

Youth Ministry Procedures

"Youth Ministry Procedures" apply to persons facilitating and attending activities for youth in grades 6 – 12 (or, if summer break, having recently completed those grades) and conducted by the All Saints Catholic Church as an official Youth Ministry activity. When an event is conducted by another organization and attended by persons from All Saints Catholic Church as an official youth ministry activity of this church, these procedures apply to those persons attending from the parish.

Chaperone Requirements

- **A chaperone must be at least 21 years old.**

- **Archdiocesan Protection of Children and Youth Initiative Essential Three Requirements (must be completed before a volunteer can become a chaperone):**
 1. All volunteers will attend the adult safe environment **VIRTUS** awareness session.
 - VIRTUS is offered throughout the year at various locations in the Twin Cities area, including All Saints Catholic Church.
 - VIRTUS is currently a onetime requirement.
 - Registration must be done online:
 - Go to www.virtus.org
 - Click on the "Registration" link in the left-hand column.
 - Select "St. Paul and Minneapolis (Archdiocese)" from the drop-down box.
 - Participants will create their own "User ID" and "Password."
 - Follow the screen prompts to continue the on-line registration.
 - If you do not have access to registration on line, please contact the FEP Office (952) 469-6461 and you will be assisted in completing the registration.
 - When VIRTUS is completed at a location other than All Saints Catholic Church, please notify the Parish Administrator.
 - Questions about VIRTUS can be directed to the FEP Secretary (952) 469- 6461 or the Director of Youth Ministry (952) 469-6466.
 2. All volunteers will participate in **background check** procedures, as required by the Archdiocese of Saint Paul and Minneapolis.
 - Form is available at allsaintschurch.com → volunteer forms
 - Turn in forms to the FEP Office or Director of Youth Ministry.
 - Questions about the background check can be directed to the FEP Secretary (952) 469-6461 or the Director of Youth Ministry (952) 469-6466.
 3. All volunteers will read and sign the appropriate **Code of Conduct** form.
 - Code of Conduct must be read and signed annually, beginning in September of each year.
 - Form is available at allsaintschurch.com → volunteer forms
 - Turn in form to the FEP Office or Director of Youth Ministry.
 - Questions about the Code of Conduct can be directed to the FEP Secretary (952) 469-6461 or the Director of Youth Ministry (952) 469-6466.

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- **Driver Information Form**
 - An additional form required for chaperones who will also be driving youth.
 - Drivers must fill out and sign the Driver Information Form yearly.
 - Form is available at allsaintschurch.com → volunteer forms
 - Turn in form to the FEP Office or Director of Youth Ministry.
 - Questions about the Driver Form can be directed to the FEP Secretary (952) 469- 6461 or the Director of Youth Ministry (952) 469-6466.
- **Liability Forms**
 - For some offsite events, a volunteer and/or chaperone may be required to sign a liability form.
 - The Director of Youth Ministry or the Program Director will decide if this form is necessary for each event.

Youth Ministry Volunteers, under the age of 19

- Requirements:
 - Two letters of reference (turn in letters to the Director of Youth Ministry)
 - Signed Code of Conduct (turn in form to the Director of Youth Ministry)
- VIRTUS is highly recommended, but not required.
- Background check is not required.

Adults present at youth events, not qualified to be volunteers or chaperones:

- Adults, post summer after graduating from high school and 18 or older, who do not qualify as chaperones or volunteers, may be present at youth events as long as they are **observers** only. The question to ask to determine "observer": Is the adult given responsibility for the youth? If the answer is yes, than the adult must have above requirements.

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Number of Chaperones Required

- There will always be a minimum of **two chaperones** at all All Saints Catholic Church youth events, whether at or away from the church property.
- For larger group events (more than 16 Middle School youth or 20 High School youth), additional Chaperones will be required. Please use the following ratios to determine the number of chaperones needed:
 - There will always be a ratio of **1 chaperone to 8 youth for Middle School** aged youth.
 - There will always be a ratio of **1 chaperone to 10 youth for High School** aged youth.
- There will always be at least two chaperones actively supervising youth at all times.
- Consideration needs to be given to gender. The proportion of male and female chaperones should reflect the same proportion of youth participants, when possible.

Events Without a Staff Member Present

- The Director of Youth Ministry or Program Director may designate and prepare non staff volunteer(s) to provide leadership for youth events.
- Parents will be informed (when possible) about non staff leadership and provided contact information.

Conduct and Behavior of a Chaperone

- Chaperones are expected to exhibit appropriate behavior at all times, including speech, attire, and actions.
- All proactive measures (adequate preparation, training, and chaperone requirements fulfilled) will be taken to ensure that the potential for inappropriate behavior is minimized.
- “Conduct” and “behavior” include actions, words, and attire. “Appropriate” and “inappropriate” are determined by staff.
- For events away from parish property, appropriate actions, words, and attire are also determined according to the standards and norms of the event site.

Overnight Chaperones

- Chaperones and youth need to have separate sleeping rooms when using hotels, motels, inns, and other facilities set up for sleeping. If large spaces are used (like gymnasiums), adults and youth spaces should be clustered separately.
- Additional procedures for overnight events are found in the *Archdiocese of St. Paul and Minneapolis Youth Ministry Guidelines*.

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Transporting Youth

- **Cars**

- All drivers who transport youth (under 18 years of age) during church-sponsored events must be at least 21 years old. Two chaperones must be in the car while youth are in the car.
- All chaperone requirements and responsibilities also apply to drivers.
- Parents are responsible for providing transportation to and from parish events for youth under the age of 18.
 - Parents have the right to delegate that responsibility to their “driving” teen or their neighbor or whomever they want. Once that youth is at the parish event, it is the parish’s responsibility to transport them to any other venue necessary. If the event is away from All Saints’ campus, the necessary permission slip will state the mode of transportation. If (ex. lack of drivers or teen’s schedule) it is necessary for a youth under the age of 18 to drive to another venue while at a parish event, written permission of parent is required. That teen may not take another teen with them in the car.
 - Church staff and volunteers **cannot** make transportation arrangements for youth to be transported to and from Youth Ministry events.
- All drivers must fill out a “Driver Information Form” and may need to sign a liability release form. See **Driver Information Form** above. The Driver Information Form must be updated annually.
- All drivers must carry insurance coverage with a minimum of 100,000/\$300,000.
- The use of 10-15 passenger vans is not allowed under any circumstances.
- Chaperones driving a long distance must have a two hour break from driving, every four hours.
- When transporting youth, drivers must have a copy of Participant Permission Form for each youth in the driver’s car.

- **Chartered Bus**

- At least two chaperones must always be with youth on a chartered bus.
- The bus company procedures will be followed.

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Parent/Guardian Permission

- In accord with Archdiocesan policy, youth under the age of 18 must have parent/guardian permission to attend offsite events and onsite overnight events - no exceptions. (Participant Permission Form is not required for day time, onsite events.)
- Paper **Participant Permission Forms** are required and must be collected at least 48 hours prior to event. Exceptions are up to discretion of the Director of Youth Ministry or event leader.
 - Participant Permission Forms must be completed, signed by parent/guardian, and submitted to the church office or to the Director of Youth Ministry.
 - Participant Permission Form may also be faxed to the church office at 952-469-5752.
 - Participant Permission Form may also be scanned and then emailed to the Director of Youth Ministry.
 - They are checked for completion and parent signature by the Director of Youth Ministry.
 - They are photocopied:
 - One copy to church office (FEP Secretary's desk)
 - One copy to adult chaperone in charge
 - Permission Forms will be provided to chaperone drivers while driving youth.
- Oral permission does not suffice.
- Permission Forms turned in during or after an event do not suffice.
- The adult leader(s) will respect the potentially sensitive nature of personal information provided on the forms.

Medical Information and Forms

- Medical information needed for most Youth Ministry events will be included on the Participant Permission Form.
- For youth going on overnight trips and needing to take medication(s), use the form **Prescription Drug and Medicine Authorizations**. The youth's parent needs to fill out one form for each medication that the youth is expected to take. Form is available in the *Youth Ministry Procedures Binder* in the Youth Room.

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Conduct and Discipline – Youth

- All proactive measures (adequate preparation, chaperone placement, environmental setup, etc.) will be taken to ensure that youth will be sufficiently engaged in the event or activity so that the potential for misbehavior is minimized.
- Registration for an event may include a mandatory "Code of Conduct" signed by each participant and/or parent(s)/guardian(s).
- "Conduct" and "behavior" include actions, words, and attire. "Appropriate" and "inappropriate" are determined by staff and chaperones. In the event of a disagreement, the decision of the staff will be followed.
- For events away from parish property, appropriate actions, words, and attire are also determined according to the standards and norms of the event site.
- Youth are expected to exhibit appropriate behavior at all times, including speech, attire, and actions. Youth are expected to:
 - Stay in designated areas specified by staff, chaperones, and peer ministers.
 - Respect property and people.
 - Listen to instructions and follow Peer Ministry leadership.
 - Not engage in any illegal behavior.
- Whenever two individuals in a "dating" relationship both attend an event, those individuals are expected (and may be asked) to not engage in any exclusive or intimate activity during the event.
- The following procedures will be used if a youth engages in inappropriate behavior:
 - Three strikes and you have to go home.
 - "Three Strikes" is a discipline technique that gives teens two warnings for poor behavior.
 - On the third occurrence parents are called and asked to pick up the participant.
 - More serious violations of the All Saints Catholic Church Code of Conduct (posted in youth room by entrances) are automatic dismissal from an event.
 - A participant's parent will be called and a participant will leave a Youth Ministry event immediately if he or she:
 - engages in an illegal behavior
 - engages in sexual activity
 - threatens others
 - uses illegal substances
 - is a danger to other participants or self
 - If youth is sent home, a **Behavior Report Form** must be completed and submitted. (Please see below.)
- The focus of all discipline will be on correcting behavior; embarrassing or shaming a young person should not be the intention of discipline.
- If Peer Ministers are at event, adult chaperones should consult with Peer Ministers.

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Crisis Management/Response

- Injuries:
 - Adults need to assess the situation and determine course of action. When in doubt contact parents and let them know what has happened.
 - If it is determined that first aid needs to be administered, a first aid kit (tackle box) is located in the storage room in the Youth Room.
 - All injuries (minor or severe) should be documented on an **Incident Report Form**. Incident Report Forms for documenting are available in the first aid kit

- Emergencies
 - In the event of an emergency call 911.
 - The program director or an adult volunteer should make the 911 call. Please note whoever calls will have to stay on the phone.
 - The phone in the Kitchen has 911 programmed into the system; however, the 911 call may be made from any church phone or cell phone.
 - The person calling 911 should remain with/by the injured person, so they can answer questions asked by 911.
 - The program director or an adult volunteer should remain with the injured youth, helping them remain calm and telling them what is happening.
 - The program director or an adult volunteer should remain with the other non-injured youth to keep them calm and explain what is happening.
 - Notify the parents of the injured youth immediately. Explain the course of action that has been taken.
 - Emergency personnel will generally come to the main office doors entrance, unless told something different based on report. An adult volunteer should wait for the emergency personnel at the designated entrance.

- Follow-up
 - The Director of Youth Ministry or an adult volunteer needs to contact the Parish Administrator or the Pastor as soon as possible after the emergency has been dealt with. Phone numbers can be found in the Youth Room's *Youth Ministry Procedures Binder*.

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- Incident and Behavior Report Forms
 - **Incident Report Form** is needed for
 - Injuries where first aid is administered
 - Emergencies
 - **Behavior Report Form** is needed for
 - Major discipline concerns
 - Infractions of Code of Conduct
 - Forms can be found in First Aid Kit and the *Youth Ministries Procedures Binder* in the Youth Room.
 - Form should be completed by the adult volunteer most familiar with the entire situation.
 - Incident and Behavior Report Forms should be submitted to the Parish Administrator (Jackie Sauber). They may be placed in her mailbox in the church office or left in the Youth Room if the church office is closed.
 - Damage to church building, property, or equipment should be reported to the Director of Youth Ministry. No form is required.

Cancellation of Events

- The Director of Youth Ministry will make the final decision about cancelling an event.
 - Every effort will be made to notify participants and volunteers about a cancelled event.
 - Contact information, preferably email addresses given on permission forms, will be used to contact participants.
 - Refunds will be given.
- Permission Forms will include the statement: All Saints reserves the right to cancel or modify events based on number of participants and chaperones.

Records of attendance

- Youth will sign in when arriving at an event.
 - Sign-in information will include, at a minimum, students first and last name, an emergency contact information.

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General Chaperone Responsibilities and Directions

- Before chaperoning at an event, each chaperone will receive oral and written directions and/or a position description, which will include expectations of chaperones.
- If the event is a regular repeating event, for example Middle School Youth Night or High School Youth Night, then the written directions and/or position description are only required to be given to a chaperone once.
- Chaperones should arrive 15 minutes early to an event to receive verbal directions before an event begins.
- Event Coordinators will be responsible to give out verbal and written directions or position descriptions to a volunteer.
- Chaperones will monitor safety of participants and enforce discipline when needed.
- Chaperones assist teen Peer Ministry leaders by providing input, direction, and assistance when necessary in regards to activities, discipline, or general questions. (Please see **Conduct and Discipline – Youth.**)
- Adults are meant to support teen Peer Ministry leaders, unless a teen leader demonstrates poor judgment, an adult should allow them to exercise leadership and encourage/direct them subtly. (Please see **Conduct and Discipline – Youth.**)
- Chaperones help with check-in and/or collection of permission forms and related paperwork
 - Onsite sign-in necessary for all youth (minimum of first and last name with emergency contact #)
 - Off-site check-in process- ensure all necessary paperwork and fees are collected (specific instructions provided by activity leader)
- Chaperones maintain two deep adult leadership (adults should avoid situations where they are alone with youth) and keep to designated spaces or plan. Changes to location or schedule need to be communicated and approved by program leader(ship).
- Chaperones orally or in writing report within 12 hours any injuries, significant discipline issues, or damages done to building/equipment. (Injuries require completion of “Incident Report Form.” Discipline issues require “Behavior Report Form. See Incident and Behavior Report Forms above.)
- When at offsite events within secured facilities, adults should designate places and times where youth participants can locate group leaders throughout the day.
- When chaperoning offsite, each chaperone is encouraged to have a cell phone and have the group leader’s cell phone number readily available.

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Peer Ministry Responsibilities

All Saints Catholic Church Youth Ministry is ministry for, with, and by young people. Young people are actively invited and used in youth ministry to provide service, leadership, and faith witness. Currently, such teens are part of Peer Ministry and provide an essential ministry to almost every activity or program connected directly to Youth Ministry. As young ministers in the Church many are still finding their skills and gifts for ministry while engaging in regular formation and training.

Basic expectations for Peer Ministry include:

- Help insure safety of participants
- Welcome, set-up hospitality, signage, prayer, activity leaders, interact with participants, building check at the end of the night (teens check to make sure doors are locked) and mentor
- Help with check-in or collection of permission forms and related paperwork
- Provide prayer, service, faith witness, leadership, mentoring, positive example to participants
- Invite participants to other upcoming events and activities
- Communicate and work with adults to address activity or participant needs/issues

General Expectations for Activities (onsite and offsite)

- Leadership arrives before youth participants (each event usually has a Peer Ministry Teen Lead that will communicate specific details and planning aspects to Peer Ministry and others that need to know)
- Leadership prays together before and after event/activity (led by adult or teen)
- Teen Leadership does sufficient planning, emphasis is given on hospitality and greeting, roles are assigned (door greeters, someone to help teens sign-in, hospitality set-up)
- Respect for building, equipment, and others using the building is VERY important. Off limits:
 - Sacred Spaces (unless used for prayer)
 - Classrooms (including Commons unless an adult is present and space is requested by our group)
 - Custodian closets, equipment room, kitchen, storage rooms, office spaces/offices
 - Places that are unsafe as determined by planning team
 - Outside the building (except for outdoor events)
- Adult Chaperones need to monitor activities and spaces used by participants. Adult Chaperones can participate too. 😊
- Teens should not be left unattended or unmonitored in the building.

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Use of Sports Equipment owned by All Saints Catholic Church

- Arrangements must be made 24 hours before event with Director of Youth Ministry for access to equipment room.
- All equipment must be taken out by an adult chaperone and supervised by an adult chaperone when used.
- Minors are not allowed in equipment room.
- Equipment room needs to be returned exactly as was.
- If anything is damaged, please notify Director of Youth Ministry as soon as possible.
- Kicking balls or throwing footballs in Murphy Hall or any space in the inside church building is too high risk and should not be accepted.
- Equipment must remain in designated locations as indicated by leadership.

Building Lock

- Youth Ministry events ending after 8pm need to ensure the building is secure before leaving
 - Talk to custodian(s) about building lock-up
 - All outside doors must be keyed shut (if door is not locking please contact Director of Youth Ministry)

Food

- Food for Youth Ministry programming is donated by volunteers. The Director of Youth Ministry and the Peer Ministers may have pre-determined which treats will be available for the current event. Always check with them to determine if they have a plan for the food.
 - For events at the church, food and drinks are available in Youth Room.
- Food and drinks must stay in Youth Room, unless determined by the Director of Youth Ministry.
- Adult chaperones should replenish the food and drinks based on consumption.
- Youth are asked to respect the Youth Room and/or other spaces they occupy during an event. They are expected to pick-up after themselves. Adult chaperones should help in reminding them of this responsibility. Everything should be picked up at the end of the event.
- Water (and ice) is available from Kitchen (PMs are encouraged to get water and set up hospitality)
- Unless labeled, items in small refrigerator in the Youth Room are available to anyone.

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Adult and Youth Volunteer Concerns

- A Volunteer, who has a concern about procedures or how they are followed, is encouraged to discuss his or her concern directly with person(s) involved and/or with the Director of Youth Ministry (DYM).
- If a volunteer still does not feel that the concern has resolution, then the volunteer is encouraged to discuss his or her concern with the DYM and/or his or her supervisor.
- If the concern is still not resolved, then the volunteer is encouraged to discuss his or her concern with the pastor.

Procedure Review

Youth Ministry Procedures are reviewed, revised, and affirmed each July, or as needed, by the DYM, Youth Advisory Committee (YAC), and Adult Involvement. Final approval of revised procedures is made by the pastor.

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Recurring Youth Ministry Event Descriptions

Middle School Youth Nights

Overview:

Middle School Youth Nights (MSYNs) generally have 25-30 middle school participants primarily from All Saints Catholic Church School. The activities for the evening are led by Peer Ministry, or senior high leadership, and use a variety of spaces in the building depending on need and availability while primarily making use of the Youth Room. Currently, there are two different types of youth nights.

MSYNs are designed to give young teens opportunities to;

- Provide opportunities for teens to have fun, grow in faith, and strengthen relationship with their Church
- Build Christ centered relationships with peers
- Connect with older teens that witness their faith through service, prayer, and leadership at All Saints Catholic Church.

1st Fridays MSYNs are highly structured according to a specific theme or message. Activities and talks are planned to help teach and communicate.

3rd Friday MSYNs do not have a specific theme or message. The focus of the evening is up to the participants that attend. Usually appropriate activities are decided by the participants and Peer Ministry leaders.

Typical Schedule MSYNs:

6-6:30 Teens arrive and socialize (all need to sign in and provide complete name and emergency contact number in "notepad" labeled "M.S." OR some other sheet.

6:30 Prayer/Welcome/Introductions (by a Peer Ministry Peer Minister- PM)

Icebreaker (decided by PM)

Activities for the evening

8:45 Closing: Prayer, announcements about upcoming events, thanks for coming, prizes

9:05 Gather PMs and do quick evaluation of the night (offer suggestions and affirmations)

What went well? What did not go well? What could we do better?

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Burst!

Overview:

Burst! is a time for middle school teens after/before FEP class. Usually, the group is small and does games/activities in the Youth Room. It does not have a specific theme or message and is intended to be "non-churchy" comfortable environment for participants to build relationships with each other and teens involved in Peer Ministry. The focus of the evening is up to the participants that attend. Usually appropriate activities are decided by the participants and Peer Ministry leaders.

Typical Schedule for Burst!:

Introductions, short prayer, games and activities led by Peer Ministry teens.
Wednesdays 6:00 to 7:00 pm.

Move!

Overview:

Move! is the regular weekly gathering for youth in grades 9-12. These evenings are set up to provide opportunities for teen fellowship, discussion about issues important to teens, service, and fun. The evening is led by Peer Ministry teens. The goal is to help senior high teens establish and grow relationships with other teens in order to "move" further in faith.

Typical Schedule for Move!

Move is on Wednesdays 7:00 to 9:00 pm during the school year. The time begins with a meal (provided by Hospitality Ministry) and social until about 7:30 pm. Then the teens have introductions or icebreaker followed by evenings focus.