CATHOLIC DIOCESE OF WICHITA
OFFICE OF YOUTH & YOUNG ADULT MINISTRIES
Adult Youth Ministry Leader Handbook

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CATHOLIC
DIOCESE
OF WICHITA

Dear Adult Youth Ministry Leader,

First of all, let me extend my heartfelt gratitude to you for your ministry with the young people in your parish and throughout the diocese!

Ministry to youth between the ages of 14 and 18 in the Catholic Church continues to be a dynamic and fulfilling adventure! Today's complex world adds challenges to our sharing of the gospel with young people, but the openness and enthusiastic response of today's youth far outweighs any perceived obstacles.

To assist you in this adventure, the Youth Office has compiled the following handbook. It contains basic information on diocesan policies, forms, structures, recommendations and resources for those in the field of youth ministry. For additional resource materials including programming ideas and articles that relate to the various components of youth ministry, please contact our office.

May the Spirit of God continue to inspire and renew you in this work, and may you be an instrument of His love and grace to the young people you serve.

In His service,

Christine Edmonds
Director of Youth & Young Adult Ministries

Catholic Diocese of Wichita

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Theresa Strawhecker, Office Coordinator	316-269-3930
David & Monica Walker, DCYB advisors	620-326-7287

www.cdowk.org/yyam

yyam@cdowk.org

Diocesan Offices

Catholic Advance	316-269-3965
Catholic Charities	316-264-8344
Charter for the Protection of Children and Young People	
Msgr. Robert Hemberger, Diocesan Contact	316-269-3900x 106
Development	316-269-3900
Harvest House	316-269-3900
Ministry with Persons with Disabilities	316-269-3900
Mission Office	316-269-3946
Office of Family Life	316-685-5240
Religious Education	316-269-3940
Respect Life and Social Justice	316-269-3935
School Office	316-269-3950
Spiritual Life Center	316-744-0167
St. Dismas Ministry to the Incarcerated	316-778-1939
Totus Tuus	316-269-3900
Tribunal	316-269-3960
VIRTUS – Therese Seiler	316-269-3900
Worship Office	316-269-3921

2008-2009 DCYB

Region 1
Logan Giefer
Shane Hammer

Region 2
Aaron Bina
Emily Perser

Region 3
Vanessa Ernst
Chelsea Ridder

Region 4
Vittoria Hoffman
Monica Sosa

Region 5
Tyler Gilbert
Kinsley Kerschen

REGIONAL COORDINATORS

Region 1
Jennifer McKenna

Region 2
Open

Region 3
Heidi Becker
Gil Bergkamp

Region 4
Jay Headrick

Region 5
Rick & Irene Langerot

PARISH LEADERSHIP POSITION DESCRIPTIONS

Parish youth boards/councils - In order to give ownership to the youth of their own program, it is important to establish a planning committee made up of youth and adults. There are many names given to such a team. It could be referred to as a youth board, youth activities committee, a youth council, a core team, etc. Guidance from adults in an advisory capacity is needed. The guidance could come from the youth coordinator and/or a team of adults consisting of the DRE, other youth organizational leaders (scouting, athletics, etc.), young adults, and/or a Parish Council member and/or Pastor. The adults need to be able to listen to and hear the needs of the youth. Boards need to be representative of the area: culturally, geographically and economically. The members should fairly represent the grades involved in the youth program. The youth need to be aware of the time commitment involved and encouraged to decide if they can honestly give that amount of time to ministry.

Suggested criteria for selection of youth:

1. Members are active in their parish
2. Members have support of parish priest(s) and advisors
3. Members have support of their parents
4. Members demonstrate leadership skills
5. Members must see this as a major priority in their lives for their term and be able to meet on the designated dates and times
6. Members have transportation to each meeting

Whether youth representatives are elected or selected, each should submit an application form (sample provided) and each should sign a contract stating the agreed upon responsibilities and expectations (sample provided.) Once a youth board/council is formed, there is ongoing need for training, affirmation and assessment of service.

Parish Adult Youth Ministry Leaders – Adult youth ministry leaders work with youth at both the parish and regional levels. They must be at least **21 years old** and may be lay persons, religious or priests who either volunteer or are appointed by the pastor or Director of Youth & Young Adult Ministries. They help fulfill the eight components of youth ministry by assisting youth in planning and implementing activities that flow from these components. **Any adults working with youth in the Diocese of Wichita must read and sign the diocesan policy on suspected abuse of children. In addition, they must read and sign the Code of Ethical Standards for Church Leaders and attend a VIRTUS training session.** This helps to insure the safety of all concerned. All adults, regardless of position, must keep the best interests of Catholic youth as the focus of their work. Some parishes allow college-age students to assist with their programs as "junior advisors." Whereas these young people may be an asset to your program, they will **not** be recognized as official chaperones at diocesan and national events.

Parish Spiritual Advisors - The spiritual advisor should be a priest or religious who can help point the way to Christ through youth ministry activities. However, this is an advisory role and he or she should not be expected to attend lots of meetings and activities. This position should not put an extra burden on the priest.

REGIONAL STRUCTURES

Regional Boards – Each region selects a board or team to assess and address the needs of that specific region. Regional boards are responsible for information sharing from diocese to parish, parish to diocese and parish-to-parish. This board is also responsible for planning occasional regional activities, including but not limited to: fall rallies, sporting events, regional town meetings at Convention. All regional board members must be active in their parish youth ministry programs.

Regional Coordinators – The regional coordinators serve to support both parish adult youth ministry leaders and the regional board members. They support the adult leaders by welcoming & orienting new leaders; mentoring and encouraging all adult leaders; and maintaining updated lists of all adult youth ministry leaders. They support the regional youth board by coordinating their selection/election process; training and equipping them for their leadership positions; and identifying worthy candidates from among all the parishes for Conference awards. In addition, the regional coordinators oversee all regional gatherings and, along with the regional spiritual advisor, help insure a balance of activities in both parish and regional events.

Regional Spiritual Advisor – One priest from the region serves as a spiritual advisor for the regional board. He works closely with the regional advisors to provide support and direction for the regional board, and advocacy for all the parishes within the region.

REGIONAL LOCATIONS

Region I

Chanute	- St. Patrick
	- St. Joseph, **Humboldt**
Coffeyville	- Holy Name
Columbus	- St. Rose of Lima
	- St. Bridget, **Scammon**
Eureka	- Sacred Heart
	- St. John, **Hamilton**
	- St. Teresa, **Madison**
Fort Scott	- Mary Queen of Angels
Fredonia	- Sacred Heart
	- St. Ignatius, **Neodeosha**
Frontenac	- Sacred Heart
Galena	- St. Patrick
	- St. Joseph, **Baxter Springs**
Girard	- St. Michael
	- St. Joseph, **Arma**
Iola	- St. John
	- St. Joseph, **Yates Center**
Independence	- St. Andrew
	- St. Francis, **Cherryvale**
Moline	- St. Mary
	- Sacred Heart, **Caney**
	- St. Robert, **Sedan**
Oswego	- Mother of God
	- Sacred Heart, **Chetopa**
Parsons	- St. Patrick
Pittsburg	- Our Lady of Lourdes
St. Paul	- St. Francis
	- St. Ambrose, **Erie**

Region II

Council Grove	- St. Rose of Lima
	- St. Anthony, **Strong City**
Halstead	- Sacred Heart
Hutchinson	- Holy Cross
Hutchinson	- St. Teresa
Hutchinson	- Our Lady of Guadalupe
Lyons	- St. Paul
	- Holy Trinity, **Little River**
Marion County	- Holy Family
	- Florence
	- Pilson
McPherson	- St. Joseph
	- St. Bridget, **Lindsborg**
Newton	- Our Lady of Guadalupe
Newton	- St. Mary

Region III

Andale	- St. Joseph
Colwich	- Sacred Heart
Garden Plain	- St. Anthony
	- St. Mary, **Aleppo**
Goddard	- Church of the Holy Spirit
Harper	- St. Joan of Arc
	- Anthony
	- Danville
Kingman	- St. Patrick
Ost	- St. Joseph
	- St. Rose, **Mt. Vernon**
	- St. Louis, **Waterloo**
St. Mark	- St. Mark
Zenda	- St. John
	- Sacred Heart, **Cunningham**
	- St. Leo, **St. Leo**
	- St. Peter, **Willowdale**

Region IV

Andover	- St. Vincent de Paul
Augusta	- St. James
El Dorado	- St. John
Wichita	- All Saints
Wichita	- Blessed Sacrament
Wichita	- Christ the King
Wichita	- Holy Savior
Wichita	- Magdalen
Wichita	- Our Lady of Perpetual Help
Wichita	- Resurrection
Wichita	- St. Anne
Wichita	- St. Anthony
Wichita	- St. Elizabeth Ann Seton
Wichita	- St. Francis of Assisi
Wichita	- St. Joseph
Wichita	- St. Jude
Wichita	- St. Margaret Mary
Wichita	- St. Mary's Cathedral
Wichita	- St. Maximillian Kolbe
Wichita	- St. Patrick
Wichita	- St. Paul-Newman Center
	- St. Thomas Aquinas

Region V

Ark City	- Sacred Heart
Caldwell	- St. Martin
Clonmel	- St. John
Conway Springs	- St. Joseph
Derby	- St. Mary
Haysville	- St. Cecilia
Mulvane	- St. Michael
Schulte	- St. Peter
Wellington	- St. Anthony-St. Rose
Winfield	- Holy Name
	- St. Mary, **Oxford**

GUIDELINES FOR YOUTH MEETINGS AND ACTIVITIES

General Guidelines

- **Prayer** - Prayer is the foundation of all Catholic youth activities and is to be incorporated into every aspect of your youth ministry and CYO. Sufficient time at each gathering should be devoted to quality, communal prayer.

- **Scheduling** - Each parish may determine the frequency, location and time of each youth meeting or activity. Adult youth ministers and young people should work together to determine what will work best considering individual schedules, parish facilities, etc. All meetings should be consistent as to their scheduling and should begin and end on time. This is particularly important when using parish facilities.

- **Facilities -** Set-up and clean-up responsibilities must always be taken care of so as to leave the site (i.e., parish hall, gym, etc.) clean and in order.

- **Safety** - The safety of everyone involved must always be a priority. This is especially important when considering such elements as transportation, overnight stays, access to emergency care, etc. Parental permission/waiver forms should always be obtained from minors in order to have proper medical and insurance information

- **Agendas**

Agendas are helpful tools to organize meetings. An agenda helps a group to stay focused and provide a structure for work to be accomplished.

Agendas should contain:
name of organization; date and time of meeting; location of meeting; action items; list of discussion topics; the name of the responsible party for each agenda item; the amount of time allotted for each topic.

It is helpful to mail an agenda to members a week ahead of time

- **Minutes**

Someone should be responsible for taking minutes of a meeting that involves business. Minutes can be handwritten, taped or typed. Minutes should be a summary of consensus reached on agenda items. It should contain facts, dates, names and decisions made. Minutes should be concise and accurate.

- **Calendars**

It is necessary to keep monthly and yearly calendars. The Parish, School and Diocesan calendars should be consulted whenever activities are scheduled. Calendars provide a realistic picture of your workload and alert members to upcoming events. Keeping a calendar will help prevent you from double-booking and will help you organize your time.

PARTICIPANTS

- **Age requirements -** Parish-based youth ministry is intended primarily for high school age Catholic youth, grades nine through twelve. Upon completion of eighth grade, a young person is eligible to participate in summer activities sponsored by the parish, region or diocese. Seniors may participate through the end of August. Non-Catholics or those involved in the process of the Rite of Christian Initiation of Adults (RCIA) are also welcome to participate.
- **Parish-Based** - Each parish should try to foster a sense of community among its young people. To assist in this effort, we strongly encourage youth to participate in the activities of the parish in which they reside or are registered. Youth from parishes where no youth program is offered may participate in a neighboring parish's program.
- **Middle School** - Parishes with a large middle school population are encouraged to offer a distinct youth ministry geared toward their needs. For assistance in developing and maintaining these ministries, contact the Office of Youth and Young Adult Ministries.
- **Fees** – In lieu of assessed fees, each parish with an active youth ministry is asked to pay $50.00 each year to the Office of Youth and Young Adult Ministries to assist with scholarships for all diocesan youth.

Conduct by Youth and Adults

All participants in Catholic youth activities, whether they are teenagers or adults, are called to exemplify Christian behavior. Although each parish may have its own code of conduct, **the following diocesan rules must be included:**

- **Alcoholic beverages and illegal drugs** are strictly forbidden. Anyone attending a youth activity under the influence of or possessing these items will be ejected. Provisions should be made for safe transportation home in such circumstances. Follow-up counseling is strongly suggested. Furthermore, alcoholic beverages are not to be sold nor consumed by adults at events at which youth are present.

- **Dress** is determined by the type of activity. However, modesty must always prevail regardless of activity or season. Clean, comfortable and covering but not clinging is desirable. Clothes reflect attitude. Attitude dictates behavior.

- **Chastity and modesty** must always be exemplified in youth activities. Disrespect for the gift of our sexuality will not be tolerated.

- Foul language, racial slurs, sexual innuendo or any other form of **inappropriate language** will not be tolerated.

- All youth activities should be **inclusive**. Date-only events are not permitted.

- **Dances** should be held in locations that are safe and in harmony with Christian values. Music selections must be appropriate and not suggestive or degrading in style or lyrics. Advisors should establish an understanding with the contracted DJ regarding appropriate music.
- **Smoking and tobacco** products are not permitted at youth activities.

DIOCESAN PROGRAMS AND SERVICES

Following is a partial list of activities and services encompassing the eight components of comprehensive youth ministry, with specific programs/services listed, as applicable.

ADVOCACY

The Office serves as an advocate of youth to the larger diocesan church and greater community. Members of the office staff serve on diocesan committees, representing youth concerns. As advocates for life, the Office collaborates with Respect Life & Social Justice.

- Youth section in the *Catholic Advance*
- March For Life Youth Pilgrimage to Washington, D.C.

CATECHESIS

The Office provides resources and opportunities for meaningful and relevant education and formation in the Catholic faith. Programs include Confirmation retreats. Resources include books, videos, music, teen bible studies, etc.

- Diocesan Retreat Team—provides Confirmation retreats to parishes
- Support of *Totus Tuus* Summer Programs

COMMUNITY LIFE

The Office sponsors opportunities for inclusive, welcoming social interactions including:

- Annual Fall Diocesan Youth Rally

EVANGELIZATION

The Office provides access to regional, diocesan, national and international events designed to invite youth to deeper understanding of their Catholic identity and faith.

- Regional youth rallies
- Diocesan Catholic Youth Conference
- National Catholic Youth Conference

JUSTICE AND SERVICE

- The Office encourages parishes each year to raise awareness of and collect funds for the Latin American missions.
- The Office encourages parishes to participate in the Lord's Diner and other outreach programs provided by national Catholic organizations.

LEADERSHIP DEVELOPMENT

The Office provides leadership development for youth and adults throughout the diocese, including:

For adults:

- Workshops for Adult Youth Ministry Leaders
- Go Fish News monthly email publication
- Lending library of resources
- Scholarships to national conferences

For youth:

- Youth Leadership Day
- Parish/Regional board training

PASTORAL CARE

The Office offers assistance to young people in crisis and provides guidance and resources for career and vocational discernment and moral decision-making. Services include:

- Workshops during the youth conference on chastity and substance abuse
- Safe Environment Training
- Referrals for YABE (Young Adult Beginning Experience Retreats for young people suffering a loss due to death or divorce.)

PRAYER AND WORSHIP

The Office provides various retreat opportunities and prayer experiences for young people. These include:

- Christ's Light in All Youth – The CLAY retreat helps freshmen and sophomores become more aware of their personal identity in Christ through the imagery of clay. Currently, two CLAY weekends are held during the year with youth, adult youth ministers and diocesan priests serving on the team.
- Teens Encounter Christ – TEC retreats help high school juniors and seniors become more aware of the presence of Christ in their lives. Five TEC weekends are held each year.
- National Evangelization Team – NET is scheduled each year in the Wichita Diocese for youth retreats, including middle school and high school age youth. NET retreats are held in schools, parishes, and at the Spiritual Life Center.

PROTECTION OF CHILDREN AND YOUNG PEOPLE

The Catholic Diocese of Wichita is committed to and fully supports the mandates outlined in the *Charter for the Protection of Children and Young People (USCCB 2002)*. Our diocese, with the direction and support of Bishop Michael Jackels, has developed programs to create a safe environment for children. All priests, staff, and volunteers who work regularly with children are required to comply with these programs:

- Policy on Suspected Abuse of Children
- Code of Ethical Standards
- VIRTUS safe environment program
- VIRTUS continuing online training
- Background checks

Pledge to Heal

We promise to reach out to those who have been sexually abused as minors by anyone serving the Church.
We pledge a compassionate and pastoral response to help in the healing and reconciliation process.

If you have questions about our efforts or wish to file a complaint, please contact:

- Rev. Msgr. Robert Hemberger, Diocesan Administrator
  316-269-9300
  424 N. Broadway
  Wichita, KS 67202

- Kit Lambertz, Victim Assistance Coordinator
  316-619-4804

Any questions about the VIRTUS safe environment program, please contact:

- Therese Seiler, VIRTUS Coordinator
  316-269-3900

To download the various forms required for adults, following this link:

http://www.cdowk.org/misconduct/misconduct_page.htm

CATHOLIC DIOCESE OF WICHITA

OFFICE OF YOUTH & YOUNG ADULT MINISTRIES

Medical/Liability Release Form

PLEASE PRINT IN INK:

Name of Student _____ Date of Birth ____/____/____

Address _____City_____ State_____ Zip _____

Phone # (____) _____ M F Height _____ Weight _____Age_____

Emergency Contact # 1 Name:

_____

Address (if different from student)

_____

Contact Home or cell Phone_____ Contact Wk Phone_____

Emergency Contact # 2 Name: _____**Relationship to participant** _____

Contact Home or cell Phone _____ Contact Work Phone_____

Insurance Company _____ Policy # _____

List any Allergies/ Present medical conditions with current medications and dosage/Activity and/or food restrictions:

_____

_____

Contact lenses? Yes ___ No ___

Medical Permission for Youth and Adults

I grant permission in the event I/my child is injured or becomes ill for medical care to be administered to me/my child and to use my/our personal insurance to cover such incidents. I hereby give permission to the physician selected to render medical treatment deemed necessary and appropriate by the physician.

Permission for Other Medical Matters

____ YES, in the event it comes to the attention of the diocesan and/or parish chaperones that my child complains of illness, I grant permission for non-prescription medication (such as Tylenol, lozenges, etc.) to be given to my child.

Release of Liability for Youth and Adults

I understand all reasonable safety precautions will be taken at all times by the Catholic Diocese of Wichita and the Office of Youth & Young Adult Ministries and its agents during the events and activities. I understand the possibility of unforeseen hazards and know the inherent possibility of risk. I agree not to hold the Catholic Diocese of Wichita and the Office of Youth & Young Adult Ministries, it leaders, employees, and volunteer staff liable for damages, losses, diseases, or injuries incurred by the subject of this form.

Code of Behavior for Youth and Adults

I agree to abide by and/or instruct my child to abide by all rules and regulations as outlined by the aforementioned chaperones/representatives. I agree that if I/my child fail(s) to abide in any way by the rules, that I/my child can be dismissed from the trip/event and sent home immediately at my expense with no right of reimbursement or refund for any amount in connection therewith from the Diocese of Wichita or its chaperones/representatives.

Signature of Participant _____ Date _____

Signature of Parent/Guardian* _____ Date_____

*Required if participant is under 18

CATHOLIC DIOCESE OF WICHITA

Office of Youth & Young Adult Ministries

PARENTAL PERMISSION FORM

ACTIVITY PERMISSION

I (We), the parent(s)/guardian(s) of _____, request that my (our) child be allowed to participate in the following activity, and do hereby grant permission for the child named above to participate in this activity:

Name of event: _____

Location of event: _____

Time frame of event: _____

Transportation to this event will be provided by (check one):

_____ Charter bus
_____ Parish adult chaperones using private or rental vehicles
_____ Individuals must provide their own transportation
_____ Other (describe): _____

_____ _____
Signature of parent/guardian Date

_____ _____
Printed name of parent/guardian Phone #

Code of Ethics for Youth Ministry Leaders

The National Federation for Catholic Youth Ministry has developed the following code of ethics for youth ministry leaders. This code of ethics is intended for youth ministry leaders regardless of employment status within the church. This code is not intended to supersede the Code of Ethical Standards for Volunteers signed by each adult in compliance with the Catholic Diocese of Wichita, but is provided as a supplement to that Code.

PROFESSIONAL ETHICAL OBLIGATIONS

1. Ministerial Role
   a) Youth ministry leaders work collaboratively with the pastor (and/or other supervisors) and associates in ministry.
   b) Youth ministry leaders faithfully represent the teachings of the Catholic Church with integrity in word and action.
   c) Youth ministry leaders are competent and receive education and training commensurate with their role(s) and responsibilities.
   d) Youth ministry leaders respect the diversity of spiritualities in the faith community and will not make their personal form of spirituality normative.

2. Inclusion
   a) Youth ministry leaders recognize the dignity of each person and refrain from behaviors or words that are disrespectful of anyone or any group.
   b) Youth ministry leaders serve all people without regard to gender, creed, national origin, age, sexual orientation, marital status, socioeconomic status, or political beliefs.
   c) Youth ministry leaders ensure that all persons have access to the resources, services, and opportunities they require with particular regard for persons with special needs or disabilities.

3. Accountability
   a) Youth ministry leaders are accountable to the pastor and other duly appointed representative, under the authority of the (arch)diocesan (arch)bishop.
   b) Youth Ministry leaders are called to serve the faith community, carrying out their ministerial functions "…conscientiously, zealously, and diligently." (Code of Canon Law)
   c) Youth Ministry leaders exercise responsible stewardship of resources while holding themselves to the highest standards of integrity regarding the fiscal matters placed in their trust.

This code of ethics pertains to lay ecclesial ministers serving as youth ministry leaders. These individuals may conduct ministry under a variety of titles, including but not limited to coordinator of youth ministry, director of youth ministry, parish youth minister and or campus minister. Some parish associates, parish coordinators and catechetical leaders may also share responsibility for youth ministry and as such may be considered "lay ecclesial ministers serving as youth ministry leaders."

4. Confidentiality
   a) Youth ministry leaders respect confidentiality, yet are not held to confidentiality in the same way as ordained ministers and licensed, certified counselors.
   b) Youth ministry leaders adhere to civil and ecclesial law concerning the reporting of neglect, abuse or when physical harm could come to the person or to a third party.
   c) Youth ministry leaders support the rights and roles of parents while ministering to the needs and concerns of adolescents.

5. Conduct
   a) Youth ministry leaders are aware they have considerable personal power because of their ministerial position. Therefore, they will sustain respectful ministerial relationships, avoiding manipulation and other abuses of power.
   b) Youth ministry leaders maintain appropriate professional boundaries (e.g., physical, sexual, relational, and emotional). Romantic, dating, or sexual relationships between a youth ministry leader and an adolescent are inappropriate and unethical.
   c) Youth ministry leaders model healthy and positive behaviors with adolescents. Procuring, providing, or using alcohol and/or controlled substances for or with adolescents are inappropriate and unethical.

6. Referrals and Intervention
   a) Youth ministry leaders are aware of the signs of physical, sexual and psychological abuse and neglect.
   b) Youth ministry leaders are aware of their limitations with respect to paraprofessional counseling and make appropriate referrals.
   c) Youth ministry leaders adhere to civil and ecclesial law, policy and procedure for reporting abuse, suspected abuse or neglect.

7. Parish/Diocesan Policies
   a) Youth ministry leaders are aware of and comply with all applicable parish, organizational and/or diocesan policies with special attention to sexual misconduct, safety, transportation, parental permission, and medical emergency policies.

I have read and understood the above code of ethics and commit to uphold this code in my ministry.

Signature: _____ Date: _____

References:

Coriden, J. , Green, T. & Heinstschel, D. Editors, (1985) *The Code of Canon Law. A Text and Commentary*. The Canon Law Society of America. New York: Paulist Press.
Gula, Richard, (1996), *Ethics in Pastoral Ministry*. New York: Paulist Press.
National Association for Lay Ministry Standards Code of Ethics. Downloaded from the world wide web on October 16, 2007 at www.nalm.org/standards.html
National Federation for Catholic Youth Ministry's Organizational Code of Conduct. March 2000.
NALM, NCCL, and NFCYM (September 29, 2002). *Common Competency Project Core Certification Standards and Competencies*. Draft 3.

CATHOLIC DIOCESE OF WICHITA
OFFICE OF YOUTH & YOUNG ADULT MINISTRIES

CODE OF CONDUCT FOR YOUTH

Youth participants in any programs sponsored by the Office of Youth & Young Adult Ministries for the Catholic Diocese of Wichita will adhere to the following code of conduct.

Youth participants will:

- Project an image of Christian consideration, sensitivity and respect to everyone and to the property around them through language, dress and behavior
    - Foul language, racial slurs, sexual innuendo or any other form of inappropriate language will not be tolerated
    - Dress is determined by the nature of the activity. Modesty must always prevail regardless of activity or season. Modest dress means clothes that are covering the body, are not revealing, and are not tight or clingy. Clothing containing words, phrases or symbols that are profane, suggestive, offensive or advertise cigarettes, drugs or alcohol is prohibited.
    - Behavior includes:
        - Refrain from inappropriate touching and verbal harassment
        - Respect other persons and/or property
        - Refrain from actions that could result in injury and/or damage to property

Youth participants will not:

- Possess weapons of any kind
- Purchase, possess, consume or distribute alcohol or tobacco
- Purchase, possess, consume or distribute illegal drugs
- Engage in any form of sexual activity or peer sexual harassment

If a young person violates the Code of Conduct, any or all of the following sanctions may be implemented:

- Dismissal of the youth from the events or program at the expense of the parents/guardians
- Parish adult youth ministry leaders have the responsibility for expelling and reinstating young people in extreme cases of misconduct. However, reconciliation and healing must always be the goal in any problem situation.

I understand that if I am found to be in violation of any of these codes, I will be sent home at my parents or guardians expense, and my parents or guardians will be notified, regardless of the time of day or the distance from home.

_____

Print Name Here

_____ _____

Signature Date

OFFICE OF YOUTH & YOUNG ADULT MINISTRIES
LENDING LIBRARY RESOURCES

The following books and resources may be checked out from the Youth Office on a 3-week basis. Materials will be mailed to you upon request.

CATECHESIS

Catechesis - Confirmation		
CONFIRMATION FOR TEENS		4 C CF-1
CONFIRMED IN THE SPIRIT: PRAYER SERVICES FOR CONFIRMATION CLASSES & RETREATS	SCHNEIDER, M VALERIE, SND	4 C CF-2

Catechesis - General		
ABOUT THE HOLY SPIRIT	CHANNING L BETE CO INC	3 G-27
AN INVITATION TO JOY	JOHN PAUL II	3 G-29
BASIC CATHOLIC BELIEFS		4 C-4
BECOMING WHOLE		4 C-7
BEGINNING APOLOGETICS I	CHACON, FR FRANK & JIM BURNHAM	4 E-5
BEGINNING APOLOGETICS II	CHACON, FR FRANK & JIM BURNHAM	4 E-6
BEING CATHOLIC – STUDENT BOOKLET	CAROTTA, MICHAEL & YVETTE NELSON	3 G-7B
BEING CATHOLIC – TEACHING GUIDE	CAROTTA, MICHAEL & YVETTE NELSON	3 G-7A
BIBLE AND YOU, THE	CHANNING L BETE CO INC	3 G-28
CATECHISM OF THE CATHOLIC CHURCH		3 G-5
CATHOLIC DISCIPLESHIP		4 C-15
CATHOLIC FAITH HANDBOOK FOR YOUTH, THE	SINGER-TOWNS, BRIAN	3 G-15
CHOICES		4 C-12
CHRISTIAN BASICS		4 C-10
CORE VALUES		4 C-6
DEALING WITH STRESS		4 C-5
DISCIPLESHIP FOLLOWING JESUS NOW	REICHART, RICHARD	4 C-24
DISCOVERING JESUS		4 C-14
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PRINCIPLES OF SAFETY

1. The higher the risk, the greater the supervision required.
Meetings each week in the church youth room require a 1:15 adult leader-to-student ratio. But a weekend hike in the wilderness probably requires a 1:4 ratio. Raking leaves at the home of a senior citizen may require a 1:10 ratio, while handing out bag lunches to the homeless in an inner city setting may call for a 1:2 ratio.

2. What is dangerous? Get a clue!
The exclusions of coverage by your insurance company give a general guideline for what the underwriters consider dangerous. Most liability policies presently exclude snowmobiling, mud bowls, water balloon launchers, and whitewater rafting. Those exclusions are made on the basis of previous accidents. Obviously activities which involve motorized vehicles, slippery surfaces, heavy physical contact, turbulent water, and hitting people with any type of projectile deserve special attention before you decide to proceed with your plans.

3. Perceived danger versus actual danger.
There is a big difference. You can keep the atmosphere of fun and excitement in your youth program if you sponsor activities which look and feel dangerous, but in fact are quite safe. A ropes course (i.e., walking a single wire 20 feet off the ground) is both terrifying and thrilling to most students. In reality, a well-maintained and well-run ropes course is one of the safest experiences a young person can have because of the ever-present safety lines and high quality supervision. On the other hand, most adults and students feel relaxed and complacent about safety around water when in fact the danger is much higher than they suspect (85 percent of all fatal accidents in the wilderness involve water.)

4. Plan for the worst-case scenario.
The best training (prior to an actual experience) is discussing potential problem situations. Example: As you train counselors and drivers for the winter retreat, ask them what they would do if their van (with 10 students) was separated from the rest of the caravan and developed engine problems. Help them think through all their options and prepare them to make decisions when the real life events occur.

5. Learn to recognize the initial signs of danger.
Great athletes have the ability to anticipate what their opponent is going to do next. Responding more quickly than their foes can act, they gain the victory. The safety-smart youth leader anticipates danger. If students are chicken fighting (riding on each other's shoulders) in the small swimming pool, can you see the probable landing spot for the head of the student riding on top when he or she falls? Recognizing the initial signs of danger gives the youth leader the advantage to intervene before the accident happens.

6. Keep in mind the special needs of your group.
Learn to make safety decisions according to the particular needs of the kids in your group. If you take your group on a follow-the-leader exercise through the park, you may jump over a wrought iron fence without realizing that down the line is a student who is overweight and could be injured trying to get over the fence.

7. Test it first.
Bring your great idea to life with a simulated run, using your staff as "crash test dummies." As you play, you will be able to identify the danger points and make changes before you present it to the youth group.

8. Resist the shortcuts.
Recognize the forces that pressure you to shortcut your safety plans. When you are running late, you will tend to skip checking the fluids in the van or the connections on the ropes course. People will forget permission slips, first aid kits, etc. Don't let their "problem" pressure you to break the important rules of safety.

9. Make the most of your mistakes.
Learn from your mistakes and the mistakes of others. Minor accidents or near misses are sometimes funny. But don't just laugh about them. Learn your lesson and believe that next time you might not be so fortunate.

10. Take the "my kid" test.
Treat each young person like your own child. Don't put any student in a situation in which you would not readily place your own child.

11. Lead by example.
The leader sets the pace for the volunteers in the issues of safety and every other matter in youth ministry. Don't bend the rules for your personal comfort or convenience.

12. Balance your theology.
Pray for God's protection, but exercise the thoughtful responsibility God has given to you. Don't count on Him to suspend the forces of nature and the laws of physics to protect you from the results of careless planning.

Excerpted from: *Play it Safe: Keeping Your Kids and Youth Ministry Alive*. Jack Crabtree. © 1993 by Victor Books/SP Publications, 1825 College Avenue, Wheaton, IL 60187.

THE COMMON SAFETY SINS OF YOUTH MINISTRY

1. **Not enough staff**

2. **Too many youth in the vehicle**

3. **No time to plan for safety**

4. **No plan of action to respond to any emergency**

5. **Students driving**

6. **No use of seat belts**

7. **No first aid training or supplies**

8. **Inadequate paperwork (proper permission/medical)**

9. **Letting a dangerous activity continue (afraid to stop it)**

10. **Lack of careful supervision (letting youth wander or play around with equipment)**

HEALTHY PLAY AND RECREATION

The following reflection and worksheet was prepared by Fr. Joe Hannappel of the Diocese of Grand Island. We appreciate him sharing these with us.

The way we play should compliment and reflect the goals, objectives, and values of the rest of our programming. In other words, if our programming is attempting to unify the group, our play needs to be unifying. So, if our play creates winners and losers, or embarrasses people who aren't very bright or very athletic, or is funny only at the expense of a small group, then the result will not be a unified group, but a divided group.

Sometimes, at retreats and programs, we're asked to do something that seems simple and harmless, but once we do it, we are laughed at because of the real "punch line" or meaning of what we've just said or done.

Sometimes on "trust walks," people "forget" to tell us about a tree branch or a puddle—or people "tell us" about one that isn't really there!

These experiences do not create a unified, trusting community. They divide the group and cause suspicion and anxiety—even if the "team" is preaching trust and unity.

In fact, a team that preaches trust and unity, yet practices deceit and division creates an emotional conflict in participants who feel pressured to "trust" an untrustworthy group.

It is exactly this situation we wish to avoid. I do not believe we have programs that seek to embarrass or harm our youth and young adults. However, I do think it helps us to stay true to the Gospel if we have some concrete guidelines to help us evaluate our activities.

Questions to Consider When Evaluating an Activity

1) Does it belittle or embarrass any person or persons?

2) Does it give an undue advantage to the very bright, the very athletic, or very highly skilled, so that the group might be divided?

3) Is it, or can it be, sexually suggestive?

4) Is there sexually stimulating body contact?

5) Are many people "left out" for too long of a time?

6) Is it degrading to some person or a group of people?

7) Can someone easily or possibly get hurt?

8) Does it seem to create an "inner circle" of "elite" folks who are "in the know" or who "win"?

9) Does it ask the group to trust in a situation that is untrustworthy?

10) Does it waste food or show a lack of respect for the environment?

HOW SAFE IS YOUR YOUTH MINISTRY?

Volunteer Leaders (check one)

YES	Sometimes	NO	The Questions
			Have my volunteer leaders gone through an application and acceptance process (including written applications, reference forms, background checks, and interviews)?
			Have my volunteer leaders been screened for any criminal, sexual, or physical abuse accusations or violations in their past?
			Have my volunteer leaders been trained for the job I have asked them to do?
			Have I trained them in general safety procedures, and do I discuss specific safety procedures with them prior to an activity or event?
			Are my volunteers aware of and do they practice our prescribed standard of “safe conduct” with students to avoid any suspicion of sexual misconduct?
			Do my volunteers know their job at the events they attend?
			Do I have an appropriate adult-student ratio at the events?

Student Information

YES	Sometimes	NO	The Questions
			Do I have a permission/release form and medical form signed by parent(s) and notarized for each participating student?
			Do I have current phone numbers to contact parents in case of an emergency?
			Are parents fully informed (in writing) about the activities in which their children will be involved?
			If I have to take any of these students to the hospital, am I prepared to answer the questions I will be asked about their personal information, medical information, and insurance?

Drivers and Vehicles

YES	Sometimes	NO	The Questions
			Do we have a written policy on driving standards and who is allowed to drive for all the activities and trips?
			Do we only use drivers who are qualified and responsible?
			Do we allow students to drive other students to activities?
			Do we require the use of seat belts?
			Do we regularly check the vehicles we use for safety (fluids, brakes, tires, etc.)?

Planning and Preparedness

YES	Sometimes	NO	The Questions
			Do we have a clear written set of basic safety rules for the activities of the youth ministry?
			Do we have sufficient insurance coverage for both the leaders and students in the youth ministry?
			In preparing for an event, do I inspect the physical facilities or location and look for any safety hazards?
			In preparing for an event, do I walk through the proposed activities to anticipate what risks are involved?
			Do I think through a worst-case scenario to identify potential problems and plan responses to the problems?
			Do I take the time necessary to insure the safety of students who participate in youth activities?
			When an activity appears to be dangerous, do I have the wisdom and courage to stop it regardless of the reaction of the students involved?

First Aid and Emergency Response

YES	Sometimes	NO	The Questions
			Are the members of my youth ministry team trained in a certified first aid course?
			Is a person trained in first aid present at all of our youth activities and trips?
			Is our first aid kit adequately stocked and available at all of our youth activities and trips?
			Do I carry with me phone numbers of important people who should be contacted in case of an emergency (ambulance, police, pastor, parents, etc.)?