



St Johns Anglican Youth Ministry

Leader's Handbook

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Letter From Jim

Hello Leaders,

You are doing the greatest job Jesus ever laid before his people – the pastoral responsibility of a flock!

¹To the elders among you, I appeal as a fellow elder, a witness of Christ's sufferings and one who also will share in the glory to be revealed: ²Be shepherds of God's flock that is under your care, serving as overseers—not because you must, but because you are willing, as God wants you to be; not greedy for money, but eager to serve; ³not lording it over those entrusted to you, but being examples to the flock. ⁴And when the Chief Shepherd appears, you will receive the crown of glory that will never fade away. 1 Peter 5:1-4

Great!

The care of God's sheep

Like all of God's sheep – teenage sheep have a real need for three things; people to feed them **God's word** (Eph 6:17; 2 Tim 2:15) and lead them in **prayer** (Col 1:9-12; 1 Cor 3:5-9) in a family of real, expressed **love** (John 13:1-5). Because they are teenage sheep, they do also have an appropriate desire for what old people call 'carefreeness' and what teenagers might call 'fun' (1 Tim 5:1-2).

The care of God's *teenage* sheep

Unlike all of God's sheep, God's teenage sheep have particular needs. In particular, to love young Christians demands a certain language – and that language is **love expressed in time given**. Above all, the young Christians of our church and community need someone who will commit time to them. So, in the outline of the ministry that follows you will think one thing above all:

Youth Ministry is a Big Commitment of My Time.

Then you will think straight and think:

*Youth Ministry is a Big Commitment of the Time Jesus Has Given Me...
And that is a Great Life-Vision*

Remember now that the world will sell you any and every product for your personal fulfilment and to supply you with meaning. Jesus gave you his life for free so you might belong to him. You are now Jesus' person. His service is the best of living. So the question for you is not do I have the time, but:

Is this use of Jesus' Time the Best I Can Serve Him with Now?

I think it absolutely is. I hope this document gives you an idea of the culture and foundations of our youth ministry. From it, after a chat with Niki, you should be able to tell whether this ministry is for you or not.

Overview of Ministry

The following spells out the basics of our Roast youth ministry!



What is the Friday Roast?

The Sunday Roast is the name of the youth group at St John's Maroubra.

We exist to help kids whoever they are and wherever they are from to stuff themselves with the truth of God among a solid and loving group of other teenagers and leaders.

It has three courses: Sunday Roast, Friday Night Roast & Roast Camps.



Roast Camps

We hold 2 camps in the year for our teens.

April camp 'KYCK' - us and about 2000 other teenagers in a big shed at Katoomba. Teaching, music, games....awesomeness.

Roast camp - "Welcome to the Roast" Weekend Camp held in August each year to welcome year 6 kids to Roast

We are hoping to introduce 1 weekend away together for the youth leadership team each January to spend time together as family praying, dreaming up cool ideas and enjoying each other's company.



Toast Gathering

On Sunday mornings we hold a small discipleship group for any year 6-9 teens that come with their parents to either of the morning church services at 9am or 10.30am. The format is simple - we eat breakfast, make tea, play an ice-breaker game, do a bible study, pray and play an outdoor game to finish. Then we stick around for informal chats with the kids and parents.

Organisational Chart 2019

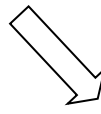
Overseer of Youth Coordinator

Jim Crowweller



Youth Ministry Co-ordinator

Niki Hamilton-Irvine



Friday Night Leaders

Garth Hasler, Gary Hamilton-Irvine
Mitch Roberts, Patty Ayres,
Emily Mitchell & Erin O'Regan



Friday Team Meetings

Weekly Fri Nights after youth
Pray for kids
Grow follow-up culture

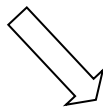


Sunday Morning Leaders

Niki Hamilton-Irvine

Sunday Team Meetings

Sunday fortnightly catchup
Pray for kids
Discuss Teaching Content



Joint Youth Training time w. both teams

1st Friday Night of each Term

Overview of training program per term

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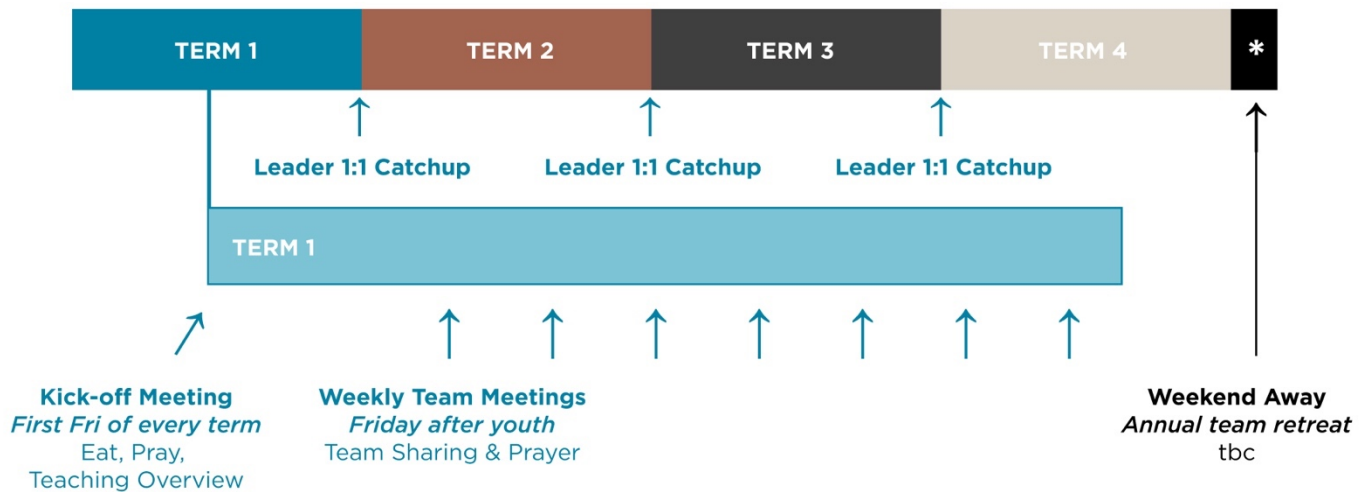
Annual team retreat in February

Welcome new leaders to the team

Team Building

Dream & plan for the year ahead

Overview of Leadership Vision



Aims for Leaders

- Humble, Joyful, Dependable
- To grow as pastors and disciplers

Overview of Program (per term)

1. Kick off meeting (first Friday of each term)

- [45 mins] Dinner
- [20 mins] Pray
- [60 mins] overview of teaching for term, creative input from team, logistics

2. Weekly Team Debriefs

- [10 mins] Share an encouragement or challenge with team
- [5min] Pray for youth and team

3. Leader Support / Mentoring

- [60mins] Niki to Catchup 1:1 with Leaders 3 times per year
 1. Check-in on devotional life of a leader
 2. Do a Personal Growth Plans & revisit each catch-up

4. Weekend Away

- Fri-Sun retreat to grow as a team - 2020 date is February 14-16

Guiding Principles

Ruling Principles	Guiding Principles & Methods
<p>To teach all the word of God (Acts 20:26-28)</p>	<p>Move through OT & NT & all types of biblical literature (law, prophets, wisdom, gospels, etc)</p> <ol style="list-style-type: none"> 1. Plan each year for OT & NT & Topical 2. Term 1 in the future might focus us on 'catechesis', or in youth terms, 'confirmation' material.
<p>To teach in the power of God's Spirit by</p> <ol style="list-style-type: none"> 1. Teaching his word (Eph 6:17; 2 Tim 2:15) 2. Prayerful dependence on him (Col 1:9-12; 1 Cor 3:5-9) 	<ol style="list-style-type: none"> 1. Friday formats must be planned around the ministries of word & prayer, whatever else is involved 2. Leaders will meet for prayer before each Friday Roast
<p>To love as Christ loved in real relationships (John 13)</p>	<p>To love the kids by real relationship - which with teenagers means....time!</p> <ol style="list-style-type: none"> 1. To commit to camps, Fridays and Sundays with a high level of commitment & delivery. 2. To contact most of your designated kids each week to check if they are coming/follow-them-up/catch up. 3. To run games with the aim of opening avenues for real relationships to develop. 4. Feel free to meet up any other time (Safe Ministry guided)
<p>To not lead youth into sin (Mark 9:42-32)</p>	<p>To model being Christian men and women</p> <ol style="list-style-type: none"> 1. To not model swearing, selfishness, judgment of others, mockery, ungodly use of alcohol or drugs, bullying, competitiveness or disrespectfulness. 2. To self-assess these points at team meetings.
<p>To conduct pure and appropriate relationships across age and gender (1 Tim 5:1-2)</p>	<p>To accommodate youth from ages 12-18</p> <p>To conduct ministry in a basic same-sex pastoral pattern</p> <ol style="list-style-type: none"> 1. Youth leaders/pastors are of same gender as their small groups/flocks as far as possible

To pastor our flock willingly and responsibly (1 Pet 5:1-4)	<ol style="list-style-type: none"> 1. Leaders will pastor a small group of up to 6 kids of similar age and same gender 2. Leaders will pray for their designated kids (their flock!) each week. 3. Leaders will invite/follow them up each week. 4. Leaders will take these kids in small groups most Friday's 5. The coordinator will keep a role each week of attendances at all events to aid reflection and follow up in the team meeting.
To grow disciples and reach the lost (Matthew 18:12-14; Matthew 28:18-20)	<p>We will disciple our kids always remembering the importance of calling others into the faith.</p> <ol style="list-style-type: none"> 1. Friday Roasts are the heart of our discipleship 2. 'Bring a friend' socials and Camps are to be our evangelistic/invitational 'edge'
To raise servants and servant-leaders (Eph 4:11-16)	<p>We will identify gifts and encourage their use in the youth</p> <ul style="list-style-type: none"> <input type="checkbox"/> Welcoming <input type="checkbox"/> Group Leadership <input type="checkbox"/> Running games <input type="checkbox"/> Design <input type="checkbox"/> Technology eg. sound, projection <input type="checkbox"/> Teaching <p>We will identify gifts in each other and train in them.</p> <p>To give real ownership of ministry to youth at an appropriate level, and with appropriate support.</p>
To operate a 'Safe ministry'* *a ministry protocol of the Anglican Diocese of Sydney	Leaders will be up to date in Safe Ministry training.

Communication

- We have a Roast Facebook public page and Instagram thread for updating youth on events and aiding weekly engagement
- We will have a Facebook leaders' group for keeping communicating
- Niki sends a weekly Y&K email out to Roast/Toast parents and leaders to partner with parents in the ministry. It is good for leaders to read each week.

Code Of Conduct

“Above Reproach”

Setting a Biblical Example in the Leadership of Youth and Children

— 1 TIMOTHY 3:1-10

We are so glad that you have decided to be involved in ROAST. We want our ministry to be characterised by grace and forgiveness, rather than rules and regulations, but leaders should have a particularly high standard in their personal life.

Leaders will want to be above reproach in their whole lives, with lives full of integrity and faithfulness, above and beyond what the law demands. We take the leadership of youth and young people very seriously.

This document is intended to provide clarity in leadership expectations in our church and practical ways that you can be a leader who is above reproach.

1. Being above reproach in OUR COMMITMENT: (Heb 10:25)

- A. Any commitment by a leader to Youth and Children's Ministry must be carefully, prayerfully and personally considered.
- B. We expect leaders to confer with their team leader before making a commitment to other ministries at church or elsewhere.
- C. Leaders set a strong example to those they lead. Therefore, leaders need to be committed to
 - i. full attendance at the group they have committed to lead,
 - ii. attending any additional activities with this group that may be required such as camps
 - iii. regular attendance at a church service and, if possible, a small group/Bible study group
- D. Leaders will show respect to other team members and the group by their commitment to
 - i. arriving on time. Call (in preference to SMS) your senior leader if you will be late
 - ii. being prepared for the program and its activities
- E. We want to model our faith to our families. To avoid stress and miscommunication, it is very helpful to let your family know your weekly leadership and church commitments so, where possible, important family events can be scheduled for other days.

2. Being above reproach in WHAT WE SAY: (Eph 5:1-4)

- A. Set an example in our language to ensure it doesn't degrade God or anything good He has created
- B. Be genuine encouragers, speaking positive words to each other and to those whom we serve
- C. Avoid cynicism in our hearts and refrain from being argumentative, divisive or inappropriately finding fault with individuals

3. Being above reproach in OUR PERSONAL RELATIONSHIPS:

(1 Thess 4:1-8)

- A. Our relationships must be 'above reproach'. We ought not to place ourselves in situations where our integrity in our relationships with others may be - or even thought to be - compromised. For example, all leaders should strive for purity and to not engage in sexual activity before or outside marriage. We must avoid all sexual immorality and be very careful about time spent alone with a boyfriend/girlfriend and make sure we are accountable to others in this.
- B. Family relationships must be maintained in a respectful and loving way. Leaders must always be aware that they are being observed as role models and are seen as an example to follow.
- C. No youth leader should become involved romantically with
 - i. any young person in the youth ministry (Years 7-12). If there are any questions about this, then please speak to your leaders.
 - ii. any person they have pastoral responsibility for, including other leaders.
 - iii. someone who is not a follower of Christ.

- D. If a relationship begins between leaders in the same team, then three things should occur:
- i. The main leader of the ministry needs to be informed.
 - ii. The couple ought to avoid 'couple-like' behaviour during leaders' meetings and youth activities.
 - iii. If problems do occur, and a resolution cannot be found, this may result in one or both of the leaders being taken out of their positions by the main leader of the ministry in consultation with staff.

4. Being above reproach in OUR RELATIONSHIPS WITH CHILDREN AND YOUNG PEOPLE: (Matt 18:1-6)

Section 1 - Legalities

We live in a world where many children and young people have been abused physically, sexually and emotionally by trusted members of their communities, including in churches. As a result, there are requirements that we as leaders must comply with both under NSW law and the Anglican Church's Ordinances regarding Safe Ministry.

As a leader you are required to:

- A. Get a Working With Children Check clearance,
- B. Make a formal application for the children's or youth ministry position, including providing proof of identity and references,
- C. Attend Safe Ministry training within 3 months of starting as a leader, and attend a Refresher course every three years after that,
- D. Read and comply with *Above Reproach (this code of conduct)*, and
- E. Read and comply with *Safe Ministry for Youth Ministry Leaders*

The most important principle to remember when it comes to being above reproach in our relationships with children and young people is this:

Never be alone with a child or young person.

There are good reasons for this principle. People who abuse children may try to use group-based activities as a platform for developing trust so that they can engage in one-on-one activities that provide an opportunity for sexual abuse to occur. Sexual abuse often starts with something relatively minor and gradually builds up to more serious behaviour through a process of grooming. It is characterised by secrecy. That is why it is so important that there always be more than one leader present, and that no leader spends time one-on-one with a child or young person.

Following this principle protects children and young people in our churches, and also protects you from situations where your integrity or actions might be questioned.

5. Being above reproach in FINANCIAL RESPONSIBILITY: (1 Peter 5:2)

- A. Leaders need to be financially above reproach. All events must be organised in an orderly way. All money for every event must be accounted for according to the protocols of the church approved by the auditor.
- B. You are not to seek personal advantage or financial gain for yourself or your family from your position or from a pastoral relationship, beyond any stipend or wage and recognised allowances and deductions you may be entitled to.
- C. Christian leaders of all ages need to show integrity in managing their finances. This involves
 - i. your personal commitment to giving in response to the blessings that God has given to us
 - ii. managing your finances so that personal debts, including those to any church body, are paid when due and in full

6. Being above reproach CONCERNING ALCOHOL AND DRUGS: (Gal 5:19-21)

- A. Drunkenness is regularly deemed to be totally unacceptable throughout the Bible [Ephesians 5:18]. All leaders must ensure that this does not happen - publicly or privately. Use of illegal drugs and misuse of legal drugs are equally unacceptable.
- B. In the lead up to, and during ministry activities, all leaders should ensure that they are fit to work and are unimpaired by drugs and/or alcohol. The main leader should be immediately notified of any situation where this policy has been breached by any person.
- C. All leaders ought to make a practice of not consuming alcohol (or smoking) in front of our children or young people. It may be a stumbling block for many and sets an example for actions that are only acceptable in law for people over the age of 18, but may not be worthy of a Christian of any age.
- D. If all members of the leadership team are over 18 years great care should be exercised in choosing whether to drink alcohol (Gal 5:19-21, Rom 14:17-21). All leaders should abstain from drinking with other leaders until all members of the leadership team are 18 years of age or over. This is specifically for children's/youth leadership gatherings and events where leaders are present.

7. Being above reproach in OUR DRIVING: (Rom 13:1)

- A. We need to model safe and responsible driving at all times and abide by the road rules. Be mindful that parents will judge whether our driving is safe or not by the way we drive when their children are NOT in our car.
- B. No leader on their RED Provisional license [P] should drive a child or young person to or from ministry events and outings. If you are a 'Green P' driver, then you must obtain individual WRITTEN permission from the parent of the child or young person before doing so.

8. Being above reproach in OUR USE OF THE INTERNET:

- A. As leaders we need to model wise attitudes and actions in response to the temptations that the internet can bring. This will include
 - i. having your computer in a publicly accessible area of the home
 - ii. installing accountability software on your home/main computer
 - iii. Recognising that much of the material on the internet has a low value. Great wisdom is required in how we fill our minds with the ideas of the world (Rom 12:1-4)
- B. We should not have anything to do with pornography or sexual immorality. If we find ourselves being tempted in this area we should seek help from a leader of the same gender with pastoral oversight over us.
- C. We should never involve ourselves in any form of bullying through the internet.
- D. We should take extreme care in what we post on our own social media sites and in what we allow others to post. Though these sites allow for your free expression of yourself, they are in the public domain and will reflect on you and your maturity and ability to lead.

9. Being above reproach in OUR RELATIONSHIPS WITH SENIOR LEADERS:

(Heb 13:17)

- A. We will model respect for the leadership of all those who have pastoral oversight over us.
- B. We recognise that there are appropriate ways in which to raise a difference of opinion we may have with a senior leader. Where this arises
 - i. we will be respectful in our discussion with the senior leader regarding this difference, i.e. we will speak directly to the leader about concerns we have
 - ii. we will not gossip nor air this publicly
 - iii. we will accept the senior leader's decision but if the matter is of great concern we will take it to another senior leader to help mediate
- C. We choose to model obedience to our own parents

10. Being above reproach in DEALING WITH MISTAKES:

- A. Any incident should be reported to the senior leader, who will decide if further action is required. If in doubt about whether something qualifies as an incident, then err on the side of caution and inform the senior leader. Attempting to cover up an incident undermines trust and may imply guilt.
- B. If there is a lapse in any of the above leadership expectations, the leader concerned should be directed to the code of conduct with the aim of rectifying the problem. If the problem cannot be resolved, the leader concerned will be asked to accept the direction of the senior leader of the group.
- C. A leader will be asked to step down if there is a gross breach of these expectations which would undermine the confidence of the parents, the leaders and the children or youth in the person's ability to be a Christian role model. In this situation, the decision will be made in consultation with the Senior Minister. The person is still supported as a brother or sister in Christ but cannot be supported as a leader.

Social Contact Policy

We want to encourage healthy, appropriate, relationships with the children and young people we lead. This can at times involve contacting them outside of the main program and can include calling, talking online and meeting in person. While some conversations are private it is important that relationships are transparent; parents and church leaders should be aware of the relationships that exist between leaders and students even if they are not aware of every conversation.

Below is a list of recommendations for social contact beyond the structures of the regular program.

FAITHFULNESS IN SERVICE

5.32 When meeting a child privately, you should:

- *have parental or guardian consent, where practicable;*
- *ensure where appropriate that a parent, guardian or suitable adult is present;*
- *inform another member of the clergy, an adult church worker or another adult of the time, location and duration of the meeting;*
- *not invite or have children to your home or visit children in their home when no other adult is present; and*
- *make a record of the time, location, duration and circumstances of any meeting where it is impracticable to follow these guidelines.*

GENDER

- *Leaders should limit their contact with students of the opposite gender.*
- *During the program leaders should focus their attention on young people of the same gender*
- *Contact outside of the program should be by someone of the same gender.*
- *It is appropriate to send generic invitations or reminders to young people of the opposite gender.*

PRIMARY STUDENTS

- *Any phone contact should be for ministry purposes only. It should be with parents and then, if appropriate, with the child e.g. if the child answers the phone the leader should speak to the parent first and explain why they are calling then speak to the child if appropriate. You should never contact a primary student on their mobile phone. SMS can be sent to the parents or guardians mobile for logistical purposes e.g. event reminder.*
- *Online contact must be limited to logistical purposes (e.g. information on the church website)*
- *It is inappropriate to talk with primary students on a social networking site or email.*
- *Email can be sent to the parents or guardians for logistical purposes. More significant conversations should be held in person.*
- *It is never appropriate to meet primary children socially unless it is in the context of socialising with the child's family.*

YEAR 7-9 STUDENTS

- *Any phone contact should be for ministry purposes only. It should be with parents and then, if appropriate, with the young person e.g. if the young person answers the phone the leader should speak to the parent first and explain why they are calling. You should never call a Year 7-9 student on their mobile phone.*
- *SMS should be limited to logistical purposes (e.g. don't forget event this week).*
- *Email should be limited to logistical purposes and basic encouragement. All email should be sent to the young person with a BCC or CC to a senior leader (e.g. Senior Minister) for accountability, safe keeping and future reference. If at all possible more significant conversations should be held in person.*
- *It is never appropriate to physically meet Year 7-9 students socially without written or verbal permission from the parents and discussing it with your ministry supervisor first.*

YEAR 10-12 STUDENTS

- *Phone contact is permissible for ministry purposes however long conversations are to be avoided.*
- *SMS is permissible and should be for logistical purposes and encouragement (e.g. praying for you today).*
- *Email should be limited to logistical purposes and basic encouragement. All email should be sent to the young person with a BCC or CC to a senior leader (e.g. Senior Minister) for accountability, safe keeping and future reference. If at all possible more significant conversations should be held in person.*

- *Leaders can meet with same gender students or in mixed groups casually in public places (e.g. coffee at McDonalds). Parents and the supervisor of the ministry should be aware of the meeting and its purpose*

SOCIAL MEDIA

- *Caution must be used when communicating with young people online. You must maintain transparency and be accountable for what you say. You must also take care with the message you intend to communicate through both the words and images you use as it may be perceived differently by those who view it.*
- *Youth group members, their friends and parents should be directed to the Church or Youth Groups official social media account e.g. Facebook, Instagram, Snapchat. Caution should be observed with the use of any sites that delete posts, images and comments. These accounts should be only used in a one directional manner e.g. the Church Snapchat account must not add, follow or comment on any followers account. The information posted online should be limited to logistical purposes and basic encouragement. There should be at least 2 designated leaders whose role it is to moderate each account for accountability.*
- *Leaders can use closed (not secret) Facebook groups. The information posted on these groups should be for logistics, encouragement and prayer. There should be at least 2 designated leaders whose role it is to moderate the group for accountability. A senior leader (e.g. Youth Minister/ Rector) should be informed of all groups. Leaders should never have a group with students only of the opposite gender.*
- *Where possible youth should be directed to a group account rather than a leader's individual account. Where an individual's account is used this should occur in consultation with a senior leader (e.g. Youth Minister/Rector). Strict guidelines should be developed when using this type of site. These would include but are not limited to:*
 - *Youth should initiate friendships, following or adding to their account, not leaders.*
 - *Ensure any text posted online is beyond reproach and cannot be misconstrued.*
 - *Ensure all photos and videos posted or tagged are beyond reproach and cannot be misconstrued.*
 - *There should be no private contact or conversations with any student in Yrs 7-9.*
 - *No leader should use a social media platform for leader to youth interactions that allows anonymity e.g. AskFM, KiK messenger etc.*
 - *No leader should use a social media platform for leader to youth interactions that deletes posts, images or comments (e.g. Snapchat).*
 - *No leader should use video calling for leader to youth interactions.*

• Youth group members, their friends and parents should be directed to the Church or Youth Groups official social media account e.g. Facebook, Instagram, Snapchat. Caution should be observed with the use of any sites that delete posts, images and comments. These accounts should be only used in a one directional manner e.g. the Church Snapchat account must not add, follow or comment on any followers account. The information posted online should be limited to logistical purposes and basic encouragement. There should be at least 2 designated leaders whose role it is to moderate each account for accountability.

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• Where possible youth should be directed to a group account rather than a leader's individual account. Where an individual's account is used this should occur in consultation with a senior leader (e.g. Youth Minister/Rector). Strict guidelines should be developed when using this type of site.

These would include but are not limited to:

- Youth should initiate friendships, following or adding to their account, not leaders.
- Ensure any text posted online is beyond reproach and cannot be misconstrued.
- Ensure all photos and videos posted or tagged are beyond reproach and cannot be misconstrued.
- All private conversations must be recorded and never deleted.
- No leader should use a social media platform for leader to youth interactions that allows anonymity e.g. AskFM, KiK messenger etc.
- No leader should use a social media platform for leader to youth interactions that deletes posts, images or comments (e.g. Snapchat).
- No leader should use video calling for leader to youth interactions.
- Caution must be used when communicating with young people online. You must maintain transparency and be accountable for what you say. You must also take care with the message you intend to communicate through both the words and images you use as it may be perceived differently by those who view it.

PHOTOGRAPHS

Children, youth and leaders will often want to take photos as part of their life together however the use and storage of these images must be carefully considered.

- *An appointed leader should take photos of youth/children's ministry activities. Photos should be saved to an appropriately private location as soon as practicable and kept secure, e.g. password protected file on the church computer then deleted from the camera or phone.*
- *Individual leaders should not be taking photos of children or youth during ministry activities with their own device. Any exception to this policy should be discussed with the ministry leader.*
- *Do not photograph any child/young person who has asked not to be photographed or where parental consent has not been given.*
- *Photos should focus on small groups rather than individuals:*
 - *do not identify in writing the person/s in the photograph.*
 - *all children/young people must be appropriately dressed when photographed.*
 - *never post photos of children/young people on the internet without parental permission eg seek permission to post ministry related photos of children/youth on the church website or church social media page you need to ask permission from the primary subjects of the photo before posting the photo online. Ministry leaders need to monitor social media pages associated with the ministry to ensure photos and comments are appropriate*
 - *Children/young people should only take photos of ministry leaders as part of a group Video Phoning (mobile Phone/internet)*
 - *church workers should not enter into conversations of this nature with children/young people.*

Video Phoning (mobile Phone/internet)

Church workers should not enter into conversations of this nature with children/young people

Transport Policy

Our desire is to honour God by being above reproach in all things, erring on the conservative, and taking due responsibility for our care of young lives.

You must have written permission from a parent or guardian before a child can be driven anywhere by someone other than the parent for the purposes of a church activity.

When making transport arrangements, take reasonable steps to ensure that:

- *All drivers or operators are licensed (green Ps or above), responsible, experienced and are not impaired by alcohol or any other mind-altering or addictive substance; and*
- *All motor vehicles and other forms of transport used are registered, insured, safe and fitted with age appropriate child restraints or safety devices (e.g. seat belts, life jackets).*
- *Leaders should avoid being alone with a child in a motor vehicle or driving a child home unaccompanied, even with parental permission. If such a situation is unavoidable, inform another leader of the trip and the reason for it.*

Emergency Procedure

In the event of an accident or any kind of emergency happening during children's and youth ministries at St John's, the following steps are to be taken.

1. Alert the First Aid Officer
2. Administer appropriate first aid
3. If necessary, call emergency services on 000
4. Contact parents immediately
5. Write an incident report, available on the back of the office door and submit it to the youth Co-Ordinator

Screening & Training of Leaders

There are requirements for people involved in any kind of work with youth and children that we as leaders must comply with, both under NSW law and the Anglican Church's ordinances.

Legal Requirements

Any person involved in child-related work (including all volunteers) must get a Working With Children Check (WWCC) clearance (subject to some exemptions).

Our church must verify the WWCC number with the Office of the Children's Guardian to determine whether the person has been cleared or barred.

Diocesan Requirements

A person who wishes to volunteer or work in our youth leadership team must:

1. Obtain a WWCC clearance that must then be verified by the parish;
2. Undertake Safe Ministry training within three months of starting the children's ministry position, followed by a Refresher course every three years; and
3. Read, understand, and comply with our Roast Code of Conduct

Providing Information for records

You must provide your full name, date of birth, WWCC number and details of the Safe Ministry training you have undertaken to your Youth Coordinator / parish's Safe Ministry Representative, as they are required to keep these records.

Reporting Abuse

It is your responsibility to ensure that any child/teenager abuse that you become aware of is reported to the relevant authorities. You may become aware of abuse because you have observed indicators of abuse, another person has informed you of their concerns for a child or a child has told you they are being abused.

If a child tells you about any abuse, you should: I listen to their story;

- comfort them if they are distressed;
- let them know you're glad they told you and that they did the right thing;
- let them know you are going to get help about what to do next and that you will get back to them.

As soon as possible after the disclosure you must:

- a. write down the details of what was said, and
- b. report the information to the appropriate authorities

a) WRITE DOWN the details of what was said including such details as:

- a. who you spoke to,
- b. date, time and place,
- c. what you said,
- d. what the child said, and
- e. any grounds for forming the belief that abuse has occurred.

Keep to the facts about what was said and don't express your opinion. Be aware that this document must be signed and dated and could be subpoenaed in court proceedings.

b) REPORT the information to the appropriate authorities.

Issue or concern	Report to:
General Suspicious	Head Ministry Leader (Niki Orenstein)
Child or young person currently at risk of significant harm	<p>FACS</p> <p>If possible discuss with your head ministry leader or Senior Minister* first and use the Mandatory Reporters Guide.</p> <p>Police</p> <p>Contact the police first if the situation requires emergency assistance.</p> <p>Professional Standards Unit</p> <p>Contact the PSU where the alleged perpetrator is a church worker.</p>
Knowledge of relevant criminal offences	<p>Police</p> <p>Professional Standards Unit (regarding a church worker)</p> <p>Phone: (02) 9265 1514</p> <p>Email: psu@sydney.anglican.asn.au</p>
Child abuse by a church worker**	<p>Senior Minister*/church worker's employer Anglican Abuse Report line</p> <p>Phone: 1800 774 945</p> <p>Email: abusereport@sydney.anglican.asn.au</p> <p>Police</p> <p>* Contact the Professional Standards Unit if you are unsure of what to do in any circumstance or where an allegation is regarding the Senior Minister</p>

CONFIDENTIALITY

You must treat any suspicion, knowledge or disclosure of abuse with the utmost confidentiality. Apart from reporting it to the relevant authorities and to your ministry leader or Minister, you must not ordinarily share the information with anyone else.

PASTORAL CARE

A victim of abuse may require immediate specialist counselling or other support. When a report is made to the Professional Standards Unit, the Professional Standards Unit Chaplain can provide advice on care for victims and their families. Victims often need ongoing contact and support and the Minister should ensure that an appropriate person is appointed to follow up with them.

Guidelines for Youth Ministry Activities

The guidelines that follow cover a wide array of issues for youth ministry activities, such as the supervision of activities and their appropriateness, the physical safety of those involved, the importance of parental consent, transportation and trips away, forms of communication with children, as well the issue of meeting up with children outside of programmed events. However, there are three golden rules that are relevant to all of the guidelines.

The Golden Rules

TWO OR MORE

There must always be two leaders aged 18 years or over present for all youth ministry events.

NEVER ALONE

Leaders must not be alone with a teenager during an activity, and should make sure, as far as possible, that other leaders are not left alone with a teenager unless there is written permission from the parent and you meet in a public and visible space.

STRANGER DANGER

Leaders should be on the alert for people wandering around – a person unknown to the leaders or not part of the youth ministry should not be allowed access to youth

Statement of Belief

God: There is one God in whom there are three and equal persons; Father, Son and Holy Spirit. God is the creator of everything, infinite, eternal, faithful, all powerful and good.
(Matthew 28:19 | 1 Peter 1:1-2)

The Bible: The Bible is the word of God written by holy people inspired by the Spirit. The Bible is our supreme authority in all matters of faith and godly living.
(2 Timothy 3:16 | 2 Peter 1:21)

Humankind: God created humankind in the image of God and we are unique in all of creation called to live in relationship with our creator, with humanity and as rulers over the rest of creation.
(Genesis 1:28 | Psalm 8)

Sin: Every human is by nature sinful, and all of creation suffers the consequences of living in a fundamentally fallen world. In our sinful nature we are all guilty before God and deserving God's wrath and condemnation.
(Romans 3:23 | Ephesians 2:3)

Jesus: Jesus is the Christ, born fully human and fully God, uncorrupted by sin and shared in the struggles and suffering of humanity. Jesus willingly died once for all humankind as our representative and substitute and his sacrifice alone redeems us from the guilt, penalty and power of sin.
(John 1:14 | Hebrews 1:1-4 | 1 Peter 3:18, Hebrews 9:25-27)

The bodily resurrection: Jesus was crucified and died, rose in bodily form, is the first fruits of those who have died and ascended to the right hand of the Father where he now rules as king.
(John 20:26-28 | 1 Corinthians 15:17-21)

Salvation by grace: Salvation is the free gift of God made possible by the Holy Spirit who compels us to repent and believe the good news about Jesus and our need for salvation. Salvation cannot be earned or made more secure by works but God saves the sinner by grace through faith in Christ alone.
(Ephesians 2:10, 2 Peter 1:10-11)

Christian living: The Holy Spirit lives in and restores the Christian. The Spirit convicts the Christian of sin, guides the Christian in truth and transforms the mind and conduct of the Christian so they are more like Christ. Christians sin even with the Holy Spirit and this struggle will continue until we are raised perfect with Christ.
(Romans 12:1-2 | 1 Thessalonians 4:1-8).

The Church: As Christians we are all gathered by Christ and are part of the body of Christ. Christians express their relationship together by gathering regularly to worship God in a committed community.
(Matthew 16:18; Ephesians 4:11-13 | Hebrews 10:25)

The End: Jesus will come again to judge the living and the dead and establish his new heaven and new earth.
(2 Timothy 4:7-9 | Revelation 21:1-4)

Ministry Commitment

Personal Commitment

- I have read, and will work within, the expectations as laid out in this ministry Code of Conduct.

Time Commitment

I willingly accept the significant time commitment I am making

- Lead each week during term (including time before and after to prepare, pray and pack up)
- Commit to a period of _____ year/s serving on team

Ministry Commitment

I will...

- accept the leadership of those responsible for the ministry and acknowledge their authority under God
- be on time and well prepared for the ministry and ministry events
- respond in a timely manner to communication from my leaders
- Pray regularly for those I lead
- Give particular attention to those I lead in small group during the program time
- Appropriately follow up those I lead if they have be absent.
- Connect with parents where possible during the normal life of our Church community

Safe Ministry Commitment

- I have completed Safe Ministry training in the last 3 years
- I have completed a Working with Children Check
- I understand that if an allegation is made against me about child abuse or neglect, the matter may be referred to the police or other relevant authority for investigation.

Name: _____ Signature: _____ Date: _____