelines while taking part in any Caritas Lebanon activity.

Official Dress Code

1. For casual activities: Caritas T-shirt/polo and blue jeans (above knee shorts are not accepted).
2. For local, regional and national events:
Pants of uniform, Caritas T-shirt and official jacket.
3. Caritas dossard/gilet if uniform is not available for a specific reason (friends of Caritas...)
 - *The uniforms and other clothing during activities should respect hygiene standards and reflect a respectful image of Caritas Lebanon.*
 - *The hair must be tied up in a hygienic and respectable presentation.*
 - *The nails should be clean, with no excess of length and polish, in order to preserve hygiene, practicality and respect of the Caritas service standards during activities.*

No political affiliations should be discussed, defended or branded during any type of Caritas youth activities.

No provocative attitude should be shown during activities on the behavioral, verbal and sexual levels.

Social Media Accounts Guidelines

1. If I want to post any Caritas activity, I must only use the official pages of Caritas Lebanon Youth.
2. I share the posts on my personal account or mention relevant people in the comment box.
3. Any response to any negative comment should be previously approved by the Youth and/or Communication Departments
4. I seek every opportunity to invite my friends to follow Caritas Lebanon Youth on all social media platforms.

When it comes to my personal account, I can post my pictures in an activity related to Caritas Lebanon under the following conditions:

- *To promote the image of Caritas Lebanon Youth while serving people in need.*
- *To be proud that I am a member of Caritas family.*
- *To do that with all respect and don't use pictures of me while smoking or in shorts.*
- *Not to post Caritas Lebanon's pictures if my wall contains political opinions.*
- *Not to post individual beneficiaries' pictures.*

Part 4
My Development



Steps of Capacity Building

The Capacity Building is an ongoing program that myself and every Caritas young volunteer shall attend from the moment we join Caritas Youth and as long as we are there. The trainings related to the badges are the responsibility of the Youth Office. The badges are delivered by the youth coordinator and are taken back in case of misconduct. The Youth Office and leaders can suggest adding other specific types of trainings that they see adequate and necessary for their youth groups.

Basic training

In the first year of volunteering within the ranks of Caritas Lebanon Youth, I shall undergo a series of basic training, mainly:



Animation Badge

*Animation Training

- Effective communication with children
- Songs and dances
- Handicrafts
- Puppetry

Validation document

No Yes

Implementation

Animate 2 different types of activities for a minimum of 45 minutes each.



Treasurer Badge

*Treasurer Training

- How to prepare financial reports.
- How to prepare budgets and expenses sheets.

Validation document

No Yes

Implementation

3 Fundraising activities with full financial follow up and reporting



Secretary Badge

*Secretary Training

- How to write narrative reports.
- How to handle applications
- How to prepare quarterly and yearly reports.
- How to prepare agendas and minutes of meeting

Validation document

No Yes

Implementation

3 MoM
3 Meeting Agendas
3 Narrative Reports



Spiritual Badge

*Catholic social teaching training & Spiritual animation

- Spirituality of Caritas youth
- The Patron Saint of Caritas youth
- Core values of the Catholic church
- How to prepare and serve mass
- Prayers and hymns

Validation document

No Yes

Implementation

Preparing and implementing a spiritual event for the group: retreat, prayers, recollection, etc. Preparation of 2 masses in all their details: chants, intentions, offerings and readings.



Recruitment Badge

* Recruitment training

- Caritas goal, mission, vision and principles
- Caritas services and activities
- Caritas presentations

Validation document

No Yes

Implementation

Prepare a 1 hour awareness session about Caritas and present it to 3 different groups.
Participate in 3 recruitment sessions



Logistics Badge

*Logistics Training

- Preparing a youth activity: logistical needs and requirements
- Maintaining and keeping track of material and equipment

Validation document

No Yes

Implementation

Provide full logistical support in 2 different types of activities.



Leadership Badge

*Leadership training

- Communication
- Motivation techniques
- Problem solving
- Decision making
- Team Building

Validation document

No Yes

Implementation

Implement 2 different activities relevant to the topic: Lead an activity or a group in an activity...



Fire Safety Badge

*Fire Safety training

- Fire safety
- Evacuation procedures
- Logistics in emergency situations

Validation document

No Yes

Implementation

Implement 2 different activities relevant to the topic: presentation to group members, awareness sessions...



Food Safety Badge

*Food Safety training

- Food and water safety
- Personal Hygiene

Validation document

No Yes

Implementation

Implemented an activity relevant to the topic: presentation to group members, awareness sessions...



Human Rights and Protection Badge

*Human rights & protection training

- Human Rights Law HRL.
- Children's Rights Convention CRC.
- Women's Rights.
- Caritas Child Protection Policy CPP
- Prevention of Sexual Exploitation and Abuse PSEA
- Psychological First Aid PFA

Validation document

No Yes

Implementation

Implemented an activity relevant to the topic: presentation to group members, awareness sessions...



Communication Badge

*Communication training

- Photography techniques
- Social Media basics
- Preparing posters and ads
- Power Point skills
- Movies editing

Validation document

No Yes

Implementation

Prepare all visibility aspect of 2 different types of activities. (Poster, announcements, short movie/ presentation, teasers...)



Workshops/ Chantiers Badge

*Chantier Training

- Painting techniques
- Basics of plumbing wood work
- Team work

Validation document

No Yes

Implementation

Participated in 4 construction workshops.



Summer Camps Badge

*Summer camp training

- Facilitation of activities with children.
- Public speaking.
- Techniques for games, songs, handicrafts and basic theater

Validation document

No Yes

Implementation

Participated actively in 4 summer camps.



Sports Badge

Part of a Caritas sports group and active member for at least 1 year.



Trainer Badge

* ToT Package

- ToT general module.
- Certified thematic training

Validation document

No Yes

Implementation

A minimum of 3 thematic trainings delivered



First Aid Badge

*First Aid training

- First Aid basic procedures
- Interventions in emergency cases

Validation document

No Yes

Implementation

Implement 2 different activities relevant to the topic: presentation to group members, awareness sessions...



Volunteering Badge

*Volunteering training

- Volunteering: meaning and importance
- Volunteerism and commitment
- Volunteers' roles

Validation document

No Yes

Implementation

Implement 2 different activities relevant to the topic



Peacebuilding Badge

*Peacebuilding training

- Peacebuilding and social cohesion

Validation document

No Yes

Implementation

Implement 2 different activities relevant to the topic: presentation to group members, awareness sessions...



Cook Badge

*Cooking training

- Hygiene rules
- Food preparation techniques
- Food preservation techniques

Validation document

No Yes

Implementation

Prepared meals in 4 Caritas events/camps



Environment Badge

*Environmental training

- Environment care and preservation
- Waste management
- Recycling and Up cycling
- Resource Management

Validation document

No Yes

Implementation

Participated actively in 4 environmental events with Caritas.

Conducted an awareness session.

Lead an activity.



Music Badge

Part of a Caritas music group and active member for at least 1 year.

“People are often unreasonable and self centered.

Forgive them anyway.

If you are kind, people may accuse you of ulterior motives.

Be kind anyway.

If you are honest, people may cheat you.

Be honest anyway.

If you find happiness, people may be jealous.

Be happy anyway.

The good you do today may be forgotten tomorrow.

Do well anyway.

Give the world the best you have and it may never be enough.

Give your best anyway.

For you see, in the end,

it is between you and God.

It was never between you and them anyway.”

— Saint Mother Teresa

Capacity Building for Specific Activities

To become an Animator in the children camps, I have to be trained on

- Psychology of developmental stages*
- Techniques of facilitating activities with children*
- How to organize a game*
- How to compose a song, how to compose a sketch, how to play a sketch*
- How to manage a dialogue*
- Art of public speaking*
- How to manage a handicraft period with my team*
- How to manage a cleaning period with my team*
- Learning as much as possible evening games, big games, songs, slogans and sketches.*
- Catholic Social Teaching training*

Required badges to become an Animator



To become a member in the Kitchen team and Logistics team in the children camps, I have to be trained on

- Hygiene rules: principles of dish washing and floor cleaning*
- Storing and maintaining food and different material*
- Developing equilibrated menus*
- Learning to cook healthy meals*
- Ensuring all logistical needs for all activities*
- Minor plumbing, electricity and woodwork skills*

Required Badges to become a member in the Kitchen team



To become a Secretary /Treasurer, I have to be trained on

- Principles of bookkeeping for secretariat
- Specimens of reports adopted in Caritas Youth
- Principles of communication with the secretary
- Principles of bookkeeping of treasury
- Catholic social teaching training

Required badges to become a Secretary/Treasurer



To become a Trainer, I have to be trained on

- In general, it aims to prepare trainers able to organize and execute Capacity Building camps at all levels. The training of trainers ToT module is offered over several weekends and continues as long as I am affiliated with the youth. Moreover, I have to be a "reference trainer" in a thematic subject whereas I have received a specific certified training and can therefore deliver it appropriately.

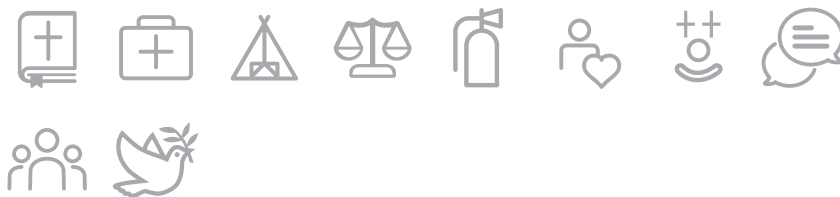
Required Badges to become a trainer



To become a Camp Leader, I have to be trained on

- Human and children psychology
- Development psychology (early childhood, childhood, adolescence)
- Behavior and motivation
- Art of telling a story
- Art of teaching a song or a game
- Art of organizing a game
- Handicrafts
- Team building
- Preparation of the camp program (content and schedule)
- Basics and principles of evaluation
- Problem solving
- Administrative organization (budgeting, managing finances, planning, reporting, filing...)
- Communication with officers
- Role and functions of camp director
- Catholic social teaching training

Required Badges to become a Camp Leader



To become a Workshop Leader (sites), I have to be trained on

- Team building techniques
- Conflict resolution techniques
- Motivation factors
- Role, functions and qualities of workshop leader
- Painting techniques
- Electricity, plumbing and woodwork
- Catholic social teaching training

Required Badges to become a Workshop Leader



To become a Youth Leader/Regional Representative, I have to be trained on

- Youth recruitment techniques
- Youth securing techniques
- Youth evaluation techniques
- Youth dismissal techniques
- Communication and networking (links with the Sector Office, Regional Representative, Youth Department, local partners, priests of parishes, institutions, schools and municipalities...)
- Leadership skills
- Role, responsibilities and profile of Youth Leader
- Meeting and group management
- Personal development

- How to organize and plan for an activity/event*
- Youth motivation techniques*
- Camp management*
- Team building*
- Conflict resolution techniques*
- Dynamics in a team*
- Volunteering workshop*
- Self-organization (stress management, time management, anger management...)*
- Catholic social teaching training*

Required Badges



I am not entitled to handle a second position within the Youth Regional Office, in order to avoid conflicts of responsibilities.

Part 5
My Journey

“Life is an opportunity, benefit from it.

Life is beauty, admire it.

Life is a dream, realize it.

Life is a challenge, meet it.

Life is a duty, complete it.

Life is a game, play it.

Life is a promise, fulfill it.

Life is sorrow, overcome it.

Life is a song, sing it.

Life is a struggle, accept it.”

— Saint Mother Teresa



Structure of Caritas Youth

- Council of Caritas Lebanon
- Bureau of Caritas Lebanon headed by the President
- General Directorate
- Youth Department (Youth Coordinator and Youth Field Coordinator)
- Youth Office managed by the Youth Department, supported by the Youth Chaplain and constituted of twelve Regional Representatives. These members form the secretariat, spiritual, recreational, recruitment, media, sports and logistical Committees.
- Youth Leader and assisted by the Youth Sector Administration (gathering a deputy, a secretary and a treasurer). Each sector can appoint additional administration members as center representatives, sport, logistics, spiritual, recreational/animation, communication, recruitment and information and technology officers. The number of Youth Sector Administration members differs depending on the group's size and responsibilities handed, not to exceed 20 members – each Youth Sector Administration member must hold a specific responsibility.
- Center Representatives are members of their respective Youth Sector Administration and meet on a monthly basis for evaluation and coordination purposes.
- Youth volunteers.



Caritas President



Caritas General Director



Caritas Youth Chaplain



Youth Department



Youth Office - Regional Representatives



Youth Leader



Youth Sector Administration

Roles and Responsibilities

Elected by the council of Catholic Patriarchs and Bishops in Lebanon, he is responsible to officially represent Caritas Lebanon internally and externally on a local and international level. Also he ensures the proper functioning of the administration in coordination with the general director.

He/she manages the daily affairs of Caritas Lebanon and all its departments; and ensures that the administration is working properly. He/she is directly linked to the president of Caritas Lebanon.

He is the priest appointed by the President of Caritas Lebanon to support youths' work and activities in terms of spirituality.

Formed by the Youth Coordinator and the Youth Field Coordinator who are responsible for all the youth of Caritas Lebanon and the Youth Office.

According to the needs and based on the suggestion of the youth coordinator, the Bureau has the right to recruit additional staff to support on certain topics.

Represents the different regions and gathers two representatives for each region. He/she is responsible of the coordination and evaluation of the Caritas Youth activities in his/her region including Beqaa, North, Mount Lebanon 1, Mount Lebanon 2, Beirut and South.

He/she is responsible for the Caritas youth groups in his/her sector.

They are the members of the youth that take up certain positions forming the youth administration in each sector and are directly linked to the youth leader in the sector. (Ex: Deputy, Secretary, treasurer...)

Table of Appointments

Appointments valid upon a decree issued by the President of Caritas Lebanon.

| | | |
|---|--|---|
| <p><u>Sector Office</u> <u>Youth Department</u> <u>Youth Office</u></p> | <p>← Consult → Caritas President → Appoint →</p> | <p><u>Youth Leader</u></p> |
| <p><u>Youth Department</u> <u>Youth Office</u></p> | <p>← Consult → Caritas President → Appoint →</p> | <p><u>Regional Representatives</u></p> |
| <p><u>Sector Office</u> <u>Youth Department</u></p> | <p>← Consult → Youth Leader → Appoint →</p> | <p><u>Youth Sector Administration</u></p> |



Committees in Caritas Lebanon Youth

During my journey within Caritas, I can join several committees that emerge from the Youth Office, and aim to divide the basic tasks while increasing efficiency.

| COMMITTEE NAME | TWELVE MEMBERS FROM THE YOUTH OFFICE | ROLES AND RESPONSIBILITIES |
|-------------------------------|--|--|
| Secretary | One Youth Office member who acts as the secretary. | Calls to the meetings upon the request of the youth coordinator. Records the minutes of the meetings of the Youth Office. Gathers quarterly and annual Youths activities reports and delivers them to the Youth coordinator. |
| Spiritual Committee | Two members of the Youth Office guided by the Youth Chaplain. | Organizes all the religious and spiritual activities. Works on the youth' spiritual development. |
| Recreational Committee | Two members of the Youth Office | Issues and updates a booklet including all the slogans, songs and games (can be used in recreational activities and summer camps) Prepares entertainment sections in national activities. Suggests new ideas and supports the youth groups in the sectors |
| Recruitment committee | One member of the Youth Office, Youth Coordinator and Youth Leaders in the Sectors. | Visits the schools, universities and parishes in various Lebanese territories to spread Caritas Lebanon's message. Works on attracting new young people to join the youth' ranks. Ensures Caritas Lebanon's presence and adequate representation in NGO fairs, exhibitions and various activities. |

| COMMITTEE NAME | TWELVE MEMBERS FROM THE YOUTH OFFICE | ROLES AND RESPONSIBILITIES |
|-----------------------------|--|---|
| Media Committee | Two members of the Youth Office. | <p>Appoints assistants among the youth in charge of Caritas Lebanon's Youth accounts on social media.</p> <p>Works on reflecting the image of Caritas Lebanon through television interviews and radio stations.</p> <p>Works on collecting, filing pictures and preparing reports for the youth in cooperation with the Communication department.</p> |
| Logistical committee | Two members of the Youth Office and the Youth Coordinator | <p>Logistically coordinates all the national activities.</p> <p>Ensures availability of all the supplies needed for the activities.</p> <p>Follows up on Youth logistical needs for various activities</p> <p>Suggests material and suppliers (best prices and quality) and work closely through the youth coordinator with the logistics and purchasing departments.</p> |
| Sports committee | Two members of the Youth Office | <p>Organizes national level sports activities.</p> <p>Helps in sports activities in the regions.</p> <p>Helps in creating national sports teams.</p> <p>Works on engaging national teams in tournaments.</p> |

Emergency Response Unit (ERU)

Caritas Lebanon Youth established a new unit that reports directly to the Youth Department and can be part of any youth group in any sector. This unit is the Emergency Response Unit (ERU).

It is highly trained on topics such as first aid, fire safety, evacuation, earthquake mitigation, drought control, mine-risk education and other topics related to emergency situations. The topics are given by professionals in each field of expertise and certified by them.

The role of this unit is to manage the youth volunteers in any emergency situation or natural disaster. Also it is capable of delivering trainings to the youth and other groups within the community once asked. The volunteers are linked to their respective Youth Leaders and managed as a unit by the Youth Department.

The uniform of this unit is the same as the Caritas Lebanon Youth uniform but the color is black instead of red. They follow the same ranking and training badges.

Periodic Meetings

As a member of Caritas Lebanon youth, I shall attend meetings (in the sector or in the center) at least twice a month. The meeting lasts for one hour and a half, includes but is not limited to the:

1. Spiritual section (a text from the Bible usually).
2. Training session covering a topic picked from the basic trainings' list.
3. Awareness session around a youth related/actual topic
4. Preparation/organization of a Caritas' specific activity.
5. Recreational/social section aiming to consolidate the team spirit among the youth.
6. Planning and evaluation aiming the development and improvement of the activities and the Youths' involvement and development.

NB: A meeting can include only one point among these six points.



Roles and Responsibilities

For all roles and positions:

- To participate/assist in the preparation, management and organization of all activities related to the youth in the sector and ensure their good implementation.
- To work on self-development and Caritas commitment through participating in all capacity building camps and spiritual retreats dedicated to him/her.
- To be trained and sign Caritas code of conduct and child protection policy.

Responsibilities of the Youth Leader

- To meet on a monthly basis with the Regional Representative, on a monthly basis with the Youth Sector Administration, on a biweekly basis with the youth Sector Office, on a biweekly basis with the youth in the sector.
- To act as the link between the Sector Office and the youth when meetings are appointed by the Sector Office.
- To seek to recruit new volunteers in his sector.
- To participate in volunteering camps.
- To participate in networking and partnering activities, and represent Caritas Lebanon Youth at the local level
- To work towards implementing decisions and activities taken by the Youth Department and the Youth Office.
- To be responsible for the personal, social and spiritual development of each of the volunteers in the group.
- Organize and implement different youth activities in the sector
- Support and assist the Youth Department in the organization and implementation of national activities when needed.

Responsibilities of the Youth Leader's Deputy

In the absence of the Youth Leader, the deputy is entitled to follow-up on his tasks and responsibilities and take appropriate decisions when needed. A delegation of authority should be written and approved by the sector.

Responsibilities of the Regional Representative

- To quarterly visit all the youth in the region. Each visit needs prior organization with specific objectives (subject, prayer, dialogue, managerial sessions...). At the end of each visit, he/she prepares a detailed report about the visit and submits it to the Youth Coordinator within one month.
- To meet with the Youth Leaders in the region, at least once a month, to study the region's situation, exchange expertise and plan for upcoming activities. He/she prepares a detailed report about each meeting to submit it to the Youth Department within one month.

- To attend and actively participate to Youth Office and is not entitled to miss it without a valid excuse. Youth Office meetings are held on a monthly basis and more if/when needed.
- Upon the request of the youth coordinator, to support in some of the tasks required from the latter.

Responsibilities of the Youth Center Representative

- To represent the center's youth in the Youth Sector Administration.
- To be part of the Youth Sector Administration, attend all the meetings and not miss them without a valid excuse.

Responsibilities of the Youth Secretary

- To prepare detailed narrative report about the course of any activity (type, location, time, objective, participants' number, officers' names...). The report should be submitted within a period not exceeding one week and signed by the secretary and the Sector Youth Leader.
- To prepare quarterly narrative reports including list of activities achieved and submit it to the Youth Leader who will submit it to the Youth Department.
- All reports of the youth activities are submitted --summarized-- by the Youth Department to Caritas Lebanon General Director on a quarterly basis.

Responsibilities of the Youth Treasurer

- To regulate the youth accounts before presenting them to the Sector's Treasurer.
- To seek in cooperation with the Youth Office to create funding activities to support youth social activities.
- To prepare financial reports.
- To prepare budgets and expenses.
- The Treasurer in the Youth Sector Administration should ensure that money is spent wisely and effectively.

Responsibilities of the Spiritual Officer

- To organize all the religious and spiritual activities – in coordination with the chaplain.
- Works on the spiritual development of the youth

Responsibilities of the Logistics Officer

- To logistically coordinate all the activities.
- To ensure availability of all the supplies needed for the activities.
- To establish an inventory of all the items, supplies and assets in the sector.
- To follow-up on the materials checklist prior and after any event.

Responsibilities of the Sports Officer

- To organize sports activities.
- To help in sports activities in the regions.
- To create sports teams.
- To work on engaging teams in tournaments.

Responsibilities of the Information and Technology Officer

- To prepare Power Points presentations/short movies when asked by the Youth Leader on different topics
- To provide IT support in any activity such as connecting and maintaining LCD projectors, sound systems, screens...

Responsibilities of the Recruitment Officer

- To visit the schools, universities and parishes in various Lebanese territories to spread Caritas Lebanon's message.
- To work on attracting new young people to join the youth' ranks.
- To ensure Caritas Lebanon's presence in NGO fairs, exhibitions and various activities.

Responsibilities of the Communication Officer

- To work on reflecting the image of Caritas Lebanon through television interviews and radio stations.
- To work on collecting, filing pictures and preparing reports for the youth in cooperation with Caritas communication department.

Responsibilities of the Animation Officer

- To prepare all recreational activities
- To prepare games, songs, handcrafts for any related activity

Responsibilities of the Trainer

- To be responsible for Caritas Youth induction basic training
- To provide technical / specialty training and workshops as per his/her expertise
- To support in the personal and social development of the volunteers

All positions report back to the Youth Sector Administration and Youth Leader. They are appointed by the Youth Leader based on level of responsibility, availability and merit.

Creating New Groups

Upon the recommendation of the Sector Office and/or local church authorities, a leader/cell is appointed to recruit and establish a new youth group for a probation period of 6 months. This cell is followed closely by the Regional Representative and the Youth Department for training and introduction to Caritas Lebanon and Caritas Lebanon youth structure and system. After 6 months, the Youth Leader is appointed by the Sector Office as per the recommendations of the Youth Department.



Part 6

My Activities

Adoption and Approval of Youth Projects

Sector's youth projects are reviewed by the Youth Sector Administration and referred afterwards to the Sector Office and Youth Department.

In case the two authorities approved the project, the project is ratified.

In case the two authorities rejected the project, the project is nullified.

In case one of the two authorities approved the project and the other rejected it, Caritas General Director shall decide upon the matter.

Caritas Youth are entitled during the Lent Campaign (Easter fasting period), and any other time during the year, to implement lucrative activities to support its various social projects, provided that such activities are approved by the above mentioned authorities.

Youth Office projects are referred to Caritas Lebanon Youth Department for approval.

In case of an urgent unplanned event, the Youth Leader should inform the Youth Sector Administration, the Sector Office, the Regional Representative and the Youth Department before proceeding with the activity.

The Youth Department can implement any activity in any sector. In case the sector's youth are not available, the Youth Department can seek the support of other sectors' youth.

Guidelines for Funding Activities

All the remaining amounts from any activity is deposited in the Sector Office fund or in the central fund (if the activity is carried out by the Youth Office or the Regional Office). This amount is deposited in the name of the youth and will be used in any other activity proven fit by the Youth Sector Administration.

As a member of Caritas Lebanon Youth I shall pay an annual subscription set by Caritas Lebanon's Bureau and that will cover subscription and insurance, as well as various expenses in the center.

Each Sector Office shall allocate a part of its budget to support the social activities carried out by the sector youth.

As a member of Caritas Lebanon Youth, I am a volunteer who works for free. I offer my time, effort, energy and talents to the organization as a service for the most in need.

The Youth Leader may keep a small predetermined amount of money to cover the urgent expenses.

Example: Summer Camps for Children

Objectives

- *To organize recreational, educational, social, sports and spiritual activities for the most in need children.*
- *To develop children skills and abilities.*
- *To educate children on different topics.*
- *Develop the Youth volunteers' personal and social capacities and skills*
- *Develop the dynamics and cohesion among the Caritas Youth groups*
- *Increase the sense of belonging to Caritas and ownership of its mission and values*

Funding

The funding of the camp can be granted by the following parties:

- *Central administration*
- *Sector Office*
- *Fundraising and donations to the youth group*

Types

The sector youth administration decides on the type of activities and camps (day camps or overnight) upon the approval of the Youth Department and the Sector Office.

Logistics and Organization

Each Youth Sector Administration shall submit a detailed letter about the camp/activity that they intend to organize to the Sector Office and Youth Department at least one month prior to the activity's date. The letter should include the below information:

- *Detailed program of the camp including all performances, activities and training sessions with the list of trainers.*
- *Inventory of Caritas electronics, materials and all assets that will be used during the camp.*
- *Camp food menu.*
- *Estimated camp budget.*
- *List of officers and youth participating in the camp and their respective roles.*

The camp will be held upon the consent of the previous authorities. The Youth Sector Administration shall ensure reception of the below papers prior to the camp:

- *Registration application for every child participant (samples available at the central administration)*
- *The written approval of his parents*

At the end of the camp, the Youth Sector Administration shall submit a detailed report to the Sector Office and Youth Department within a month. This report includes:

- *Narrative description of camp's activities.*
- *General evaluation.*
- *Budget (financial report) of the camp with a copy of bills.*
- *Original bills required for activities funded by Caritas Youth Department.*







***My Roles
& Badges of Training***

Table of Ranks

Each youth volunteer will be assigned a rank depending on the responsibility he/she has been given.



New Volunteer



Regional Representative



Youth Volunteer



Youth Field Coordinator



Youth Sector Administration









Youth Coordinator















Youth Leader




Annexed with this Guide

- *Annex 1– Guide of prayers and hymns*
 - *Annex 2– Guide of slogans, games and songs*
 - *Annex 3– Caritas Lebanon Code of Conduct*
 - *Annex 4– Caritas Lebanon Child Protection Policy*
 - *Annex 5– Guidelines for Caritas Lebanon's Social Media Accounts*
 - *Annex 6– Samples and forms*
 - *Camps and event forms (registration, travel and pictures consent, program, menu, logistics pre-post checklist, budget) can be found online following links provided by the Youth Department.*
 - *Secretary templates (meeting's agenda, attendance sheet, minutes of meetings, activity preparation checklist, activity report, quarterly and yearly reports, yearly youth attendance to activities)*
 - *Administrative forms (affiliation application, parental consent, pledge, individual assets checklist to be filled on a regular basis and checked when leaving the program)*
-

| BADGE NAME إِسْم الشَّارَةِ | BADGE ICON رَمَز الشَّارَةِ | RECEIVED ON تَلَقِّيْهَا بِتَارِيْخ | TITLE OF SIGNATORY PERSON صِفَةُ الشَّخْصِ الْمَوْقِعِ | SIGNATURE التَّوْقِيع |
|--|--|--|---|--------------------------|
| Treasury أَمَانَةُ الصَّنْدُوقِ |  | | | |
| Secretariat أَمَانَةُ السَّرِّ |  | | | |
| Spiritual التَّدْرِيبُ الرُّوْحِي |  | | | |
| Animation إِحْيَاءُ نَشَاطَاتٍ تَرْفِيْهِيةٍ |  | | | |
| Recruitment إِسْتِقْطَاب |  | | | |
| Communication إِعْلَام |  | | | |







| BADGE NAME إِسْمِ الشَّارَةِ | BADGE ICON رَمَزِ الشَّارَةِ | RECEIVED ON تَلْقَيْتَهَا بِتَارِيخِ | TITLE OF SIGNATORY PERSON صِفَةُ الشَّخْصِ الْمَوْقِعِ | SIGNATURE التَّوْقِيعِ |
|--|--|---|---|---------------------------|
| Logistics التدريب اللوجستي |  | | | |
| Volunteering التطوع |  | | | |
| Leadership القيادة |  | | | |
| First Aid إسعافات أولية |  | | | |
| Fire Safety السلامة من مخاطر الحرائق |  | | | |
| Food Safety السلامة الغذائية |  | | | |







| BADGE NAME إِسْم الشَّارَة | BADGE ICON رَمز الشَّارَة | RECEIVED ON تَلَقِّيها بِتَارِيخ | TITLE OF SIGNATORY PERSON صِفَة الشَّخْص المَوْقَع | SIGNATURE التَّوْقِيع |
|---|--|-------------------------------------|---|--------------------------|
| Human Rights حقوق الإنسان |  | | | |
| Peacebuilding بناء السلام |  | | | |
| Workshops ورش عمل |  | | | |
| Summer Camps المخيمات الصيفية |  | | | |
| Environment التدريب البيئي |  | | | |
| Cooking الطبخ |  | | | |

| BADGE NAME إِسْم الشَّارَة | BADGE ICON رَمز الشَّارَة | RECEIVED ON تَلْفِئْتَهَا بِتَارِيخ | TITLE OF SIGNATORY PERSON صِفَة الشَّخْص المَوْقِع | SIGNATURE التَّوْقِيع |
|---|---|--|---|--------------------------|
| Music الموسيقى |  | | | |
| Sports الرياضة |  | | | |
| Training of Trainers (TOT) تدريب المدربين |  | | | |

My badges of trainings are to be put on the left side when training is completed and badge signed.

شارات التّدوَار (توضّع من الجَانِب الأَيْسَر عند تَفْوِض الشَّيْئَة بِمَهْمَة مَعِيْنَة):

| ROLE إسم الإشارة | BADGE ICON رمز الإشارة | RECEIVED ON تلقاها بتاريخ | TITLE OF SIGNATORY PERSON صفة الشخص الموقع | SIGNATURE التوقيع |
|---|--|------------------------------|---|----------------------|
| Center Representative ممثل مركز |  | | | |
| Deputy Youth Leader نائب مسؤول الشبيبة |  | | | |
| Logistics Officer المسؤول اللوجستي |  | | | |
| Information and Technology Officer مسؤول التكنولوجيا المعلوماتية |  | | | |
| Treasurer أمين صندوق |  | | | |
| Secretary أمين سر |  | | | |

| ROLE إسم الشارة | BADGE ICON رمز الشارة | RECEIVED ON تلقاها بتاريخ | TITLE OF SIGNATORY PERSON صفة الشخص الموقع | SIGNATURE التوقيع |
|--|--|------------------------------|---|----------------------|
| Spiritual Officer المسؤول الروحي |  | | | |
| Animation Officer المسؤول الترفيهي |  | | | |
| Recruitment Officer مسؤول الاستقطاب |  | | | |
| Communication Officer المسؤول الاعلامي |  | | | |
| Trainer مدرب |  | | | |
| Sports Officer المسؤول الرياضي |  | | | |

