

# **YOUTH MINISTRY STAFF GUIDELINES**

WE ARE ABOVE ALL A CATHOLIC YOUTH COMMUNITY OF YOUNG PEOPLE AND THOSE MINISTERING WITH THEM . WE ARE NOT A YOUTH GROUP, SCHOOL, OR TEEN CLUB, BUT A FAMILY OF BELIEVERS UNITED IN CHRIST.

OUR GOAL IS THE EMPOWERMENT OF YOUTH, SO THAT THEY MAY NOT ONLY TAKE OVER YOUTH MINISTRY AND THE EVANGELIZATION OF THEIR PEERS; BUT ALSO TAKE THEIR PLACE WITHIN THEIR PARISH & OVERALL CHURCH FAMILY.

## **STAFF SUPPORT**

THE YOUTH MINISTER IS COMMITTED TO SUPPORTING YOU IN ALL YOUR EFFORTS TO BRING THE TEENS INTO A DEEPER RELATIONSHIP WITH JESUS CHRIST THROUGH THE CURE YOUTH MINISTRY CHRISTIAN COMMUNITY. IF IT WOULD EVER HELP, PLEASE ALLOW ME TO HELP YOU PUT TOGETHER GROUP SESSIONS & CLASSES. DO NOT EVER HESITATE TO ASK FOR ASSISTANCE.

PLEASE KEEP LINES OF COMMUNICATION OPEN. THE FACT THAT I AM PART TIME MAY MEAN AT TIMES MAKING AN EFFORT TO COMMUNICATE. PLEASE BE WILLING TO BE PATIENT AND CALL ME AT HOME AND LEAVE A MESSAGE ON VOICE MAIL.

## **STAFF RESOURCES**

WE ARE BUILDING FOR YOUR USE, A WEALTH OF RESOURCES TO PROFESSIONALIZE AND EMPOWER OUR STAFF AS YOUTH MINISTERS INCLUDING:

- BINDERS, ORGANIZED BY TOPIC, OF RESOURCES YOU CAN USE TO PLAN SESSIONS. NOTHING IN THE FILES CAN LEAVE THE YOUTH CENTER- MAKE COPIES AS NEEDED
- VIDEOTAPE COLLECTION
- CONTEMPORARY MUSIC & CHRISTIAN MUSIC COLLECTION
- LIBRARY OF BOOKS, ORGANIZED BY SUBJECT WHICH CAN BE BORROWED BY STAFF- PLEASE SIGN OUT ALL RESOURCES BORROWED

PLEASE LET THE YOUTH MINISTER KNOW OF ANY VALUABLE RESOURCES WE SHOULD ADD TO OUR COLLECTION

## **YOUTH SAFETY**

- NEVER TAKE CHANCES WITH THE SAFETY & WELL-BEING OF THE TEENS
- REPORT ANY DANGEROUS SITUATION TO THE YOUTH MINISTER
- NEVER TAKE STUDENTS ON A TRIP WITHOUT CLEARING IT WITH THE YOUTH MINISTER & NEVER WITHOUT PARENTS PERMISSION & RELEASE FORM
- NEVER MEET WITH A STUDENT ALONE BEHIND CLOSED DOORS
- APPROPRIATE TOUCH ONLY
- CHECK OUT OR REPORT ANY UNKNOWN PERSON IMMEDIATELY
- BY LAW REPORT TO THE DIRECTOR ANY SITUATION WHERE YOU SUSPECT A TEEN IS BEING ABUSED AT HOME

## **YOUTH DISCIPLINE**

- LAY OUT AT THE START; & REINFORCE WHENEVER A NEW MEMBER JOINS,  
THE **2 BASIC RULES** OF:
  - 1- CONFIDENTIALITY- NOTHING SAID IN THE GROUP MUST EVER LEAVE IT (THE ONLY EXCEPTION IS WHEN HUMAN LIFE IS AT STAKE)
  - 2- RESPECT-
    - 1-ONE ONE IS TO EVER BE ABUSED IN ANY WAY
    - 2-DISAGREEMENTS ARE TO BE DONE RESPECTFULLY
    - 3-ONE PERSON SPEAKS AT A TIME
    - 4-EVERYONE WILL GIVE THEIR FULL ATTENTION & EFFORT TO MAKE THE GROUP GO WELL
- FIGHTING IS NOT ALLOWED AT ANY GATHERING AND SHOULD BE BROKEN UP BY THE STAFF IMMEDIATELY
- WEAPONS, ALCOHOL, DRUGS, SMOKING, CURSING & INAPPROPRIATE ABUSIVE LANGUAGE ARE NOT ALLOWED AT ANY TIME
- YOUTH MUST RESPECT PARISH FACILITIES-REPORT ANY VIOLATIONS
- DO NOT HESITATE TO CORRECT INAPPROPRIATE BEHAVIORS. YOU MUST CONVEY TO THE GROUP THAT THE RULES WILL BE ENFORCED. DO SO IN A CALM AND RESPECTFUL MANNER- REFERRING BACK TO THE RULES. WHENEVER POSSIBLE CORRECT IN PRIVATE. DO NOT BE AFRAID TO EXPRESS YOUR OWN FEELINGS.

## **EFFECTIVENESS WITH THE TEENS- SOME TIPS**

- KEEP IT REAL- DON'T PRETEND
- KEEP IT SIMPLE
- LOVE THEM, ACCEPT THEM- SEE THEM WITH THE FATHERS EYES
- STAND FOR SOMETHING-HAVE STANDARDS & HOLD TO THEM
- CHALLENGE THEM
- LISTEN
- RECOGNIZE WHEN YOU ARE IN OVER YOUR HEAD

## **STAFF PARTICIPATION**

- STAFF MEMBERS ARE EXPECTED TO ATTEND THE FEW BUT IMPORTANT STAFF MEETINGS & TRAININGS THROUGHOUT THE YEAR. A PHONE CALL IS EXPECTED IF YOU ARE UNABLE TO ATTEND.
- STAFF ARE ASKED TO STICK AROUND AT THE END OF THE YOUTH MEETINGS TO REVIEW ANY CONCERNS & EVALUATION OF THE NIGHT
- STAFF MEMBERS WILL BE FAITHFUL TO THEIR COMMITMENTS FOR THE YEAR, INCLUDING BEING ON TIME, SUFFICIENTLY PREPARING ETC.
- STAFF MEMBERS WILL PROFESSIONALIZE THEMSELVES AS MUCH AS POSSIBLE TAKING ADVANTAGE OF TRAINING OPPORTUNITIES AS MUCH AS YOUR SCHEDULES ALLOW
- STAFF WILL TAKE THEIR OWN SPIRITUAL PATH SERIOUSLY- PROVIDING YOUTH ROLE MODELS OF ADULTS WHO ARE STILL GROWING IN FAITH & LOVE
- FILL OUT WEEKLY SESSION PLANS & ATTENDANCE FORMS & RETURN TO YOUTH MINISTER
- WELCOME & INTRODUCE NEW MEMBERS -REG. FORMS FILLED OUT & COLLECTED-  
CHECK FOR LEGIBILITY
- HELP WITH SUPERVISION OF GATHERINGS & SMALL GROUP MEETINGS
- REPORT TO YOUTH MINISTER ANYTHING HE SHOULD KNOW