

# FAITH IN ACTION

## THE CYMFED NATIONAL CATHOLIC AWARD SCHEME

### ADMINISTRATIVE GUIDANCE FOR PARTICIPATING ORGANISATIONS

#### Introduction.

1. The purpose of this document is to offer guidance to parishes, schools and any other organisations which wish to run the CYMFed Faith in Action Award (hereafter described as “the award”). In order to allow the award to be delivered to best effect at local level, every effort has been made to put in place supporting administrative arrangements which are both simple and flexible. The overriding intention is that the efforts of those delivering the award at local level are devoted to nurturing young people on their faith journey rather than being taken up in complicated administrative procedures!
2. This administrative guidance has been provided by the CYMFed Board to accompany the *Leader’s Guide* and *Participant’s Journal*, which will remain the primary resources once the award has been launched within a particular organisation.

#### Background to the Award.

3. What is the CYMFed Faith in Action Award?
  - a. The award has been created to facilitate the exploration of scripture and Church teaching with an emphasis on translating this into action. The award is described fully in the *Leader’s Guide* (essential reading for all participating organisations) which is available from St Paul’s Publishing (the online store is at <https://stpauls.org.uk>) and also the *Participant’s Journal* which is designed for young people undertaking the award.
4. Who is the Award for?
  - a. Anyone between the ages of 10 – 18.
5. Who organises and is responsible for the Award?
  - a. It is envisaged that in most cases the award is pursued through **Participating Organisations** such as schools and parishes which choose to undertake the award. Within Participating Organisations an **Award Coordinator** should normally be nominated who will coordinate all aspects of the award activity within the Participating Organisation Concerned.
  - b. The **Awarding Authority** exists at a high administrative level (normally at diocesan level) and is responsible for the registration of Participating Organisations, moderation and ensuring that consistent standards are achieved by those undertaking the award. The Awarding Authorities will normally be diocesan youth services or education services. However where a diocese is not yet participating in the award programme, CYMFed will nominate an appropriate body to

exercise this role. A short training package will be provided to Awarding Authorities to prepare them to undertake this role but also to ensure that best practice is shared.

6. How does a Participating Organisation Register for the Award?
  - a. In the first instance the registration form at Annex A needs to be completed by the prospective Participating Organisation. This is then forwarded to the Awarding Authority (listed at Annex B) who will liaise with CYMFed staff at national level to register the Participating Organisation. Thereafter the Participating Organisation and the Awarding Authority will liaise with regard to the moderation process and also with regard to the practical arrangements for any award ceremonies which may be planned.
  - b. Following registration, the Participating Organisation will be contacted by the Awarding Authority who will offer guidance on moderation procedures as well as discussing arrangements for presentations and the procurement of certificates and badges.
  
7. How is activity assessed towards the Award?
  - a. The ethos of the award is to instil a sense of growth and fulfilment on the part of the participants. So it is important that an appropriate degree of challenge and rigour underpins their activity and what they strive to achieve. The arbiter of this should be the Award Coordinator within the Participating Organisation, who will oversee and mentor the work of those undertaking the award. On this basis it is hoped that any shortfalls in effort or commitment are identified at this level and are then able to be addressed, similarly at this level. This should mean that the moderation function is to congratulate the applicant on the results achieved, and then encourage that person to strive for the next level, and in so doing to continue to progress on their faith journey. The moderating function should also enable the achievement of consistent standards across England and Wales, which should further reinforce the credibility of the award at national level.
  
8. Are there any costs involved with participating in the Award?
  - a. There is no central enrolment fee but it is important that every Award Coordinator purchases a copy of the Faith in Action Leader's Guide. A minimal cost will be charged for award badges and there may be an administration fee from the Awarding Authority to cover any costs associated with the administration of the Award at that level.
  
9. How are award certificates and badges obtained?
  - a. These can be obtained through your Awarding Authority after the pieces of work have been moderated, usually at an Award Ceremony. In some cases, certificates and badges can be obtained centrally from CYMFed Admin Staff – your Awarding Authority will let you know if you are required to order certificates and badges directly from CYMFed.

Annexes:

- A. CYMFed Faith in Action Award - Points of Contact
- B. Participating Organisation Registration Form

**CYMFed Faith in Action Award - Points of Contact**

The following organisations are registered as Awarding Authorities within their areas of responsibility:

- Diocese of Cardiff
  - Fr Bernard Sixtus, Director of Schools (RE), Archdiocese of Cardiff.
  - [bernard.sixtus@rcadc.org](mailto:bernard.sixtus@rcadc.org)
- Diocese of Leeds
  - Jessica Wilkinson, Youth Coordinator, Diocese of Leeds
  - [Jessica.wilkinson@dioceseofleeds.org.uk](mailto:Jessica.wilkinson@dioceseofleeds.org.uk)
- Diocese of Liverpool:
  - Fr Simon Gore, Director of Youth Ministry, Archdiocese of Liverpool.
  - [s.gore@animateyouth.co.uk](mailto:s.gore@animateyouth.co.uk)
- Diocese of Nottingham:
  - Angela Gillespie
  - [angela@ndcys.com](mailto:angela@ndcys.com)
- Diocese of Middlesbrough:
  - Dominique Finn, Youth Service Coordinator, Middlesbrough Diocesan Youth Mission Team and Youth Service
  - [domfinn@mymission.org.uk](mailto:domfinn@mymission.org.uk)

Organisations beyond those listed above who wish to launch the Award within their area should contact the appropriate Metropolitan Area Coordinator from the list below in the first instance:

- Birmingham Metropolitan Area (for Birmingham, Clifton and Shrewsbury):
  - Dave Wheat, Diocesan Coordinator, Clifton Diocesan Youth Ministry
  - [dave.wheat@cliftondiocese.com](mailto:dave.wheat@cliftondiocese.com)
- Cardiff Metropolitan Area (for Menevia and Wrexham):
  - Fr Bernard Sixtus, Director of Schools (RE), Archdiocese of Cardiff.
  - [bernard.sixtus@rcadc.org](mailto:bernard.sixtus@rcadc.org)
- Liverpool Metropolitan Area (for Hallam, Hexham and Newcastle, Lancaster, Leeds and Salford):
  - Fr Simon Gore, Director of Youth Ministry, Archdiocese of Liverpool.
  - [s.gore@animateyouth.co.uk](mailto:s.gore@animateyouth.co.uk)
- Southwark Metropolitan Area (for Arundel and Brighton, Plymouth, Portsmouth and Southwark):
  - Jack Regan, diocesan Coordinator, Youth Advisor, Diocese of Arundel and Brighton
  - [jack.regan@dabnet.org](mailto:jack.regan@dabnet.org)
- Westminster Metropolitan Area (for Brentwood, Northampton, Westminster and East Anglia):
  - Angela Gillespie
  - [angela@ndcys.com](mailto:angela@ndcys.com)