

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.

Core Team Requirements

- Adults (18yrs and older and no longer attending High School) that have completed chaperone requirements (Virtus, Background Check, Annual Code of Conduct, Driver Form) and;
 - Communicating with Minors Guidelines and Norms Consent Form
 - Core Team Application
 - Relational ministry training and orientation provided by DYM or delegate
 - Core team members and activities are expected to follow YM Procedures for chaperones with exceptions to 1-on-1 meetings (see appendix 1)

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, then the adult must have above requirements.

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.

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- 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 youth ministry events.

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.
- Core Team Small groups and Discipleship Training groups require specific permission form (giving consent for direct communication/One-on-ones).

Conduct and Behavior of a Chaperone/Core Team member

- 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*.

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.

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- 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.

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)

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- One copy to adult chaperone in charge
 - Permission Forms will be provided to chaperone drivers while driving youth.
- Verbal 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.

Parental Permission for Direct Communication

- Communication with teens must adhere to the All Saints Communication Guidelines and Consent norms –See Appendix 2
- Parental permission is needed to initiate direct communication with a teen (social media, cell phones).
- Both teen and adult directly communicating outside of youth event are required to sign All Saints Communication Guidelines and Consent norms.

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.

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 Youth Ministry leadership.

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- 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 a 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 the behavior. In no way shall a young person be made to feel embarrassed or ashamed.

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.

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- 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* or via parish office line 952-469-4481 using directory.
- 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 Director of Youth Ministry. They may be placed 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.

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- 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.

General Chaperone Responsibilities and Directions

- Before chaperoning at an event, each chaperone will receive verbal 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 #)

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- 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 verbally 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.

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
- Expectations vary by program and activity

General Expectations for Activities (onsite and offsite)

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- 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.

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)

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Food

- Food for Youth Ministry programming may be 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.

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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Appendix 1:One-on-one’s Norms for Core Team

- Location (must be a public place and do NOT give the teenager a ride in your car without another qualified adult present in the vehicle)
- Parental permission must be provided for One-on-one meetings
- Parents, DYM, and small/DT group co-leader should be informed of One-on-one meeting details (time and location)
- Any information discussed at One-on-ones should be considered public and communicated to DYM if questions arise about teen’s pastoral needs, safety, or other issues that require professional help. When in doubt communicate with DYM.
- Personal information from a One-on-one should be kept confidential and destroyed following end of DT/Small group.
- **Required documentation for One-on-ones**

1-on-1 Leader:_____

1-on-1 Teenager:_____

Date:_____

Arrival Time:_____

Departure Time:_____

Topics Cover:

Personal Challenge given to Young Person:

Evaluation of 1on-1:

Comments on young person:

Sample documentation forms for One-on-ones are available through DYM

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Appendix 2: Guidelines for Communication with Minors

(The adult and minor communicating must both have completed Communication form on file with parish)

General Norms:

- Adults involved in Youth Ministry leadership may, with staff approval, use the contact information provided to contact youth regarding topics related to ministry.
- Communication, both text and email, should be non-person specific when possible – communication that is general to the entire group.
- Communication between adults and teens should involve parent and staff awareness. If any User knowingly communicates privately with a minor as part of his or her duties for or on behalf of All Saints Church/School, reasonable steps must be taken to send the minor's parent/guardian the same communication content, not necessarily via the same technology.
- Personal communication or non-youth ministry related conversations *prompted by* adults in Youth Ministry leadership via text/email/phone or any other social media between adults and teens is not appropriate.
- It is acceptable for a teen to communicate directly using texts/email/social media with adults in Youth Ministry and expect a response.
- Any communication between adults in youth ministry and teens that feels inappropriate, hurtful, confusing, threatening, or awkward SHOULD be saved and communicated to parents, staff or Pastor.
- Any communication via text/email/phone/social media between adults in Youth Ministry and teens should be considered "public".
- Sporadic affirmations and encouragements that do not seek to engage or make teens feel obligated to dialogue using phones/emails/texting/social media between staff/adult leadership and teens is acceptable.
- Staff may request use of specific communication tools or social communication media forms to facilitate communication, for example: Flocknote, Facebook.
- All posts and comments should be marked by Christian charity and respect for the truth. They should be on topic and presume the good will of other posters. Discussion should take place primarily from a faith perspective. No ads please.
- Pictures, images, videos, or other information about minors may not be posted or shared without written consent to All Saints Parish/School Guidelines for Communication with Minors and approval of designated Staff.

Cell Phone Norms:

- Adults and teens will not communicate during school hours or after 9 pm.

Contact information will not be shared or forwarded by adults/teens to other parties.

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Appendix 3: Recurring Youth Ministry Events Overview (may not reflect yearly changes)

Select Sundays **Peer Ministry and Core Team Planning** 12:30pm-1:30pm

Peer Ministers are expected to help plan and direct upcoming events. Depending on events you have selected you may or **may not** be required to attend this planning meeting. Middle School Team will meet on 1st Wednesdays to plan for Middle School Nights, however Senior High may choose to meet on a different day depending on their needs. Adults will help clarify and contact teens prior to 1st Wednesdays.

Select Sundays **Peer Ministry and Core Team Formation** 12:30pm-1:30pm.

Peer Ministry teens and Core Team members are expected to grow in their faith and skill for ministry. These evenings will be focused on how teens can better live out their baptismal call to Priest (service), Prophet (faith witness), and King (leadership).

Youth Advisory Committee (YAC) meets ad hoc and looks at broader visioning and issues connected to Youth Ministry. YAC also provides planning and direction for larger youth ministry events; Youth Expo.

Publicity- One of the key contributions of peer ministers is hospitality. Hospitality or welcoming of others begins with inviting other teens to upcoming activities. Each month we will need teens to visit FEP classes and invite other teens to upcoming events. Peer Ministers must plan on doing this **at least once**. FEP for Senior High is Sunday (2nd/4th) morning and Monday (1st/3rd) evenings and FEP for Middle School is Wednesday at 5:30pm and 7pm.

SSSD- Super Saturday Service Day- is a monthly opportunity for service. Teens help in planning/organizing, welcoming, leading prayer, and modeling a servant's heart for these projects that typically occur on second Saturdays of the month. Peer Ministers expected to help with one month.

Life Line Masses- are great opportunities for teens to experience liturgy differently. This really exciting and fun! You can bring friends and expect an experience like no other. Peer Ministers are asked to **attend at least one**. *Life Line Mass- (meet All Saints at 4:45pm and end local McDonalds by 11:00pm) Permission forms and sign up online. Some fees apply.*

Senior High Move!- is a weekly opportunity for senior high teens (grades 9-12) to gather 6:30pm-8:00pm for food, social, music, faith sharing, service, prayer, and fun. The evening begins with social/food/music from 6:30pm-7pm followed by different programming or activities till 8:00pm.

Middle School Youth Nights- occur the first and third Friday of the month. Senior High teens lead a structured night with a theme the first Friday while the third Friday's activities and evening is decided by middle school teens.

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General Schedule for **MSYN**

- 5:30pm PMA leadership meets
- 6pm-6:30pm MGM
- 6:30pm Welcome and Prayer
- Rules
- Activities planned by Middle School Team
- 8:15 Message
- 8:30 Chapel Time
 - Prayer Ministry, Music
- 9pm End
- 9:05 PMA feedback/prayer
- 9:10 lock-up
- 9:20 Leadership Leaves

Beloved and Brotherhood- occur one Saturday evening a month from 6:30pm-9pm. These sessions are gender specific and directed towards senior high teens.