



# Youth Ministry

## Volunteer Manual





Dear Youth Ministry Volunteers,

Welcome to Gulf Breeze Presbyterian Church's Youth Ministry! You are about to embark on a journey both with God, and with these students entrusted to our care. This is not an easy task, but there could not be a more important and needed task for the church of today, if we want a church of tomorrow.

It is an honor and a privilege to serve God, as we minister and bring spiritual nurture to these students, recognizing that they are a valuable part of the Kingdom, just as they are. My hope is that you would Connect, Relate, & Grow with God, and with these students, and that you would Engage both in powerful ways through Christ. This manual should equip you, and answer questions you may have regarding serving at G.B.P.C.

If you have any questions please feel free to contact me at

Church Office: (850) 932-3625 or Email: [gbpresyouth@gmail.com](mailto:gbpresyouth@gmail.com)

Many Blessings upon you as you start this fantastic journey,

Lauren Christian

*Youth Director*

# Vision at Gulf Breeze Presbyterian Church

The Mission of the Gulf Breeze Presbyterian Church includes the proclamation of the Gospel of Jesus Christ for the salvation of humanity, the shelter, nurture, & spiritual fellowship of the children of God, the maintenance of Divine worship, the preservation of the truth, the promotion of personal & social righteousness & the exhibition of the Kingdom of God to the world. To these ends, we will provide a center for worship, celebration, study, fellowship & sanctuary: resources for support of ministry: opportunities for learning & spiritual growth through all the seasons of life; motivation & resources for empowering service, agreeing to differ, resolving to love, & uniting to serve.

In short, we seek to honor Christ through:

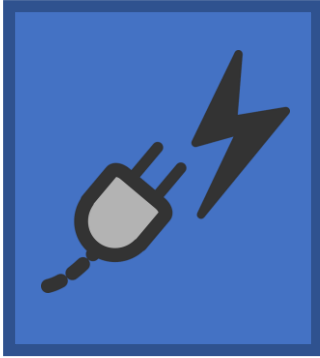
**Worship:** Reverent honor, & homage paid to God (dictionary.com) We seek to live in a way that acknowledges God's presence in our lives & makes alive the Gospel of Grace given to us.

**Discipleship:** The word Disciple means to be a student, or follower of a teacher. We seek to follow and learn from Jesus as He shows us the way to live through His word.

**Service:** We are called to serve others, & put other's needs before our own. Therefore, we will participate in mission & service projects locally, nationally, & internationally.

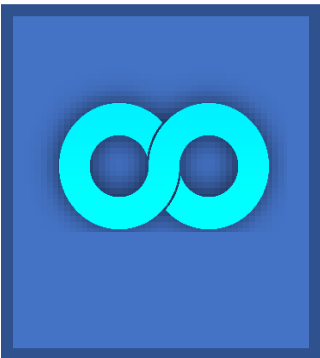


## Youth Ministry Vision Statement



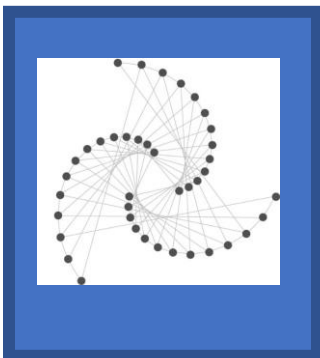
### Connect:

The definition of connection is to join, link or fasten together. It is to unite or to bind. It is to associate mentally, or emotionally to something or someone. It also can mean to establish a connection between others. In G.B.P.C. Youth Ministry, we strive to Connect to God and each other in the midst of community.



### Relate:

We can relate to God because He is familiar with human suffering. God is not distant from our suffering as God cares for everyone. God is present with us, & as we live our lives & connect to God and our community, we begin to relate more to God & to others around us. By reading the Word of God, we learn & realize we are not alone, that others have gone before us, & that we can follow in their footsteps as we learn to be faithful to God.



### Grow:

When we Connect and Relate to God, and each other, in the midst of our community *consistently*, we find that we Grow. Our volunteers plant the seeds by helping guide and nurture students to spiritual maturity, and God does the growing. Students encounter God during worship, discipleship and service in our youth program and those encounters change everything.



### Engage:

When students consistently Connect, Relate, and Grow with God and others, they are equipped and enabled in their faith to engage the world around them for the Kingdom of God.

# Youth Programs @ G.B.P.C.

- Worship service: Contemporary service Sundays at 8:30am, Traditional at 11:00am.
- Sunday School: Sundays at 9:45-10:45am. \*Communion Sunday: S.S. @9am, Service @ 10am
- Confirmation: See Lauren for details.
- Jr. High Youth Program: Tuesdays from 2:00-5:00pm
- Sr. High Youth Program: Wednesdays from 3:30-6:30pm
- Presbyterian Youth Council: A committee of youth throughout the Presbytery that coordinate and plan youth events.
- Montreat/Youth Mission trip: Every other year we will attend Montreat Presbyterian Conference Center. The following year we will participate in a youth mission trip.

## Core Youth Events

Fall Parent & Youth Informational meeting: An opportunity to hear about events we have going for the 2017-2018 school year.

Fun Events: Bowling, mini golf, movie nights, game nights and others.

Service Opportunities: We will be going to various local places to serve. Students will be able to get service hours for these projects.

Dogwood Presbyterian Camp Retreats: Weekend retreat to Dogwood Presbyterian Camp. October for Jr. High, and January for Sr. High.

Youth Sunday: Students will design and lead a Sunday Morning worship experience.

Vacation Bible School: Students serve and help lead various parts of V.B.S. program. Service hours available.

P.C.U.S.A. Conference: Triennium: Once every 3 years we go to Purdue University in Indiana to attend the Presbyterian Youth Conference.

# Youth Ministry Procedures & Policies

**Standards for Service:** Any Adult interested in serving as a volunteer working with students will willingly submit to a background check. No one is permitted to work with students who has not undergone a background check.

## **Requirements for Volunteers:**

- 1.) Be a member of the Church, or approved by Christian Education Committee.  
Meet with the Youth Director, and complete a background check. A background check will be re-issued every 3 years.
- 2.) Meet with the Christian Education Committee.
- 3.) All Adult Volunteers are to read and be familiar with the policies, procedures, and guidelines found in the Volunteer Manual and complete all required forms.

## **General Discipline Guidelines**

The boundaries of discipline are as follows:

- We will never seek to publicly ridicule an individual or group.
- Physical contact is only reserved for appropriate restraint in situations when a student could bring harm to themselves or someone else.
- Consequences must maintain a student's dignity.

## **Discipline Procedure:**

**1<sup>st</sup> Offense:** Verbal warning: Volunteer will explain the behavior and why it's not appropriate, and ask the student to change the inappropriate behavior.

**2<sup>nd</sup> Offense:** Volunteer will fill out an incident report. Volunteer will inform Youth Director. Student, Parent, & Youth Director will meet in person to explore alternative behavior options. The student will sign paperwork stating what behavior was inappropriate and what student will do to change the behavior.

**Repeat Offenses:** If student continues to act inappropriately, they will be excluded from Youth Ministry activities. The length of exclusion will be determined by the Pastor.

**Appropriate Conduct:** Adults must be careful not to place themselves into questionable situations or circumstances that could be construed or misinterpreted by someone else as sexual misconduct when working with students. Never touch a student in an inappropriate way, or in an inappropriate place. Adults must be above reproach in conversations and contact with students.

For the Safety and Integrity of the Church and Youth Program, Volunteers must abide by the following:

- Be careful not to be in any questionable situation, position, or circumstance with youth that could be interpreted by a child or adult as sexual misconduct.
- Never touch a child in an inappropriate manner or in an inappropriate place.
- Be careful in conversations with students, including in person, over social media, email, and text message. Assume any and all messages sent to students are read by parents and conduct yourself appropriately.
- Be aware that legally we are scrutinized by everything we do.
- Guard and protect yourself from even the appearance of sexual misconduct and harassment.

**Volunteers:**

No Volunteer may enter into a romantic/physical relationship with any student. Such are grounds for an immediate dismissal and may be subject to legal action.

**Students:**

We recognize that students may form relationships with other students. We want to help students learn to set appropriate, healthy, and reasonable boundaries. With this understanding students may show mild affection limited to hand holding, and putting an arm around another in appropriate manners. These actions are subject to the discretion of the Youth Director and Volunteers. A student may be asked to suspend from these activities at any time, for any reason.

#### Electronic & Portable device policy:

We want students to connect with their Church community, and for parents to be able to contact their kids. Students are always allowed to bring their electronic and portable devices (including cell phones) to trips and youth events, but may be asked to put the various device away during, worship, lessons, service projects, and group activities, unless otherwise authorized by the Youth Director to utilize them.

- If the device becomes a distraction, students will get a verbal warning and may be asked to put the device away.
- If the student continues to utilize the device, it may be temporarily confiscated to give back later that same day.
- No Leader or Volunteer will ever use, utilize, or access a student's device if it is confiscated, and it will be returned to the student or parent in the same day of confiscation.

#### Health and Wellness Policy

If a student or Volunteer has a contagious illness, disease, or infection of any sort, we ask that they refrain from attending youth ministry programs until they have recovered.

Examples: Flu, Chicken Pox, Conjunctivitis, Pin worms, Fifth's disease, Rashes, Mites or Headlice.

#### Allergies and Medical Conditions:

All parents are required to fill out a Medical release form for their students and should indicate on the form if there are any allergies, or medical conditions for their child. Please



inform the Youth Director of any life-threatening allergy or conditions, along with detailed instructions or expectations of how to handle a reaction.

## Safety Policies:

### Participation:

- 1.) Students must be in attendance of events either on campus or off campus of the Church. Students will not be allowed to roam freely.
- 2.) There will be at least 2 adults present for trips, and events.

### Child Protection Safety Policies:

- 1.) Child Protection: G.B.P.C. is a mandated reporter of child abuse or neglect. All of our volunteers will report anything that may be suspected as child abuse under abuse laws. Volunteers and Staff will contact the Senior Pastor.

### Safety and Security policies:

G.B.P.C. monitors all children to reduce the risk of injury; however, accidents occur. Immediate attention and appropriate emotional and medical action will be taken to meet the child's need. Parents will be notified of all injuries. If the injury is moderate to serious, a parent will be notified immediately. An incident report will be kept on file.

### Off Campus and Overnight events & Retreats:

- 1.) Group events will require males and females to sleep in separate areas.
- 2.) No visitation between genders will be allowed without the accompaniment of an adult volunteer.

### Permission Waivers & Medical Release forms

All parents must fill out a waiver, for on and off-campus activity.

**Weather policy: Church will notify parents via email of any changes in the youth program or cancellations due to weather. As a general note, if the schools are cancelled, youth programs will also be.**

# Student Covenant

As a member of G.B.P.C. Youth group, I acknowledge my need for God and others in community. My faith is not a solo act that can be accomplished alone. I need God and others to help me understand my faith and beliefs. The Church is here to help me connect, relate, grow, and engage both God and others, in the midst of community. With these in mind, the expectations of students are as follows:

- I promise to cultivate an attitude and culture of Respect and Honor with other students, adult volunteers, the youth director, and other members of this Church Community.
- I will try to be present with the group, and individuals, during events and retreats. Out of respect for others, I will use my electronic/portable devices at appropriate times, and not let it be a distraction. I understand that these might keep me from interacting with those around me.
- I promise to refrain from things that may harm my community: Bullying behavior, Gossip, Slander. I will refrain from using foul language out of respect for myself and others.
- I will respect people's property, both others and the church's property while attending events. I acknowledge that my actions will display the Love of Christ.
- Out of respect for myself, and for others I will only use appropriate displays of affection if I am in a relationship. Hand-holding & goodbye hugs are appropriate, Kissing, lying on, or other close contact is not appropriate.

*Student Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Parent Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

## Gulf Breeze Presbyterian Church

### Youth & Children's Adult Volunteer Form



*Submit application in person, or by email to [gbpresyouth@gmail.com](mailto:gbpresyouth@gmail.com). We will contact you after reviewing your application.*

#### **General Information**

**Date:** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Local Address:** \_\_\_\_\_

**City State and Zip:** \_\_\_\_\_

**Cell phone #:** \_\_\_\_\_ **Home phone #** \_\_\_\_\_

**May Staff text you?:** Y / N **Date Of Birth:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Social Media Accounts:** \_\_\_\_\_

**Personal Information:** Have you accepted Jesus as your Savior? **Y / N** What role does your faith play in your life ?

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How would you describe your faith journey with Jesus Christ today? What spiritual practices make up your faith routine?

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#### **Prior Ministry Experience:**

How long have you been attending Gulf Breeze Presbyterian Church?:

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Do you attend services regularly? Which service?

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List all previous relevant ministry experience you have (each organization's name, type of work performed & general dates and locations):

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If you were to influence others in their faith, what would you encourage them to do?

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What leadership experience or skillsets do you have that might benefit our youth?:

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What are your spiritual gifts?

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Is there any circumstance that would prohibit you from serving in our programs, or compromise the integrity of G.B.P.C. Ministry? **Y / N** If Yes, Please explain:

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**Opportunities:** *There are many unique ways to serve here at G.B.P.C youth & children's programs. Listed below are opportunities for your consideration. Any volunteer must undergo a background check, and be approved by Christian Education Committee in order to serve.*

- **Christian Education Committee:** Be a part of the committee at church that helps organize and plan all of the C.E. ministry events. Must be voted in by the committee.  
See Chair of Christian Education.

#### **Program Help:**

- **Teaching:** We are constantly looking for volunteers that might be willing to teach a lesson to students anywhere from 1-6 weeks at a time. The areas are as follows: Sunday School, Jr. High Youth Group, Senior High Youth Group, KIDZ Club, Vacation Bible School, Confirmation, and Special Retreats.
- **Prayer:** Write the prayer requests of students each week at Youth Group and pray over each request. Get the requests to Pastor Danny for weekly prayer group.
- **Games:** Someone who will plan and lead games during youth group and KIDZ club time.
- **Chaperone:** Attend, and monitor students as we do both on Church campus and off Church campus events for programs.
- **Driving:** A clean driving record for the past 3 years is required. Be able to drive students safely to and from off church campus events, including service projects obeying all traffic laws and warning signs.

#### **Behind the scenes:**

- **Snack Coordinator:** Oversee the snacks for KIDZ club, Jr. and Sr. High Youth Group and contact families in the Church to participate.
- **Snacks:** Provide snacks for youth group (ie: KIDZ club, Jr. & Sr. High) taking into account food allergies and food needs of the group you are cooking for. (vegetarian options, gluten free etc.)
- **Service Project Coordinator:** Make phone calls and schedule service projects with various service sites for youth and children under the direction of Christian Education Committee.
- **Other roles dependent on interest and skillsets.**

## Resources:

### I have and may be able to make available:

- ☐ Vehicle (# of seats)                      ☐ Boat
- ☐ Other: \_\_\_\_\_
- ☐ BBQ equipment                      ☐ Tent (capacity: \_\_\_\_\_)
- ☐ Swimming pool
- ☐ Contacts with retreat centers, gyms, or other \_\_\_\_\_
- ☐ Miscellaneous items: \_\_\_\_\_

### I would be willing to:

- ☐ Help coordinate special events
- ☐ Help with photo and video
- ☐ Help with construction projects
- ☐ Buy/make food for events
- ☐ Chaperone special events
- ☐ Drive for activities
- ☐ Help in the office prior to camps/retreats
- ☐ Volunteer my home for events
- ☐ Other: \_\_\_\_\_

**Gulf Breeze FL, 32561**

[illegible]

X \_\_\_\_\_



## **Volunteer & Background Check Policy**

### **Gulf Breeze Presbyterian Church (GBPC)**

(Revision proposed 10/30/16)

- 1) All adults and youth 18 years of age and over, both employed and volunteer, who work with minors must be screened and undergo a criminal background check which returns cleared prior to beginning work. A background check is good for 3 years unless circumstances warrant additional checks. All persons who work with minors must undergo a Screening Process. The steps and checklist to be used in the Screening Process are labeled "Appendix A".
  - It will be the policy of GBPC to perform background checks on any individuals that might be alone with children through volunteering, employment or any other reason. The background checks will be paid for by GBPC.  
Only the Pastor will be initially privy to the results of the background check. All reasonable efforts will be made to protect the privacy of those that are given a background check. .

The GBPC staff and or Session may be consulted in the event of questionable results.

  - a. Volunteer adults must be;
    - 18 years of age and older.
    - A member of GBPC for a period of 6 months or more or an employee.
      - An exception may be made by the pastor or Personnel Committee.
  - b. Volunteers under the age of 18 shall be only in positions under the direct supervision of a staff member or an approved adult volunteer.
  - c. Background checks will be kept confidential in a locked file with access afforded to only appropriate church staff on a need-to-know basis.
- 2) Adults who have been convicted of either sexual or physical abuse of children/youth or those who have a history of inappropriate conduct with children will not be employed and shall not volunteer service in any church-sponsored activity or program for minors.
- 3) Employees and volunteers who work with children and youth shall observe the "two-person rule" for all activities with children. The "two-person rule" requires that employees and volunteers and supervisors shall make every reasonable effort to avoid situations where an employed or volunteer worker is alone with children or youth. There must be at least two adults present when working with children.
- 4) Our guidelines and procedures for reporting suspected incidents of abuse, or any behavior, which seems abusive or inappropriate are labeled "Appendix B". Our guidelines and procedures for responding to reported incidents of abuse are labeled "Appendix C".

The Administration Committee will have the responsibility to implement and enforce these guidelines and procedures, maintaining confidential records, and implementing the screening process.

## Appendix B

### Gulf Breeze Presbyterian Church (GBPC)

#### Child Protection Guidelines REPORTING PROCEDURES

The law requires a person to immediately report suspected and reported child abuse to the authorities and, in organizations such as Gulf Breeze Presbyterian Church to the appropriate individual in charge. A person who fails to do so can be prosecuted for a Class B misdemeanor or, in extreme circumstances, may be subject to civil liability charges. Therefore, all employees and volunteers at Gulf Breeze Presbyterian Church must adhere to the following procedures:

1. In the event of suspected, reported or discovered child abuse or violation of the child Protection Guidelines of Gulf Breeze Presbyterian Church, the employee or volunteer shall immediately notify the pastor or, in the absence of the pastor, a person designated by the pastor and approved by the Church Council (Administrative Board or Council). In the event of suspected, reported or discovered child abuse or neglect, an employee or volunteer will also immediately make a report to the local child protection service or law enforcement agency **Department of Children & Families: 1(866)762-2237**

2.

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Physical signs of molestation may include:

- lacerations and bruises
- irritation, pain or injury to the genital area
- difficulty with urination
- discomfort when sitting
- torn or bloody underclothing
- venereal disease

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Behavioral signs of molestation may include:

- nightmares
- anxiety when approaching the church building or nursery or preschool area (beyond normal separation anxiety)
- nervous or hostile behavior toward adults
- sexual self-consciousness or acting out of sexual behavior
- withdrawal from church activities and friends

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Verbal signs of molestation may include statements such as:

- "I don't like \_\_\_\_\_."
- "\_\_\_\_\_ does things to me when we're alone."
- "I don't like to be alone with \_\_\_\_\_."
- "\_\_\_\_\_ fooled around with me."

- \* Adapted from Child Abuse: Governing Law and Legislation by I. Sloan (1983)
2. Reports shall be documented in writing with the date of the report, the time of the report, the telephone number to which the report was made, the name of the recipient of the report, and a brief synopsis of the report. If at all possible, all oral reporting will be done in the presence of a recorded witness.
  3. All church employees and volunteers working with minor children will receive information and offered training regarding the signs of child abuse, including child sexual abuse, and the steps to report any and all suspected child abuse.

## **Appendix C**

### **(Church)**

## **Child Protection Guidelines**

### **RESPONSE PROCEDURES**

1. The official spokesperson for Gulf Breeze Presbyterian Church shall be the Pastor, or in the absence of the Pastor, the previously designated spokesperson. All inquiries or requests for information from the media, attorneys or any other parties shall be referred to the official spokesperson. No person other than the official spokesperson is to release any information regarding any alleged incident of child abuse without the express approval of the official spokesperson.
2. The official spokesperson shall immediately report any alleged incident of child abuse to the appropriate local Child Protection Services agency of the county, our insurance carrier, the Conference or District Superintendent.
3. The care and safety of the victim is our first priority. We will not confront the accused without the approval of the Child Protection Service or law enforcement authorities.
4. We will not prejudge any person accused, but we will take any allegation of child abuse seriously and will reach out in Christian love and support to the victim and the victim's family, extending whatever pastoral care resources are needed. We will fully cooperate with any authorities investigating an allegation of child abuse.
5. We will treat the accused with dignity and respect. If the accused is a church worker, that person shall be temporarily relieved of his or her duties until the investigation is finished and the person cleared by the authorities. If the accused is a paid employee of our church, his or her income will be maintained until allegations are cleared by authorities, until criminal charges are filed or until the employee is officially released from their duties at the church.
6. All communication by the official spokesperson to the media, congregation, and public will protect the privacy and confidentiality of all involved.
7. All efforts in responding to the alleged incident of child abuse shall be documented by the Pastor or, in the absence of the Pastor, by the previously designated spokesperson, and maintained in a secure and confidential file.

**I have read and understand all of the Youth Ministry procedures & policies, and the Child Protection Policies at Gulf Breeze Presbyterian Church. I understand as an adult volunteer, I am liable for this information, and agree to conduct myself according to this policy.**

**Volunteer signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Please sign, and return to the Youth Director so it can be held on file*