



# WorkCamp

200 North Glebe Road, Suite 540 Arlington, VA 22203 • 703.841.2559

*Celebrating 35 Years!*

August 16, 2023

Hello Directors of Youth Ministry and WorkCamp Stakeholders!

The Office of Youth, Campus, & Young Adult Ministries is preparing for our 35th year of WorkCamp! WorkCamp is a week-long service program for high-school aged youth that occurs each summer at a location **within the Diocese of Arlington**. If you are not familiar with WorkCamp or the many blessings that it has provided to youth programs and parishes over the years, then please feel free to call me to get more information.

Our first Stakeholder meeting will be held on **November 14, 2023, 7:30 p.m. at Holy Spirit in Annandale**. This meeting is **required** for all parishes that wish to participate in WorkCamp 2024. In addition to the primary parish stakeholders, we encourage all Directors of Youth Ministry and adult volunteers to attend this meeting.

This year, we will ask parish Stakeholders to submit a **Planning Worksheet & Request Form** by September 22. A link to this form will be sent via email later in August. This form will allow us to better plan for WorkCamp and allow parishes to carefully consider the resources they will need to successfully participate in WorkCamp 2024.

Upon receipt of the parish Planning Worksheet & Request Form, the WorkCamp staff will generate a WorkCamp covenant and send it back to parishes for signatures from the Pastor, Stakeholders, and Directors of Youth Ministry. If the requested data requires changes, the WorkCamp staff will contact you.

Signed covenants will be due by November 14.

WorkCamp 2024 is scheduled for June 22–28, 2024 in Frederick County, Virginia. WorkCamp fees will be \$550 per participant (youth and adult crew leader.)

**All adult crew leaders must be registered prior to attendance at one of the required Adult Crew Leader Formation training meetings in March 2024.** These meetings significantly strengthen the preparation of adult crew leaders for WorkCamp.

If you have any questions, please feel free to call the Office of Youth, Campus, and Young Adult Ministries at (703) 841-2559.

Sincerely in Christ,

Ed Gloninger, WorkCamp Coordinator  
Office of Youth, Campus, and Young Adult Ministries



# WorkCamp

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*Celebrating 35 Years!*

## What is WorkCamp?

*Arlington Diocesan WorkCamp is an intentional Christian Community that provides an experience of direct service for young people within the boundaries of the Catholic Diocese of Arlington.*

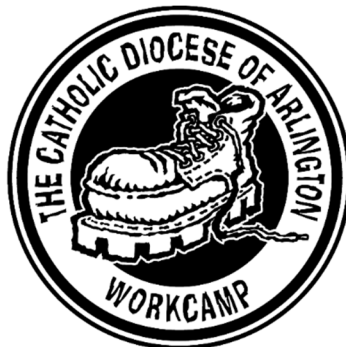
Since 1990, WorkCamp has been venturing into various areas of Virginia with a twofold objective. First, we seek to provide the teens of our Diocese with an intense conversion experience through service, community, and prayer. Second, we seek to serve our fellow Virginians by making their homes warmer, safer, and drier. Your work as a Stakeholder is critical in accomplishing these two objectives. Whether you are a WorkCamp veteran or rookie, we are glad you have decided to help make WorkCamp a reality for the teens of your parish. Your generous gift of time and talent is a great testament to the graces of God working in your community. Your witness, combined with the hands-on service and prayer the teens will experience at WorkCamp, can work together to make this a great conversion experience.

For one week in June, up to 800 teens from Arlington Diocese parishes will share a week of prayer, service, song, adoration, confession, and fellowship.

Crews of 5 teens, 1 or 2 adult crew leaders, and a contractor will venture out to make the homes of fellow Virginians warmer, safer, and drier. These teens will spend a large part of their week getting to know teens from other parishes along with adults who will model their Catholic faith throughout the week. In the evenings, inspiring talks, songs, games, and opportunities for confession and adoration will give this group of teens the opportunity to encounter Jesus Christ. Each day, the teens and their crew will experience direct service by meeting the needs of those less fortunate right here within the boundaries of our Diocese.

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*They devoted themselves to the teaching of the apostles and to the communal life, to the breaking of the bread and to the prayers ... all who believed were together and had all things in common ... they ate their meals with exultation and sincerity of heart, praising God and enjoying favor with all the people. And every day the Lord added to their number those who were being saved. –Acts 2:42-47*





## Parish Packet of Information

### Registration

- Parishes will be notified when Stakeholder registration is open prior to the November Stakeholder meeting.
- Registration for youth and adult participants will open December 4.

### Meetings & Due Dates

- **Nov. 14, 2023**      **Stakeholder Meeting #1**  
**Holy Spirit**  
**Annandale, VA**  
7:30 p.m.- 9:30 p.m.
  - *Stakeholder Covenant due.*
  - *Parish Preparation Manuals distributed.*
- **Feb. 15, 2024**      **Stakeholder Meeting #2**  
**St. Timothy**  
**Chantilly, VA**  
7:30 p.m.- 9:30 p.m.
  - *Mandatory for Stakeholders; all Adults are encouraged to attend.*
- **April 25, 2024**      **Stakeholder Meeting #3**  
**St. Theresa**  
**Ashburn, VA**  
7:30 p.m.- 9:30 p.m.
  - *Mandatory for Stakeholders; all Adults encouraged to attend.*

### Adult Crew Leader Formation Options

- **Wednesday, March 6, 2024**      **Holy Spirit Catholic Church**  
8800 Braddock Road, Annandale, VA 22003  
6:30 p.m.- 9:30 p.m.
- **Saturday, March 16, 2024**      **Holy Family Catholic Church**  
14160 Ferndale Road, Woodbridge, VA 22193  
1:30 p.m.- 4:30 p.m.
- **Wednesday, March 20, 2024**      **St. Mark Catholic Church**  
Vienna, VA 20151  
6:30 p.m.- 9:30 p.m.

### WorkCamp

- June 22–28, 2024. Frederick County, Virginia.

### Standard Cost

**\$550** for each teen participant and Adult Crew Leader.  
No fee is required for contractors or parish security volunteers.



## Parish Requirements

1. Adult Crew Leaders must be 25 years of age or older. You must have one male adult leader per 5 male Youth; **for the 6th through 10th youth, you will need a second male adult leader.** The requirements are the same for female Youth. Adult Crew Leaders must be OPCYP compliant. This means that each adult leader must complete VIRTUS training *and* submit **all** required forms and documents. All adult crew leaders must also be *authorized diocesan drivers*.
2. Monthly meetings must be held with all Youth & Adults from your parish to address the following topics:

January: Commitment and Fundraising	April: What to bring to WorkCamp
February: Social Justice	May: Tool and Site Safety
March: Spirituality and Confidentiality	June: Tying it all together
3. For every 5 young people you must have one minivan (minimum of 7 seat belts) or larger van. 15- passenger vans manufactured after 2010 are allowed but please know that not all drivers are comfortable driving these vehicles. Each van must be equipped with two (2) 5-gallon water coolers and 1 case of bottled water.
4. Contractors/Project Leaders are adults who are proficient in-home repair skills and can work well with young people. For every 5 young people you must provide one lead Contractor that can perform all four days of work. The Contractor leads the work on the project site; the Adult Crew Leader leads the youth and is in charge of safety at the work site and at Homebase. Contractors, at a minimum, must meet a particular threshold of compliance by submitting an application online with the Office of Child Protection.
5. WorkCamp Youth participants must be in high school during spring 2023 to attend WorkCamp 2023.
6. Each parish will provide adult volunteers for afternoon/evening security for one evening during the week (Sunday through Thursday) of WorkCamp. These volunteers must be OPCYP compliant. *Approx. numbers:*

1-10 Youth: 2 men, 2 women	31-40 Youth: 3 men, 4 women
11-20 Youth: 2 men, 3 women	41-50 Youth: 4 men, 4 women
21-30 Youth: 3 men, 3 women	51-60 Youth: 4 men, 5 women
7. A parish tool list will be provided in the Parish Preparation Manual handed out at the November meeting. The final parish tool list will be distributed in the spring after the final number and type of projects have been established.
8. Each parish will be responsible for preparing approximately 200 lunches to be delivered to WorkCamp. This final number will be published in May once the number of WorkCampers has been established.

# WorkCamp 2024 Stakeholder Commitment

## Prior to WorkCamp, a Stakeholder will...

- Attend every WorkCamp Stakeholder meeting!
- Meet with young people and adults on a regular basis. This should be separate from other parish youth meetings. These meetings are important in order to communicate information and build community. It's essential that adult volunteers **get to know all teens attending WorkCamp**.
- Submit all fees by the established due dates.
- Be completely familiar with the Parish Preparation Manual and train all parish adults.
- Read and understand both the Adult and Youth WorkCamp Code of Conduct.
- Serve as the single point of contact with the WorkCamp team. (Including reading & replying to emails)
- Be responsible for meeting all requirements as outlined in the Parish Preparation Manual.
- Manage the online registration for the parish and assist all parish participants in this process.
- Ensure all adults are in compliance with the Office of Child Protection guidelines. Work regularly with your parish child protection liaison to ensure compliance.
- Become an active part of the WorkCamp community by assisting other parishes to meet their requirements.
- Pray with and for your group, pray for the residents we serve, and pray for all of WorkCamp!
- Promote WorkCamp within your parish!

## During WorkCamp a Stakeholder will...

- Be present from Saturday at 6:30 p.m. until 2:00 p.m. on Friday and ensure teens and their families also understand and agree to this commitment.
- Serve as the single point of contact with the WorkCamp staff.
- Check in with *every* young person from the parish, *every* day.
- Check in with *every* adult from the parish, *every* day.
- Be responsible and able to manage all concerns that may arise with your parish.
- Fully participate in evening program with your youth and adults. Ensure that all of your adults are also attending and fully participating.
- Address all parish problems and questions as they arise. Try to motivate young people or adults who need a little extra push.
- Pray with and for your group, the residents, and all of WorkCamp!

# Participant Registration, Deposits, & Payments

As WorkCamp continues to grow in popularity, we have had to continually update our procedure to most fairly assign approximately 700 spaces to over 1,000 teens who are eager to attend.

All youth registrants are placed on a list in order of date of registration or date of deposit received, whichever is the later date.

The first 600 are guaranteed a spot at WorkCamp assuming their parish has the required number of trained adults crew leaders. We plan to accommodate approx. 700 teens.

The remaining 100 teens are allocated according to the discretion of the Office of Youth, Campus, and Young Adult Ministries (parishes that are completely shut out; needing a mix of genders, etc.)

Please remember that this is a Diocesan event and our goal is to support *all* parishes while also being as “fair” as possible.

## **Deposits and Final Payment**

The deposit amount for each teen is \$50. (no deposit is required for adult volunteers) It is best to get a check to us as soon as possible. If, *for example* you have 15 teens listed on your covenant to attend WorkCamp, send a \$750 check. If you wind up taking less than 15 teens, all deposit amounts will be applied to your final bill. Unfortunately, we cannot except electronic payments at this time.

All payments to the Diocese for WorkCamp will be paid by the parish. We do not accept payments directly from volunteers, teen participants, or families. In May, the diocese will bill the parish \$550 for each teen and adult crew leader and all deposit money received will be deducted from that bill.

Each parish is welcome to require deposits from their participants in the amount they choose. Note that we will not send you a *bill* for deposits. Your parish will simply send \$50 x (number of teens).

## **All WorkCamp payments, including deposits, shall be made payable to Catholic Diocese of Arlington and sent to:**

Office of Youth, Campus, & and Young Adult Ministries  
c/o Catholic Diocese of Arlington  
P.O. Box 1960  
Merrifield, VA 22116-1960



# WorkCamp

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WorkCamp 2024

## Planning Worksheet & Request Form

**DUE:** September 22, 2023

Parish Name			
Stakeholder Name			
Stakeholder Email		Stakeholder Phone	
DYM (if different)			

### Parish Youth Numbers

Estimate the MAXIMUM number of teens you are requesting to bring to WorkCamp. *Subject to approval.*

FEMALE YOUTH		MALE YOUTH		TOTAL YOUTH	
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The WorkCamp program is built each year by parishes coming together as one Diocesan community. Shared resources are an essential element of a successful WorkCamp. In addition to fees for participants, each parish is required to bring the resources listed below. The quantity of resources is based on the number of teens you expect to participate. Please carefully consider that your parish can confidently secure the necessary resources.

### Adult Crew Leaders

ACLs and Security Volunteers must be OPCYP compliant.  
ACLs: 25 years of age or older; Security: 21 or older

FEMALE CREW LEADERS

MALE CREW LEADERS

1 female adult : 5 female youth

1 male adult : 5 male youth

### Security Volunteers

MALE SECURITY

Required for one evening

FEMALE SECURITY

### Contractors

Contractors must be compliant based on OPCYP requirements for "WorkCamp Contractor Role" and be two years out of high school

LEAD CONTRACTORS

ASST. CONTRACTORS

1 contractor : 5 youth

NOT required

### Lunches & Vans

LUNCHES

VANS

This is approximate and subject to change

1 van : 5 youth; vans need at least 7 seatbelts

### General Supplies

- |  |   |
|--|---|
| <input type="checkbox"/> Water Coolers (2 per van)           | <input type="checkbox"/> Parish Tools (List to be distributed)              |
| <input type="checkbox"/> Case of Emergency Water (1 per van) | <input type="checkbox"/> Tools for Contractors (if they don't already have) |
| <input type="checkbox"/> Coffee Pot (one 60-cup pot)         |   |

OTHER ITEMS TO CONSIDER:

### Cost

Volunteer Type	Base Cost	Total Number	SUB-TOTALS
Youth	\$550		
Adults	\$550		
Contractors	\$0		
<b>Total Parish Cost:</b>			

Please fill out the WorkCamp planning form electronically at [arlingtondiocese.org/WorkCamp](http://arlingtondiocese.org/WorkCamp)

