

# **RELIG STAFF GUIDELINES**

## **RELIG**

RELIG IS 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.

THIS CHRISTIAN COMMUNITY IS BUILT ON THREE LEVELS

1- OVERALL RELIG PROGRAM

2-THREE PARISH CENTERS

3-SMALL CHRISTIAN COMMUNITIES WITHIN EACH CENTER

OUR GOAL IS NOT TO ISOLATE YOUTH FROM THEIR PARISH COMMUNITIES, BUT RATHER THE EMPOWERMENT OF YOUTH, SO THAT THEY MAY NOT ONLY TAKE OVER RELIG AND THE EVANGELIZATION OF THEIR PEERS; BUT ALSO TAKE THEIR PLACE WITHIN THEIR PARISHES & OVERALL CHURCH FAMILY.

## **STAFF SUPPORT**

-THE RELIG DIRECTOR & ASST. DIRECTOR ARE COMMITTED TO SUPPORTING YOU IN ALL YOUR EFFORTS TO BRING THE TEENS OF RELIG INTO A DEEPER RELATIONSHIP WITH JESUS CHRIST THROUGH THE CHRISTIAN COMMUNITY OF RELIG. IF IT WOULD EVER HELP, PLEASE ALLOW US TO HELP YOU PUT TOGETHER GROUP SESSIONS & CLASSES. DO NOT EVER HESITATE TO ASK FOR ASSISTANCE.

PLEASE KEEP LINES OF COMMUNICATION OPEN WITH US. THE FACT THAT WE ARE BOTH PART TIME MAY MEAN AT TIMES MAKING AN EFFORT TO COMMUNICATE (NEITHER OF US WILL BE SITTING IN THE RELIG HOME 8 HRS A DAY). PLEASE BE WILLING TO BE PATIENT AND CALL US AT OUR HOMES AND LEAVE A MESSAGE ON ANSWERING MACHINES. IN TONY'S ABSENCE MARIE SHOULD BE CONTACTED. ISSUES & CONCERNS REGARDING RELIG SHOULD FIRST BE TAKEN UP, NOT WITH THE BOARD, BUT WITH THE DIRECTOR & ASST. DIRECTOR. PLEASE GIVE US YOUR FEEDBACK & RECOMMENDATIONS FREELY.

## **STAFF RESOURCES**

THE RELIG HOME UPSTAIRS HAS BEEN DESIGNED AS A RESOURCE CENTER FOR STAFF; HOUSING NOT ONLY ADMINISTRATIVE OFFICES, BUT A WEALTH OF RESOURCES TO PROFESSIONALIZE AND EMPOWER OUR STAFF AS YOUTH MINISTERS INCLUDING:

### **IN THE MIDDLE OFFICE**

-FILE CABINETS, ORGANIZED BY TOPIC, OF RESOURCES YOU CAN USE TO PLAN SESSIONS, OTHER THAN RESOURCES IN BULK COPY DRAWERS, NOTHING IN FILES CAN LEAVE THIS OFFICE-MAKE COPIES AS NEEDED

-VIDEOTAPE COLLECTION

-CONTEMPORARY MUSIC & CHRISTIAN MUSIC COLLECTION

-COPY MACHINE

### **IN THE BACK OFFICE**

-LIBRARY OF BOOKS, ORGANIZED BY SUBJECT WHICH CAN BE BORROWED BY STAFF- PLEASE SIGN OUT ALL RESOURCES BORROWED

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

THE RELIG CENTER WILL BE OPEN FOLLOWING MEETING NIGHTS AT ALL THREE CENTERS FOR YOU TO GO THROUGH, AND ALSO ON SATURDAY MORNINGS DURING DROP-IN HOURS

## **ON THE ROAD**

-EACH NIGHT OF MEETINGS AT THE PARISH CENTERS, THE CENTER LEADER WILL HAVE A CRATE OF RESOURCES AVAILABLE FOR YOUR GROUP-INCLUDING:  
ANNOUNCEMENTS, FIRST AID KIT, PENCILS & PENS, PAPER, A CANDLE FOR PRAYER.  
RESERVE IN ADVANCE IF YOU NEED THE CENTER TV/VCR. BRING YOUR OWN MUSIC BOOMBOX OR MAKE PRIOR ARRANGEMENTS TO BORROW THE RELIG. MARKERS, IF NEEDED, SHOULD BE SPECIALLY REQUESTED.

## **YOUTH SAFETY**

-NEVER TAKE CHANCES WITH THE SAFETY & WELL-BEING OF THE TEENS  
-REPORT ANY DANGEROUS SITUATION TO THE DIRECTOR, CENTER LEADER OR OTHER PERSON IN CHARGE AT THE TIME  
-NEVER TAKE STUDENTS ON A TRIP WITHOUT CLEARING IT WITH THE RELIG DIRECTOR & 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 AT A RELIG EVENT 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 COMMUNITY 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 RELIG 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 TO KNOW  
-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 RELIGION MEETING NIGHTS 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
- SMALL COMMUNITIES LEADERS & TEACHERS WILL TAKE WEEKLY ATTENDANCE AND TURN IN TO DIRECTOR, ASST. DIR. OR CENTER LEADER
- SMALL COMMUNITIES LEADERS & TEACHERS WILL MAKE LESSON PLANS WHICH WILL INCLUDE WHAT THE GROUP COVERED THAT EVENING & TURN IN TO

## **PARISH CENTER COMMUNITY LEADER GUIDELINES**

- WELCOMING & INTRODUCTION OF NEW MEMBERS -REG. FORMS FILLED OUT & COLLECTED- CHECK FOR LEGIBILITY
- CONDUCTING OF LARGE GROUP INITIAL GATHERING- LEAD PRAYER- GIVE ANNOUNCEMENTS
- SUPERVISION OF CENTER LARGE COMMUNITY GATHERINGS & SMALL COMMUNITY MEETINGS
- COLLECTION OF LESSON PLANS & ATTENDANCE FORMS & RETURNING TO RELIGION HOME FOR DIRECTOR
- CONDUCTING OF SHORT STAFF GATHERING AFTER TEENS LEAVE TO REVIEW THE NIGHT & DISCUSS CONCERNS & IDEAS
- REPORTING TO RELIGION DIRECTOR ANYTHING HE SHOULD KNOW

## **PARISH CENTER SECURITY GUIDELINES**

- SECURING & RETURNING KEYS FOR BUILDING
- OPENING & CLOSING OF BUILDING
- DEALING WITH ANY SECURITY CONCERNS AS THEY ARISE
- DOORS CLOSED ONCE SESSIONS BEGIN
- HELP DIRECTOR/ CENTER LEADER CHECK CLEANING & SECURITY OF BUILDING