



Our Sacred Trust: Children and Youth Ministry Manual

Our Sacred Trust

Anglican Diocese of Huron



Children and Youth Ministry Manual



Our Sacred Trust: Children and Youth Ministry Manual

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SECTION ONE: Preamble

“You shall love the Lord your God with all your heart, and with all your soul, and with all your mind, and with all your strength.....you shall love your neighbor as yourself, There is no other commandment greater than these.” (Mark 12:29-31)

“Whoever welcomes one such child in my name welcomes me, and whoever welcomes me welcomes not me but the one who sent me.” (Mark 9:37)

Introduction

Our churches are holy places where adults and children come together to worship, to grow in faith and to reach out in love to each other and to the world. It is our intention to create places of ministry where our young people, who come to us in trust, are nurtured in faith while always being kept safe and healthy.

The Diocese of Huron has programs in place designed to create and assist parishes in providing a safe environment for those who would be involved in the various aspects of Church life. We know that our activities as the family of the Church take place in many places, whether in the buildings of the Church or the parish hall, or the other places where we gather together as the followers of Christ. We meet in large groups or small, sometimes as only two or three, but when we meet and whenever we provide premises, we want to ensure that it is safe for those who attend.

This manual has been put together to provide a quick reference and a resource for those individuals who are engaged in ministry to and alongside young people, by drawing together relevant sections of the Diocese of Huron Safe Church Policy and adding additional guidelines to address many of the challenges and questions that arise when ministering with children and youth. While this manual provides a quick reference for those individuals working directly with young people it is important that all church leaders as well as coordinators of children and youth ministry familiarize themselves with Section 17 of Policies, Practices and Procedures Manual of the Diocese of Huron. Section 17 can be accessed on diocesan website at www.diohuron.org



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Canon 40

Canon 40 of the Constitution and Canons of The Incorporated Synod of the Diocese of Huron states:

Screening in Faith

1. a) Every parish that runs programs or services for children, youth, or vulnerable adults shall implement a screening program.
b) Diocesan and Deanery organizations which sponsor programs or services for children, youth or vulnerable adults shall implement a screening program.
2. Special consideration must be taken in high risk ministry situations where volunteers or paid staff have direct care of, or direct access to vulnerable persons or church assets.
3. A person can be considered vulnerable when they have difficulty protecting themselves for any number of reasons, including age, disability, or temporary personal crisis.
4. In the development of a screening program, the following principles shall be considered:
 - a) determine the risk, according to the discerned level of risk;
 - b) volunteer ministry description;
 - c) recruitment process;
 - d) application form;
 - e) interview;
 - f) reference checks;
 - g) police records checks;
 - h) orientation and training;
 - i) supervision and evaluation;
 - j) participant follow-up.
5. The incumbent and wardens of every parish or congregation shall together fill out a Screening Participation Report, in a format approved by the Diocesan Executive Committee. This Report shall be published annually in the Vestry Reports, along with the Screening in Faith Principles mentioned in s. 4. The Report shall also be submitted annually to the Synod Office and the Territorial Archdeacons by February 28 of the preceding year.
6. All Diocesan and Deanery organizations sponsoring activities or events under s. 2 shall submit the Screening Participation Report to the Diocesan Executive Committee annually by February 28 for the preceding year.



SECTION TWO: Screening Essentials

*"We strive for justice and peace among all people,
and respect the dignity of every human being."
(p. 159, Book of Alternative Services)*

Introductory Comments

In engaging in ministry to, with and alongside young people we are obliged to take every step we can to minimize all foreseeable risk to both young people and those who minister to them. We exercise this sacred trust in the church

- by implementing a screening policy for all ministering to our children,
- by minimizing physical hazards around our buildings and programming environments,
- by modifying our programs, events, and ministries and by implementing strategies to reduce risk.

Ten simple screening steps

The following ten simplified steps, developed originally by 'Volunteer Canada' provide the basis for the screening programme for the Diocese of Huron.

BEFORE YOU RECRUIT:

1. Determine the risk (this will be HIGH for child and youth ministry purposes)
2. Write a clear volunteer ministry description
3. Establish a formal recruitment process

CHOOSE THE RIGHT PERSON:

4. Use an application form
5. Conduct interviews
6. Follow up on references
7. When appropriate request a Police Records Check (always necessary in HIGH risk category)

AFTER HIRING/ACCEPTING:

8. Conduct orientation and training sessions
9. Supervise and evaluate
10. Follow up with programme participants



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Who do I call?

It is vital that all those ministering to children know what and when to report and to whom. Contact names should be easily available to volunteers along with emergency numbers. Included in the Appendix are two contact forms. The first provides space to list urgent contact information which should be kept in church office. Rector and Wardens should also have a copy. The second contact sheet is provided for completing and for posting prominently in your ministry space. Also included is an Incident/Accident Reporting Form. All those ministering should discuss at a scheduled safe church training session, the purpose, use and location of these contact sheets and reporting forms.

CONTACTS FOR INTERVENTION

Provincial Law requires the proper and immediate notification of suspected abuse. The Safe Church Committee of the Diocese of Huron provides the following instructions.

SUSPECTED ABUSE NOTIFICATION REQUIREMENTS:

When an abuse to an individual is reported, it is imperative that the following notification procedures be followed within TWO HOURS of your knowledge of the suspected abuse.

Suspected abuse of a child under the age of 16: must be reported to your local Children's Aid Society IMMEDIATELY. Their number is in your phone book.

Suspected abuse of anyone must be reported to the Diocese.

CONTACTS TO REPORT ABUSE

Diocese of Huron Abuse Reporting

Weekdays (9am to 5pm)

1-519-434-6893 or 1-800-919-1115 Ext. 230 or 226

Weekends & Evenings

1-519-671-4504

By Email

sacredtrusthuron@gmail.com

These numbers should be placed on Contact Sheet 1 (found in Appendix) and place in office and/or other safe places and people educated about their use.



SECTION THREE: Good Practice Guidelines

“But Jesus called for them and said, ‘Let the little children come to me, and do not stop them, for it is to such as these that the kingdom of heaven belongs’ (Luke 18:16)

Introductory Comments

Good Practice Guidelines for Children and Youth Ministry

The following guidelines draw together key practices as they apply to children and youth ministry. They incorporate:-

- material from Section 17 of the Policies, Practices and Procedures Manual of the Anglican Diocese of Huron, that is, The Safe Church Policy of the diocese.
- Additional good practice guidelines specifically created to provide clear guidance for those engaging in ministry to and alongside young people in the Diocese of Huron.

Children’s Ministers/Youth Ministers

- All those ministering to individuals under the age of eighteen should be screened according to the screening policy of the Diocese of Huron.
– see Section 17-10 to 17-50 of the Policy, Practices, and Procedures Manual.
- Church school teachers, coordinators, youth leaders should have been provided a clearly articulated ministry description as described in Section 17.
- Anyone under the age of 18 providing ministry leadership should be screened and should always minister alongside an adult screened ministry leader.
- Those ministering to young people should make sure they know location of fire exits, nearest phone, first aid supplies.
- All should be familiar fully familiar with the guidelines contained in this manual.
- At no time should children ever be left without adult supervision.
- All those ministering should follow the Behavioral Code included in this manual.

Transportation



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Diocesan liability coverage requires that:-

- When transporting young people (anyone under 18 yrs), whether in a private vehicle or by bus, Safe Church Practices continue to be necessary in regard to screening requirements. Adults should never be alone with young people when traveling and the recommended adult/child ratios should be followed.
- All vehicles should be certified and adequately insured (checking needed).
- All drivers should hold a valid driver's license (checking needed).
- Vehicles should have an adequate number of working seat belts for the number of passengers traveling and current legislated car seat and seat belt regulations should be fully adhered to.

In addition the diocese asks that:-

- Parental consent should be obtained and whenever possible trips (long and short) be carried out with the knowledge of the rector and/or wardens of the parish.
- Drivers be over the age of 25 (21 only in exceptional circumstances)
- For longer trips intended route is left in care of wardens and when several vehicles traveling to same destination they use same route and stops (travel in convoy).
- When using a bus company, company and drivers credentials are also checked.

Washroom Procedures:

It is important to be clear and consistent as to what washroom procedures will be followed by volunteers working with children. This is particularly important for preschool aged children who may need help. Here are some guidelines

- Ask parents of preschool children to make sure they take their children to the washroom before the beginning of the programme.
- Children under six who need to use the washroom should be accompanied by a leader who will first check the washroom for safety. If a second adult is unable to accompany then leaders should place themselves in plain view of the open door.
- No adult or teen leader/helper is ever to be in a closed washroom or cubicle with a child



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- Children over six should be accompanied but leader should remain outside the closed door

In respect of diapering, whenever possible this should be undertaken by parent. At other times it should be undertaken by an adult leader in a spot clearly visible to other leaders.

Adult/Child Ratios

The age of children and youth affects the ratios of children and/or youth to volunteers. The following recommendations are based upon those contained in the Education Act.

If there are not enough appropriately screened teachers/leaders and adult volunteers the program/ministry/event should not take place.

Recommended Ratios for regular gatherings or programmes:

Age of participants	Adults:	Children:	
0-2 years	2	0-6	with 1 extra adult for each additional 3 children
2-3 years	2	0-10	with 1 extra adult for each additional 5 children
3-8 years	2	0-16	with 1 extra adult for each additional 8 children
9-18 years	2	0-16	with 1 extra adult for each additional 10 youth

Teen volunteers between 14 and 18 years must always be ministering alongside an adult leader.

Recommended Ratios for Day Excursions

Age of participants	Adults:	Children:	
0-8 years	2	0-10	with 1 extra adult for each additional 5 children
9-18 years	2	0-16	with 1 extra adult for each additional 8 youth

Recommended Ratios for Residential/Overnight Events or Excursions

Age of participants	Adults:	Children:	
0-5years	not recommended		
6-8 years	2	0-10	with 1 extra adult for each additional 5 children
9-18 years	2	0-10	with 1 extra adult for each additional 5 youth

Touch



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When it comes to children and teens we have to be particularly vigilant in respect of touch. This can be challenging for those who by nature are ‘huggers’. There must be clear boundaries. Adults ministering to and with youth are encouraged to practice ‘safe touch’ which might include

- A sideways hug – hip to hip with arm around the shoulder
- Very short ‘A frame’ hugs
- High fives
- A gentle pat on the back or shoulder
- A short touch on the hand
- Handshakes

Note: Ministry leaders and volunteers are best protected by keeping all of these ‘safe touch’ actions public.

Permissions

The Diocese of Huron has prepared and provided the following forms. Links to customizable versions of these are provided in the appendix.

- A General Permission Form for children and youth ministry purposes. This General Permission Form, incorporates both a “Permission for use of Image” and a medical information section and should be used by parishes for children and youth ministry activities whenever possible.
- A Permission for Use of Image as a separate form.

In addition to the completion of the necessary permission forms, which should be at the event (ensuring protection of personal information) organizers must make sure that wardens and rector are kept fully informed of the event and given an outline and/or itinerary when relevant.

Guidelines for Youth Retreats and Overnights

It is recognized that retreats and/or overnights and/or trips may from time to time be helpful in our efforts to faithfully and effectively meet the spiritual, intellectual, emotional and relational needs of young people to and with whom we minister in providing unique opportunity to deepen their knowledge of self and God and others.

Format for retreats should provide the opportunity to participate in a variety of activities, which are age and stage appropriate and which safeguard the psychological and spiritual health of all participants and provide a good balance of recreation, planned activity, reflection, worship and prayer, fellowship, rest and nutrition. Retreat experiences are one aspect of a young persons formational process.



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As such it is essential that parish-based preparation and follow up takes place and is understood as being a necessary extension by the young people, their parents and the ministry team alike.

It goes without saying that the following characteristics should always be inherent in any event or retreat.

- Respect
- Acceptance
- Freedom from emotional or spiritual manipulation.

Safe Church.

Follow the safe church measures outlined in this manual in respect of

- volunteer screening,
- communication with parish leadership team,
- expectations on volunteers,
- travelling with children and youth on parish activities.

In Addition:

Recommended Ratios for Residential/Overnight Events or Excursions

Age of participants

0-5years	not recommended		
	Adults: Children:		
6-8 years	2	0-10	with 1 extra adult for each additional 5 children
9-18 years	2	0-10	with 1 extra adult for each additional 5 youth

Notes Regarding Sleeping and Supervision Arrangements

Separate sleeping accommodation should be provided for

- Male participants
- Female participants
- Male leaders
- Females leaders

The plan regarding sleeping arrangements should be shared with the rector and wardens of the parish along with the programme outline and itinerary.

Steps to a Successful Retreat.



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1. Give yourself plenty of time for planning. Plan too many activities rather than too few.
2. Put together a planning team involving ministry team members, parents and young people if possible.
3. Prayerfully consider the topic and articulate a clear goal. In doing this consider the developmental stages of the proposed participants: - psychological growth, social growth, intellectual growth, moral growth, faith growth.
4. Identify the ministry leaders for the event and identify the gifts needed to achieve the goal of the retreat. Consider bringing in an outside speaker if no one in the team has the necessary gifts or knowledge. In order to ensure that the speaker/guest fulfils your goal, consult with them and consider checking references. Be clear as to specific responsibilities during the retreat.
5. Prepare an outline being intentional in providing good balance between recreation, planned activity, reflection, worship and prayer, fellowship, rest and nutrition.
6. Promote your event. Receive registrations on a parental consent form that includes the name and date of the event, the name, address, age and grade of the participant, name of congregation, medical information, contact information and emergency contact information, permission for use of image, signature of parent or guardian and date. (see resources section for the Diocese's recommended form).
7. Hold a training/orientation session for your leaders. Consider including a study of the biblical material you plan to use. Review the development stage of the age group involved. Share the outline and the goals for the event. Discuss as a group any questions.

You MUST

- provide for your leaders a ministry description
- adequately screen every volunteer according to the Safe Church Policy of the Diocese of Huron including getting the necessary police checks and references.
- Ensure everyone understands the Safe Church measures, outlined in this manual and in the Safe Church Policy and Guidelines of the Diocese.

Allow time for your leaders to socialize (especially important if they are brought together infrequently and need to 'catch up'). This is best effected before the young people arrive or at a prior gathering. This permits them to be focused on their ministry to and with the young people at the retreat, rather than 'visiting'.

8. Thoroughly check out your venue.



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- Space: Is there a large enough meeting space? Will the space accommodate your groups size and the activities you hope to undertake? Are the washroom facilities adequate?
- Sleeping: Will the accommodation work within the Safe Church Guidelines with separate accommodation for male and female participants and male and female leaders?
- Equipment: Is the equipment you need available? What must be brought? What is provided? Is there electricity? How many outlets? And so on..... be thorough.
- Meals: How will meals be handled? Who will be cooking, doing clean up? What volunteers will be coming on site? What cooking facilities are available? Is there a refrigerator? What food or snacks if any will participants be asked to bring? Will adaptations be necessary to accommodate food allergies?
- Free Time: Are there trails, fire-pits, outdoor or indoor worship facilities, quiet areas for reflection? And so on
- Cost: What does the facility cost? Can you afford it? Is the choice of site a demonstration of good stewardship?
- your event – cookie bakers, clean-up crew, shoppers, etc?

9. Determine travel arrangements adhering to travelling guidelines included in this manual.

10. Determine Rules to take care of growth, to take care of self and others, to take care of property. These rules should be written into a covenant (see sample covenants which follow)

At the event these rules could be discussed, adapted and added to by the group as a whole and re-signed

Participant Covenant/ Rule of Life

It is helpful for youth participants and parents of participants and leaders at a day long retreat or an overnight event to sign a covenant. In addition to a preprinted covenant completed as a part of a registration package it may also be helpful to take some time at the beginning of the gathering to have youth develop and sign their own covenant.

The following offers and example of a participant covenant that was included in registration package for signature by participants and their parents(used for Youth Synod/Conference 2009).



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Youth Synod/Conference Behavioural Code:

The Youth Synod/Conference Planning team have worked hard to ensure this Youth Synod/Conference will be a great experience and wishes that all participants will feel comfortable to be who they are and feel free to express their feelings and ideas. As brothers and sisters in Christ we know that when any one of us is hurting we all hurt, and so as leaders and participants alike we declare our commitment to the group and to creating a respect filled gathering. Here is what is expected of us:

1. Individuals are responsible for their own actions, and will be asked to assume the consequences of all negative behaviour.
2. Individuals engaged in any of the following activities/behaviors, will lead to immediate removal of the person/s from Youth Synod/Conference:
 - The non-medicinal use of drugs or the consumption of alcohol
 - Sexual relationships and any other inappropriate displays of affection between leaders, team leaders, and/or participants
 - Physical and/or mental abuse of or by any participant
 - Any vandalism
 - Any dangerous and/or irresponsible activity that would put anyone at risk
 - The use or possession of a weapon or firearm
 - Theft
 - Leaving the site/accommodations without the consent of your team leader
 - Racial, physical and/or mental discrimination
 - Excessive use of abusive/profane language
3. The accommodations are SMOKE FREE, a designated smoking area will be assigned outdoors for those who are legally of age to purchase tobacco.
4. Participants are expected to attend ALL sessions throughout the weekend, to be on time and in the right place, and to be courteous and listen when others are speaking.
5. Distraction will be kept to a minimum by turning off and not using devices such as cell phones, iPods and other portable electronic devices during sessions. Participants should understand that if they do so their device may be confiscated for the duration of the event.
6. Participants come representing their parishes and should do their best to build community, create relationships and learn new things.
7. Participants not adhering to this code may lose the privilege of attending this event and at the discretion of the leadership team be sent home, any expense being borne by participant or parent/guardian.

I have read the above and agree to follow the Code of Behaviour

Participant:

Parent/Guardian:



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Behavioral Code for Leaders

Diocese of Huron Children and Youth Ministries **Behavioural Code for Leaders** of Children and Youth Events/Activities/Residential Retreats

It is imperative that leaders are always focused on the purpose of any event and clear as to the goals. The most effective way to supervise is to be fully engaged with the participants and the activities undertaken.

The recommendations that follow will allow leadership to keep the event child and youth focused.

Respect! Respect! Respect!
Presence! Presence! Presence!

- Respect the physical boundaries of participants:- avoid horseplay, discourage towel flicking etc., allow people their privacy and personal space.
- At no time should adults purchase or supply alcohol, drugs or cigarettes for minors (under 19 for alcohol and cigarettes)
- At no time should adult leaders engage in consumption of alcohol during or between group activities or when participants are present.
- Establish where and when smoking breaks for leaders should be taken
- Absolutely refrain from romantic or sexual relationships with participants.
- Refrain from imposing punishments including:-
 - Physical- hitting, spanking, push-ups, running, standing-in-corner etc.
 - Verbal – swearing, name-calling, yelling, excessive shouting.
 - Withholding- food, snacks, water, shelter
 - Degrading activities – e.g. Making one person clean up after everyone, singling out.
- Respect participants personal property
- Always be professional and appropriate in your interaction with participants.

Guidelines for Canoe Trips

From time to time groups may wish to engage in activities that present increased risk such as canoe trips, and extra vigilance is necessary. For those groups contemplating a trip we please request a copy of the Diocese of Huron Canoe Trip Guidelines, from the Diocesan Office.



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APPENDIX:

Sample Permission Forms

General Permission Form

For Customizable word document of the Anglican Diocese of Huron's General Permission Form can be found at www.diohuron.org

Copies can also be obtained from the diocesan office.

Permission for Use of Image

For Customizable word document of the Anglican Diocese of Huron's "Permission for Use of Image Form" can be found www.diohuron.org

Copies can also be obtained from the Human Resources Officer.



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Contact Sheet #1

IMPORTANT CONTACT INFORMATION:

Rector's Phone _____

Warden's Phone _____

Warden's Phone _____

Local Children's Aid Society Number _____

NOTE : Suspected abuse of a child under the age of 16: must be reported to your local Children's Aid Society IMMEDIATELY.

Suspected abuse of anyone must be reported to the Diocese.

CONTACTS TO REPORT ABUSE

Diocese of Huron Abuse Reporting

Weekdays (9am to 5pm)

1-519-434-6893 or 1-800-919-1115 Ext. 230 or 226

Weekends & Evenings

1-519-671-4504

By Email

sacredtrusthuron@gmail.com

Contact Sheet #2

IMPORTANT AND EMERGENCY NUMBERS

This sheet should be completed and posted in several prominent locations, ideally close to phone in kitchen, main hall, etc.



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Wardens Name: _____

Address: _____

Phone: _____

Warden 2 Name: _____

Address: _____

Name: _____

Rector's Name: _____

Phone: _____

HOSPITAL Location: _____

Phone: _____

Custodians Name: _____

Phone: _____

Taxi Numbers: _____

FIRST AID KIT LOCATION: _____

Sample Incident/Accident Report

GENERAL INCIDENT/ACCIDENT REPORT FORM

When an incident/accident occurs it is important to document thoroughly and promptly. The report should include the following:



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- Name of Church
- Name of Ministry
- Reporting Date and Time of Report
- Full name of child/youth/adult with Age(in case of minor)
- Date of Birth and Gender
- Full Address and Phone number
- Name of parent/guardian and details of whether they were notified including date and time
- Address and Phone # (if different from child/youth)
- Date/time/location of Incident
- A Description of the Incident
- Names/Contact info of any witnesses
- Description of any injuries sustained:
- A Description of actions taken:
- Any additional information which may be relevant
- Direct quotes from child/youth: (if this is an abuse allegation, do not interview the child/youth, but report only comments they share with you)
- A dated signature, name and contact information of person making report

A printable copy of a General Incident/Accident Report Form can be found at www.diohuron.org or from the Executive Archdeacon, or the chair of the Diocesan Safe Church Committee.

It is always wise to document any unusual or uncomfortable occurrences of any kind, (for example disciplinary challenges) and discuss with senior leader or coordinator and/or rector.

Volunteer Ministry Descriptions

It is suggested that all ministry descriptions, whether paid or volunteer should include but not necessarily be confined to the following:

- **Name/Title of position:** By what name will the ministry be referred to?



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- **Term:** How long will the ministry commitment last? Will there be the option to extend the term and if so who will make the decision around extension?
- **Populations served:** Who is this ministry provided for?
- **Time Commitment:** What is a reasonably accurate estimate of the time commitment to undertake the stated tasks related to the position?
- **Supervision and Support:** Who will provide supervision? Who will provide support and how? How will evaluation be carried out? Are there expectations for ongoing goal setting?
- **Purpose of the Position:** Why does the position exist? What are the overall goals and objectives?
- **Duties and Responsibilities:** This should include a details list of tasks. What must the person do in carrying out this ministry? What might the person additionally do in providing this ministry?
- **Skills and Knowledge:** What are the necessary skills for fulfilling the ministry?
- **Boundaries and Limitations:** What boundaries exist for the ministry? What limitations will be places upon the individual exercising the ministry?
- **Training Provided:** What orientation will be provided? What ongoing training will be provided? Will there be opportunity for continuing education and at whose expense?
- **Benefits and Opportunities:** What might the ministry offer to the person providing it?
- **Level of Risk:** What is the risk assessment for the position. Low, Medium or High? (In the case of ministry to, with and for children and youth this will always be high, unless the position would never put the individual in contact with any young person)

A number of examples of ministry descriptions pertaining to ministry with Children and Young People can be accessed as editable documents from the Diocesan Website. www.diohuron.org (by following Human Resources tab to Human resources department and then to bottom of page to the three links provided under “Screening in Faith”). These examples provide a good framework and include necessary components as recommended in the Diocesan Safe Church Guidelines and may be adapted for use in diocesan churches.

Further examples or help in preparing a suitable child and/or youth related ministry description can be obtained by contacting The Human Resources Officer, or the Executive Officer at the Diocesan Office.

Ministry Application Form

The Ministry Application for use with those applying for volunteer ministry positions with Children and Youth, from Section 17 pages 40-42 of the Policy, Practices, and Procedures Manual can be found at www.diohuron.org



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Reference Verification Outline

The Reference Verification Form and Volunteer Interview Form from Section 17 pages 43-46 of the Policy, Practices, and Procedures Manual can be obtained at www.diohuron.org

ADDITIONAL RESOURCES:

Covenant Samples

Participants Covenant

See Guidelines for Youth Retreats and Overnights for Participant/Parent/Leader Covenant earlier in this document (page15)

Ministry Covenant

Taken from Policies and Practices Section 17-35 where a printable copy can be accessed

MINISTRY COVENANT

Rejoicing in my baptism and celebrating God's grace and God's gifts in my life, I resolve to minister within the community of Church as a servant of Jesus Christ in the following ways:

I. I will support the witness of _____ Church

- By regular attendance at worship;
- By living a godly life;
- By giving regularly.

II. I will serve the ministry of _____ Church

- By discovering my gifts and talents;
- By fulfilling the duties of my position to the best of my ability;
- By participating in leadership training;
- By serving in cooperation with others in the Body of Christ;
- By supporting and affirming the gifts and ministries of others.

III. I will share in the growth of _____ Church

- By praying for its growth;
- By inviting the unchurched to attend;
- By warmly welcoming those who visit.



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IV. I will protect the unity of _____ Church

- By acting in love toward other members;
- By refusing to gossip
- By working cooperatively with others.

I understand that _____ Church is responsible for the well-being of children and youth entrusted to my care.

I will co-operate fully with Church's staff in the fulfillment of my duties related to my ministry.

I have read and become familiar with the *10 Safe Steps Program* out of the Volunteer Canada Workbook, and other existing documentation created by our Screening in Faith Team.

If I fail to live a life consistent with God's Word such that my witness, the reputation of the name of Christ or the integrity of Church is compromised, I will withdraw from my ministry.

Applicant's Name

Applicant's Signature

Date

Attachments: (if receiving this as hard copy)

If you are receiving this as a hard copy two sets of attachments follow:



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Set One:

To PRINT OFF, COMPLETE, and POST

Contact sheet #1

Contact sheet #2

Set Two:

Forms to PRINT and FILE for future use.

General Permission Form for Children and Youth Ministry Purposes

Permission for Use of Image Form

General Incident/Accident Reporting Form