



PHONG TRÀO THIỂU NHI THÁNH THỂ VIỆT NAM TẠI HOA KỲ
The Vietnamese Eucharistic Youth Movement in the U.S.A

Memorandum

To: Chaplains, Chaplain Assistants, Youth-Leader Trainers and Youth-Leaders
Members of the Academy Headquarters

Subject: RESOLUTIONS FROM THE ACADEMY HEADQUARTERS

In harmony with the Movement's joyous celebration on a successful 6th Coming to the Promised Land National Convention, I extend my warmest greetings to all Chaplains and members in leadership roles at all levels. May the peace and blessings of Christ be with you always!

Today, I present to you the decisions from the meeting of the Academy Headquarters at the Vietnamese Martyr Parish in Atlanta from the 21st to the 23rd of April, 2016, chaired by the former Dean of the Academy Headquarters, Rev. Francis Xavier Tran Anh Vu, pertaining to the student curriculum, Youth-Leaders and Youth-Leader Trainers development and training programs, and issues pertaining to the uniform and ceremonial procedures.

A. Decisions Pertaining to Youth-Leaders and Youth Members

1. Minimum Standards for the Student Curriculum - Tiêu Chuẩn Căn Bản cho Chương Trình Thăng Tiến Đoàn Sinh

The Academy Headquarters has reviewed and approved the recommendation to update the minimum standards to reflect the inclusion of the Weekly Gospel Lessons.

- a. The new Minimum Standards will not include the Bible Study section for the Seedling, Search and Companion Division.
- b. The new Minimum Standards will not cover standards for the Knights of the Eucharist Division.

2. Knights of the Eucharist Student Curriculum - Chương Trình Thăng Tiến Hiệp Sĩ

The Academy Headquarters has approved for the implementation of the Knights of the Eucharist Student Curriculum, 16-17 years old, with the following conditions:

- a. This curriculum will be piloted for three years beginning with the academic year 2017-2018.
- b. The Academy Headquarters and the National Executive Committee will host training sessions for Youth-Leaders assigned to the Knights of the Eucharist Division to plan and implement this new curriculum.
- c. The Academy Headquarters has approved for the dissemination of the new Knights of the Eucharist curriculum on tntt.org as official resources for all Chapters to use this year.

B. Decisions Pertaining to Youth-Leader Trainers

1. Scarf for Training Camp Participants - Khăn Quàng Sa Mạc Sinh trong các Sa Mạc Huấn Luyện

The Academy Headquarters releases the following official guidelines on the use of scarfs for training camps:

- a. Scarfs for training camp participants may only be used during training camps of the VEYM-USA.

- b. Not permitted to be used for any other reason/event.

Guidelines of Scarfs for Training Camp Participants

- i. Level I – Use Seedling, Search, Companion, and Knights of the Eucharist Division scarfs with the VEYM-USA’s Eucharist logo
- ii. Level II Division – Use the scarf of the respective training camp division with the VEYM-USA’s Eucharist logo
- iii. Level III – Training camp participants wear the Youth-Leader scarf
- iv. Layperson Chaplain Assistant – Use Seedling, Search, Companion, and Knights of the Eucharist Division scarf with the VEYM-USA’s Eucharist logo
- v. Youth-Leader Trainer Level I – Use the purple scarf with the VEYM-USA’s Eucharist logo
- vi. Youth-Leader Trainer Level II – Training camp participants wear the Youth-Leader Trainer Level I scarf
- vii. Youth-Leader Trainer Level III – Training camp participants wear the Youth-Leader Trainer Level II scarf

2. eLearning Lessons - Các Khóa Học Viễn Liên

The Academy Headquarters has approved for the implementation of selected eLearning lessons before training camps to allow for additional hands-on training, discussion and other relevant activities during camp. The Academy Headquarters has designated lessons for each training camp (please see appendix) based on the following 3 key criteria:

- a. Lessons pertaining to the By-Laws and Servant Leader Training Manual.
- b. Lessons pertaining to theory component for line formations. Practical application must be completed during training camps.
- c. Elective lessons specified by Servant Leader Training Manual.

Guidelines pertaining to the eLearning Lessons

- i. The Training Committee of the training camp must host two eLearning sessions to accommodate the need of training participants. If the first eLearning session meets 90% attendance of training participants, the second eLearning session is not required.
- ii. All lessons must be recorded so that training camp participants who were absent can review the materials. The Camp Master is responsible for sending the videos to the Academy Headquarters.
- iii. Training camp participants who missed the eLearning sessions must review the recorded videos before camp, answer the prepared quiz and send to the Youth-Leader Trainer who taught the lesson.
- iv. Youth-Leader Trainers must prepare the eLearning lessons and send the lesson plans to the Camp Master and Assistant Camp Master at minimum, one week before the scheduled lesson for approval. The lesson plan needs to have the review questions during and after the lesson to increase learning participation. Youth-Leader Trainers should also prepare additional questions for training participants who were absent.
- v. At present, all lessons must to be taught by a live Youth-Leader Trainer. *In future days, the Academy Headquarters will finalize eLearning lessons for training camp participants to learn at their own leisure without the Youth-Leader Trainer teaching the lesson live.*
- vi. The Youth-Leader Trainers teaching the lessons will be responsible for tracking and reporting the progress of training camp members to the Camp Master and Assistant Camp Master. Training camp participants who missed the eLearning lessons, have

not reviewed the recorded videos and have not completed the review questions will not be permitted to enter camp and will need to register for another upcoming training camp.

vii. eLearning Lesson Evaluation - Lượng Giá Khóa Học Viễn Liên:

- a. All training camp participants need to evaluate the Youth-Leader Trainers teaching and send evaluations to the Academy Headquarters.
- b. The Camp Master or the Assistant Camp Master need to be present during the eLearning lessons and send the evaluation back to the Academy Headquarters.

3. Teaching and Training Faculty Policy - Những Quy Định về Quyền Giảng Dạy và Huấn Luyện của các Huấn Luyện Viên

The Academy Headquarters has approved the implementation of the Continuing Professional Development (CDP) program for all Youth-Leader Trainers. To ensure Youth-Leader Trainers meet the teaching standard and spiritual preparation, all Youth-Leader Trainers must complete the CDP requirements. The CDP consists of three key aspects:

a. Serving - Phục Vụ:

- i. Continue to serve at any capacity and at any level within the Movement
- ii. Each year, Youth-Leader Trainers must serve at minimum, three days, in training camps of the Movement.

b. Learning - Học Tập:

- i. Select a specialty topic identified within the Movement to further cultivate knowledge and enhance teaching skills. Each year, enroll and complete at least three hours of continuing education pertaining to the selected specialty topic.
- ii. Every three years, attend and participate in at least one Youth-Leader Trainer Congress (Hội Nghị Huấn Luyện Viên) or Leadership Congress (Hội Nghị Giôsuê).

c. Living - Sống Đạo:

- i. Live the Catholic faith.
- ii. Each year, attend at least one spiritual retreat lead by any priest or religious brother or sister.

4. Assisting & Mentoring for First-Time Camp Masters - Trợ Giúp các Tân Sa Mạc Trưởng

- a. The Academy Headquarters has approved for first time Camp Master to be mentored by a Youth-Leader Trainer Level III. The mentor does not assume the responsibility of the Camp Master but has the responsibility to evaluate the Camp Maser and forward the evaluation to the Academy Headquarters.
- b. This policy is effective beginning January, 2017.

5. Youth-Leader Trainer Card – Thẻ Huấn Luyện Viên

The Academy Headquarters has approve the reinstatement of the Youth-Leader Trainer card and request all Youth-Leader Trainers wear the card in all training camps of the Movement. This policy is effective beginning January, 2018.

- a. The Youth-Leader Trainer Card grants faculty status to train in training camps from the Academy Headquarters.
- b. The Youth-Leader Trainer card expires every three years.
- c. The Youth-Leader Trainer card can be renewed when the Youth-Leader Trainer meets the requirement as set forth in the Teaching and Training Faculty Policy (number 3 above).

6. Youth-Leader Trainer Congress – Hội Nghị Huấn Luyện Viên

- a. The Youth-Leader Trainer Congress is an opportunity to convene all Youth-Leader Trainers within the Movement to update, exchange ideas and experience, and to provide recommendations for the Academy Headquarters to improve the quality of training camps.
- b. Attending and participating in the Youth-Leader Congress is the responsibility of all Youth-Leader Trainers.

The Academy Headquarters has approved for the Youth-Leader Trainer Congress to be held in 2017 and invites all Youth-Leader Trainers to attend. At this Congress, the Academy Headquarters will:

- i. Present the Training Curriculum for all Youth-Leader Trainers.
- ii. Review all roles, ranks, responsibilities, and calling of Youth-Leader Trainers within the National Executive Committee, The Academy Headquarters, the National Assembly, and the Leadership Council.
- iii. Standardize the roles and responsibilities of all Youth-Leader Trainers as a Camp Master, Assistant Camp Master, Head Moderator, and Lecturer.
- iv. Approve and renew Youth-Leader Trainer card.

C. Decisions Pertaining to Chaplain Assistants

1. Clergy Chaplain Assistant Scarf – Khăn Quàng Trợ Úy

In accordance with the requirements set forth in the Servant Leader Training Manual, to officially wear the Clergy Chaplain Assistant scarf, religious brothers and sisters must complete the Menkisêdê training camp for Chaplains and Clergy Chaplain Assistants (QCHL, Chapter 6).

In instances where the religious brothers and sisters cannot participate in Menkisêdê training camp for any reason, the Academy Headquarters may approve the religious brother or sister to wear the clergy chaplain assistant scarf with the following requirements:

- a. Has taken a vow or in first year of theology.
- b. Recommended by the local Chapter Chaplain.

The decisions stated above by the Academy Headquarters are effective from the day signed. For all concerns, please contact the Dean of the Academy Headquarters.

With sincere appreciation.

Attested



Rev. F.X Nguyễn Thanh Bình, SVD
President, National Leadership Council

Texas, September 7th 2016



Rev. Giuse Ngô Đình Thông, CSsR
Dean, Academy Headquarters